

*Welcome to*

Hong Kong Sheng Kung Hui (Anglican)

HOUSE OF PRAYER

Mouth closing for God, Heart opening for God

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# 1. Rules and Regulations

## 1.1 Our Mission :

The House aims to provide a natural, tranquil and comfortable environment for Hong Kong Sheng Kung Hui clergy, laity, staff, and groups to have retreat; and to offer the course of Clinical Pastoral Education (CPE) to staff and seminarians of different denominations of Christian Faith.

## 1.2 Facilities :

There are 20 rooms (6 double rooms, 12 single rooms, and 2 single suites for group spiritual directors), 7 prayer rooms (for 3-10 persons), 2 interview rooms, 1 reading room, a Chapel and a dining room for 30 persons in the House. Air-conditioning is available indoor.

## 1.3 Charges :

By donations suggested in the table below to cover the House's operational costs. \*

	Time	Services	Charges (per head per day)
Overnight camp <sup>1, 2</sup>  ( A / B )	Check-in time: After 3:30pm Rooms must be vacated and keys be returned by 11:30am the following morning Check-out time: before 1:30pm	A: breakfast included  B: breakfast, lunch and dinner included	A: \$ 330  B: \$ 450
Day camp	9am-5pm	lunch included	\$ 250
Group use of Chapel/ Dining room/ Reading Room	9am-12nn / 1:30-4:30pm 7pm-10pm	3 hrs /section	\$ 300 / section <sup>4</sup>
Individual Spiritual Direction	By Appointment	section	\$ 800 / section <sup>5</sup>

Notes:

\*The HKSKH is a registered charitable organization. Donations are eligible for tax reduction.

1. Cancellation within one month prior to check-in date, 50% of the fees will be charged
2. Individual requesting for single suites, suggested donation is HK\$ 650.
3. For late check-out, facilities requested are subject to availabilities.
4. Group use of facilities overtime charge: HKD100 per hour (Usage for part of an hour is charged as an hour)
5. Preachers and seminarians under the age of 25 are eligible for 50% discount on individual Spiritual Direction.
6. To help conserve the environment, indoor air-conditioning is available only from mid-April to late October every year. For special request, please check with the House office.

## 1.4 Application Method :

Group/Individual Applicants should first make a phone call to the House office at 2981-3375 for initial booking. After then the completed application and donation forms, together with the donation cheque, should be returned by mail 30 days before the camp to Hong Kong Sheng Kung Hui, Provincial Office, Account Department, 16/F., Tung Wai Commercial Building, No. 109-111 Gloucester Road, Wan Chai, Hong Kong, for final booking confirmation. Please make your cross cheque payable to “Hong Kong Sheng Kung Hui” or “香港聖公會” .

## 1.5 Items Provided :

Quilt, pillow and bedding sheet will be provided by the House. Please bring along your personal hygiene products and insect repellents.

## 1.6 Rules :

In order to provide a clean and quiet environment for retreat, please follow the rules and regulations, always keep silence in common area and during meals, and always appear in decent clothing. The Rules and Regulations are available in your rooms for your reference. The House main gate closes by 7pm. Lights are out at 11pm.

## 1.7 Check-in and Check-out Arrangement ☆ :

Check-in	3:30pm (Our staff will welcome you and arrange room(s) for you in person. )
Check-out	1:30pm (Please place your key inside the key collection box in the dining room by 11:30am. All your used bedding sheets, including those for pillows should be placed inside the collection box in the laundry room. Please clean up any trash in your room including toilets and put them in the garbage bin outside the laundry before leaving. All your baggage should move to G/F at Block A.)

## 1.8 Meal Arrangement☆ :

Breakfast: 8:00-9:00am	Lunch: 12:30-1:30pm	Dinner : 6:00-7:00pm
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☆ Please be on time and clean up your own and public dishes after meals. Please do not eat or drink outside the dining room.

## **1.9 Property Storage :**

Please take good care of your personal belongings, such as money, identity document(s) and valuables. The House will not be liable for any loss of property caused by fire hazard or campers' own fault.

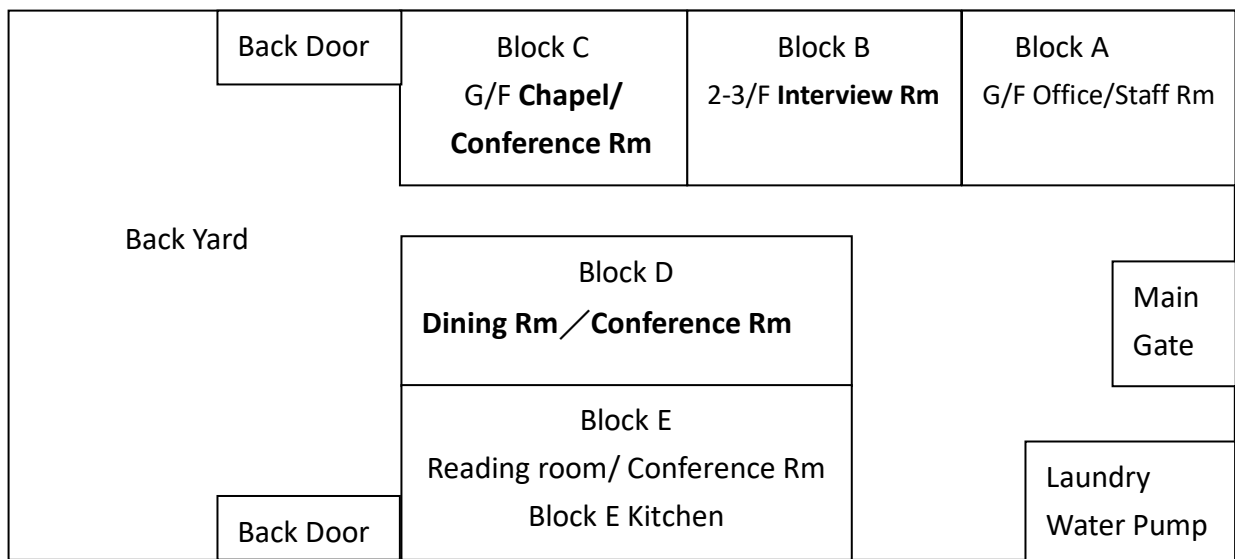
## **1.10 Arrangements for inclement weather :**

If Typhoon Signal No. 3 is hoisted or Amber/Red Rainstorm Warning Signal is issued during your stay in the House, the booking will be held as scheduled. If Typhoon Signal No. 8 or above is hoisted or Black Rainstorm Warning Signal is issued in advance on or before noon on the booking day, the booking will be cancelled. For those users already staying at the House, they may be requested to leave the House immediately subject to the actual weather condition and availability of ferry transportation. The House will not be liable for user' safety. If the booking is cancelled due to inclement weather condition, dates can be rescheduled.

**1.11 The House reserves the right to make any changes to the content of the rules and regulations without prior notice.**

**1.12 In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.**

## 2. Prayer House Floor Map



Block A	G/F	Office/Staff Room
	1/F	Staff Room
	2/F	2 Double Rooms (A301 、 A302) 、 Prayer Room
Block B	G/F	Interview Room for Staff Only
	1/F	1 Single Suite (B200) 、 Interview Room
	2/F	1 Single Suite (B300) 、 Interview Room
Block C	G/F	Chapel
	1/F	2 Double Rooms (C201 、 C202) 、 Prayer Room
	2/F	2 Double Rooms (C301 、 C302) 、 Prayer Room
Block D	G/F	Dining Room / Conference Room
	1/F	3 Single Rooms (D201 、 D202 、 D203) 、 Prayer Room
	2/F	3 Single Rooms (D301 、 D302 、 D303) 、 Prayer Room
Block E	G/F	Reading Room / Conference Room, Kitchen
	1/F	3 Single Rooms (E201 、 E202 、 E203) 、 Prayer Room
	2/F	3 Single Rooms (E301 、 E302 、 E303) 、 Prayer Room
Used Bed-Linen Collection : Please bring them to the laundry		
Garbage Collection : Put them in the garbage bin outside the laundry		

### 3. Schedule and opening hours for Dining Room, conference room and chapel

Dining Room Schedule for Meals	Conference Room Schedule	Chapel Available
Breakfast 8:00am - 9:00am	9:00am -12:00nn	9:00am -12:00nn
Lunch 12:30pm-1:30pm	1:00pm – 4:00pm	1:00pm – 4:00pm
Dinner 6:00pm –7:00pm	7:00pm –10:00pm	7:00pm –10:00pm

Remarks:

1. Please coordinate among yourselves if more than one group is using the Chapel.
2. The dining room is opened for 24 hours if no conference is held on the day.

### 4 Using bathroom electric water heaters and hand-held fire extinguisher

#### 4.1 Using bathroom electric water heaters notes:

1. Switch on the electric water heater 20 minutes before use.
2. Next user please wait for about 20 minutes before use.
3. The last user should switch off the electric water heater to save energy. Please switch on the exhaust fan to maintain good air ventilation when using the electric water heater.

#### 4.2 Using hand-held fire extinguisher program (located at each level's staircase and the dining room):

1. Shake the cylinder for a few times, pull out the safety pin.
2. Aim at the base of fire (standing three meters away from fire).
3. Squeeze the handle sweep from left to right.
4. Report the fire to the office.

## 5. Check out reminder

Love Our Family, Serve One Another.

- 5.1. Please place all your used bed linen inside the collection box in the laundry room and put the garbage of your toilet and room to the garbage bin outside the laundry.
- 5.2. Please clean your room, prayer room, balcony and bathroom before check out. Cleansing utensils are placed along the staircase.
- 5.3. Please close all the doors and windows including the balcony's glass door and the iron gate on the roof, and switch off all water taps, water heaters, and electrical appliances.
- 5.4. Please kindly place your key inside the collection box in the dining room before 11:30am (If the key is lost, suggested donation is HK\$ 50)
- 5.5. If any room facilities are found in need of repair, please contact our staff on duty directly.

## 6. Ferry timetable and route map

6.1 Please check out the latest ferry schedules from the website:

<https://www.sunferry.com.hk/en/route-and-fare/timetable>

### 6.2 Location of the House of Prayer :

The prayer house is approximately 20 to 25 minutes walk from Cheung Chau Pier.

