



香港三項鐵人總會 器材借用守則程序

(甲) 借用程序

1. 此申請表專為各機構借用本會器材以舉辦活動，或個人作訓練用途。若以個人名義借用，申請表上的「申請團體/總會」及「職位」則無需填上。
2. 借用者必須填寫借用申請表格（附件），於借用器材日期前兩星期或之前遞交往香港三項鐵人總會。
3. 本會職員將通知借用者申請成功與否。
4. 若申請成功，本會將與借用者安排日期、時間及地點，接收器材。
5. 借用者在接收器材時，需檢查器材是否操作正常。
6. 借用者必須於申請表上指定之交還日期，向本會職員或本會代表交還器材。而交還時間及地點，借用者需與本會另行安排。
7. 借用器材以先到先得為原則。

(乙) 借用守則

1. 器材乃免費借用。但於借用期間，借用者必須繳付港幣四千元按金。若於指定之交還日期內歸還一切器材，及經本會職員檢查一切器材操作正常，該按金將發還借用者。
2. 本會有權按個別申請，批准借用器材的數量。
3. 借用器材只可應用在申請表上列明之使用場地。如有變更，則須於事前獲本會批准。
4. 如有器材遺失或損壞，借用者必須負上一切賠償責任。賠償費用則按借用者所借用的器材價錢而定。
5. 若於指定之交還日期內仍未交還所有器材，而事前又沒有書面申請延期者，一律作遺失器材處理。
6. 如借出之器材遺失或損壞、操作失靈、或其他原因，令借用者引至損失，本會將不會負上任何責任。



HONG KONG TRIATHLON ASSOCIATION

LOAN OF EQUIPMENT - Procedures & Conditions

(A) Procedures

1. The attached application form is for organisations wishing to borrow equipment for holding events, or for individuals wanting to borrow equipment for training purposes. For personal loan requests the "Organisation" and "Position held" fields should be left blank.
2. It is recommended that the completed application form be submitted to the Hong Kong Triathlon Association (HKTriA) at least two weeks in advance of the equipment being required.
3. The HKTriA will inform the applicant whether the application is approved or not.
4. The HKTriA will arrange for the borrower to collect the equipment if the application is successful.
5. On receipt of the equipment, the borrower is required to ensure that the equipment is functioning correctly.
6. Borrowed equipment should be returned to the HKTriA by the date specified in the application form. The borrower will arrange with the HKTriA on the time and location for returning equipment.
7. The loan of equipment will be handled on a "first come first served" basis.

(B) Conditions

1. No charge will be levied for borrowing equipment. However, a deposit may be requested (HK\$4,000). The deposit shall be returned when all borrowed equipment has been returned and has been checked as functioning correctly by the HKTriA.
2. The HKTriA shall decide on the quantity of equipment available for loan.
3. Borrowed equipment should be used only at the venue(s) specified in the application form. The HKTriA must approve in advance any use of the equipment outside the originally specified venue(s).
4. The borrower is fully responsible for any loss or damage of the equipment on loan. In the event of any loss or damage, the borrower shall be required to reimburse the HKTriA accordingly.
5. If the borrower has not returned the equipment on loan by the agreed return date, nor has submitted an application for period of loan extension, the equipment shall be treated as lost.
6. The HKTriA shall not be held liable for any loss or damage, whether direct, indirect or consequential that the borrower may suffer by reason of equipment failure or defect, or any cause beyond the direct reasonable control of the HKTriA.