



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY



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Regulations Governing the Use of Outdoor Tennis Courts



Introduction

Location: There are two outdoor tennis courts (Court 1 and Court 2) which are between Block F and Block G, adjoining the Basketball court.

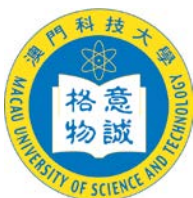
Opening hours: As per the available reservation time in the system

Payment:

September to March	9:00am to 6:00pm	MOP 20.00/per hour	
	6:00pm to 10:00pm	MOP 40.00/ per hour	With lighting after 6pm
April to August	9:00am to 7:00pm	MOP 20.00/per hour	
	7:00pm to 10:00pm	MOP 40.00/ per hour	With lighting after 7pm

Reservation and Payment

- Employees or students under MUST Foundation can apply through the Wemust system by choosing the “Venue Booking”. Applications made orally or by email will not be accepted.
- The tennis court can be reserved 3 to 10 days in advance counting from the date of application (for example, a staff member will be able to reserve the venue for the period of 4th to 11th August, when he/she submits the application on 1st Aug.)
- Payment: Fees are paid via the Wemust. (Please top up if the balance is insufficient to cover the fees.)
- Inquiry phone number for the General Affairs Office: 8897-2939
- Office hours of the GA Service Counter: 11:00 a.m. to 1:00 p.m., 2:30 p.m. to 5:00 p.m., Monday to Friday. Closed on Saturday, Sunday and public holidays.



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NOTE

1. The reservation is counted by hours.
2. Each person on each day can only reserve one tennis court for no more than 2 hours in continuous or separate time periods.
3. Prepaid fees are not refundable. The use time of the reserved venue will not be changed. (If the venue is unusable due to bad weather, please refer to item 4.)
4. If this is bad weather on reservation date, applicants can apply to change the time by email to gaservices@must.edu.mo the day after the reservation time. Time changes are subject to staff instructions and coordination.
5. An applicant who cancels a reservation without prior notice via phone will be blacklisted and will not be accepted for any venue reservation within two months after the warning is issued.

Regulation of Use

1. The user can only enter the venue at the reserved time and must leave before or by the ending time of the reservation.
2. Before using the venue on the day, the user must go to the Security Room on the ground floor of Block G with the student ID or staff ID or any certification who can proof the identity and rental record details to check the rental information.
3. The user should bring the needed sports equipment.
4. Prohibited matters in the venue:
 - 4.1 No smoking;
 - 4.2 No food (except drinking water);
 - 4.3 No pets allowed;
 - 4.4 It is forbidden to bring any drinks in glass bottles to the venue.
5. Only court shoes are allowed to be used in the venue. Anyone who exercises must wear appropriate sports equipment.
6. Keep your belongings with you. The university will not be responsible for any theft or loss.
7. Keep the place clean. Please put the garbage into the trash can.
8. If the items in the venue are damaged or lost, the user must take responsibility and pay for replacement and/or repairs.
9. The user must obtain the consent of the university to move the equipment in the venue.
10. An applicant should install and remove his/her own sports equipment; the equipment must be restored to its original state and returned to its original location after use; the venue must be restored after use; the equipment (mobile display board, signage, mobile whiteboard and so on) borrowed from the university must be returned in good condition.
11. Decoration materials, waste and garbage after the event must be cleaned up by the applicant himself. The offender must bear the cleaning fee from this, and otherwise, the university will no



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longer accept his/her application(s) to reserve the venue.

12. During the use of the venue, the nature of the event must be the same as the “rental record details” submitted by the applicant. In case of any inconsistency with facts or any inconsistency with the existing laws and regulations of Macau, the university has the right to cancel the approved application for venue reservation, and no objection will be allowed.
13. The right to use the venue must not be transferred to others.
14. Users should clearly understand their physical condition before conducting the appropriate sports and they should take responsibility for any accidents occurring during the event.
15. In case of any accident, please call the emergency number 8897-2233/2254 of the Security Room or the emergency helpline 999.
16. The university reserves the right to modify these guidelines and has the final interpretation of this document.

* If the applicant receives two or more written warnings for violating any of the codes above, the university has the right to reject all applications from the applicant to reserve the venue within one year.

General Affairs Office
Macau University of Science and Technology
January 2024