



La Salle College

Policy and Procedures of Alumni Reunions and Homecomings

Hospitality Team (under VP Development)

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Purposes of alumni reunions and homecomings

- To help the alumni renew old friendships and celebrate the shared experiences of secondary school life. It also helps foster new relationships for those who have lost touch for years.
- To revisit the school and see for themselves the new generation of students and the campus which might be so different/similar to "the days when they were young".
- To strengthen their bonding with the alma mater where they have spent the most cherished years with the best friends of their lives.

Policy on alumni reunions and homecomings

1. The school's policy is to encourage and provide support to alumni groups which wish to organize reunions and school homecomings on designated occasions, such as
 - 10 years' anniversary
 - 20 years' anniversary
 - Silver jubilee anniversary
 - 30 years' anniversary
 - 40 years' anniversary
 - Golden jubilee anniversary
 - Over 50 years' anniversaries
2. Alumni groups may have preferences on the programmes during reunions and homecomings. In general, the programme may include campus tour, thanksgiving mass, tea reception and/or dinner, and organizing a class project in support of the school.
3. Alumni groups can apply to use College facilities for the reunions and homecomings, provided that the booking does not conflict with the school's daily operation and is subject to availability.
4. The school can support and assist in the following events.

(1) Campus tour	An 1-hour guided tour can be arranged by the current students from the Student Association, featuring the new Heritage Centre and Heritage Corridor.
(2) Connecting with teachers	Alumni groups can enjoy meeting the Principals and former class teachers during the reunions and homecomings.
(3) Thanksgiving mass	Alumni groups can use the School Chapel to organize a thanksgiving mass during the reunions and homecomings.
(4) Facebook/ Instagram promotion	News on your reunions and homecomings can be posted on the school official Facebook and Instagram platforms.
(5) Publish your news and updates of your reunions in the Lasallite	Editors of the School Editorial Board can arrange an interview with your reunion class and publish an article in the "Old Boys" section of the Lasallite. Our Campus TV Team crews can offer assistance to record the interview video.
(6) Organizing a class project	Alumni groups can organize a special class project in support of the school. Can contact the Principal for details.

Fees and charges

- Charges for the use of school facilities are waived. However, the following charges will apply.

Facilities	Rental	Air-Con	Lighting	Set-up	Overtime (OT) AV Technician	OT EM Technician	OT Ground Technician	OT Cleaner
School Hall	\$2,280 (4 hrs) \$570/hr	\$350/hr	\$80/hr	\$375	Working day: \$115/hour (Mon-Fri: after 16:30) (Long Week Sat: after 12:00) Non-working day: \$850/day (Short Week Sat, Sun & Public Holiday)	Working day: \$115/hour (Mon-Fri: after 17:00) (Sat: after 12:00) Non-working day: \$850/day (Sun & Public Holiday)	Working day: \$90/hour (Mon-Fri: after 17:00) (Sat: after 12:00) Non-working day: \$650/day (Sun & Public Holiday)	Working day: \$90/hour /cleaner (Mon-Sat after 17:00) Non-working day:\$1,000 /day/cleaner (Sun & Labour Holiday)
Large Lecture Theatre	\$360/hr	\$260/hr	\$40/hr	-				
Small Lecture Theatre	\$240/hr	\$200/hr	\$30/hr	-				
Classroom	\$160/hr	\$26/hr	-	-				
Special Room	\$175/hr	\$100/hr	\$30/hr	-				
Gymnasium	\$350/hr	\$350/hr	\$75/hr	-				
Car Park	\$50/hr	-	-	-	-	-	-	-

- Maximum 5 free parking spaces are provided to the organizers on the day of the reunions and homecomings.

Application procedure

1. All applications should be made at least 3 months before the date of the reunions and homecomings.
2. Alumni groups should form an organizing committee and appoint a convenor.
3. Application form can be downloaded from the school website and is available at the School Office.
4. A formal letter together with the application form should be sent to the Principal of La Salle College, c.c. the President of the LSC Old Boys' Association, to indicate your preference on the date, venue and estimated number of participants in the reunions and homecomings.
5. Upon Principal's approval, a designated staff member of the College will contact the convenor for planning the reunions and homecomings.
6. A debit note will be issued by the School Office 14 days before the commencement of the events. All charges should be settled 7 days before the event takes place.

Enquiries

For enquiries, please contact the school office on 23387171.



La Salle College

Reunions and Homecomings

Application Form

1. Reunions and Homecomings Information

Year of Graduation (F.5 CE / F.6 DSE)	
Proposed date	
Proposed time	
Estimated number of participants	
Proposed venue (Please ✓ tick the appropriate boxes)	☐ School Hall (LG2) (maximum capacity: 800 persons) ☐ Large Lecture Theatre (LG2) (max: 250) ☐ Small Lecture Theatre (LG2) (max: 100) ☐ General Purpose Rooms (1/F) (max: 100) ☐ School Chapel (1/F) (max: 100)

2. Composition of the Reunion / Homecoming Organizing Committee

Name of convenor (English) (Chinese)	
Contact phone number	
E-mail	

Post	Name (English)	Contact phone number
Co-convenor (if applicable)		
Committee member (1)		
Committee member (2)		
Committee member (3)		
Committee member (4)		
Treasurer		

3. Event(s) (Please ✓ tick the appropriate boxes)

Tea reception / Refreshment / Dinner	☐
Campus tour	☐
Connecting with teachers	☐
Thanksgiving mass	☐
Facebook/Instagram promotion	☐
Publish your news and updates of your reunions in the Lasallite	☐
Organizing a class project	☐

Terms & conditions:

1. In these 'Terms and conditions', "the user" is defined as the person/convenor who signs the Application Form on behalf of the reunion/ homecoming organizing committee.
2. The Reunions and Homecomings should be confined to the time and area of the school for which an approval is granted.
3. All events and materials related to the Reunions and Homecomings must be lawful, not involve political propaganda, and not involve any acts and activities that endanger national security. The user should ensure that the display of words or objects used in conjunction with, at or concerning the Reunions and Homecomings does not involve contents that endanger national security. The user is under a primary duty to prohibit anyone from bringing objects to school premises in contravention of the law. No disturbance should be caused to teachers and students in the vicinity.
4. The user is responsible for any damage to the school and for the conduct of the participants of the activity. The school will accept no liability for accidents on the school premises. The user/organization must provide his/her/its own third-party liability insurance [extended to cover any liability of the school], and the amount of coverage will be not less than ten million Hong Kong dollars. Injury to persons or damage to property should be notified to the school office as soon as possible.
5. La Salle College reserves the right to amend, modify or supplement for using the school premises as it may deem fit from time to time without prior notice, and the decision of the school Principal shall be final.
6. The user will be charged for any damage to the school facilities.
7. The school will be closed when tropical cyclone warning signal no. 8 or above or a black rainstorm warning signal is hoisted.
8. No animal or pet shall be allowed on the school premises.
9. No smoking is permitted anywhere on the school campus.
10. La Salle College reserves the right to cancel any booking in exceptional circumstance and the applicant will be notified as soon as practicable.
11. Failure to observe these conditions may result in the withdrawal of approval.

Declaration

I, _____ (name of convenor), agree and undertake to ensure the participants of the mentioned reunions and homecomings will observe and comply with the terms and conditions when using La Salle College premises. I hereby declare that the remarks, stance and acts of my organization are not related to La Salle College and do not represent the stance of La Salle College or her teachers / students. I further agree to settle the payment as above on or before ____/____/____ and to indemnify the College for all loss and damage incurred.

Signature of the convenor

Date

The application form together with the formal letter should be addressed to:-

The Principal, c.c. the President of the LSC Old Boys' Association, La Salle College, 18 La Salle Road, Kowloon City Hong Kong
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