



Ref. No.: _____

Application for Summer Letting at Student Residence (Ma On Shan Compound)

Note: Please read the **Terms of Booking** overleaf before completing this form. This form shall be returned to the Student Residence Office by email (sro.mos@cityu.edu.hk) for processing.

Part 1 Particulars of CityUHK Host Department / Office

Name of Host Department/Office _____

Information of Organizer

Name _____ Position _____

Office Phone _____ Mobile Phone _____ Fax No. _____ Email _____

Information of Coordinator (if different from the above)

Name _____ Position _____

Office Phone _____ Mobile Phone _____ Fax No. _____ Email _____

Name and Nature of Event (e.g. conference, workshop, activity, course, etc.) _____

Part 2 Details of Booking

A. Booking Details

Room Rate

Double Room: HK\$500/night per room

	Check-in Date <i>(after 15:00) (dd/mm/yyyy)</i>	Check-out Date <i>(before 12:00noon) (dd/mm/yyyy)</i>	No. of Nights of the Stay	No. of Rooms Reserved		Room Charges
				Male	Female	
a)						
b)						
Total Room Charges						

Please indicate if any of the guests to be residing in the Student Residence will require special facilities because of disabilities _____ and/or any persons who are children _____ (age range) _____ (number of children).

B. Payment Method

To be settled by the Departmental Account Code: _____

To be settled by participants by crossed cheque payable to City University of Hong Kong.

Part 3 Acknowledgement

We confirm that our Department/Office is the organizer of the activity, and the participants should be limited to university-related and academic purposes. We have read and agreed to oblige the “**Terms of Booking of Summer Letting**”, “**Notes to Organizer**”, “**Notes to Participants**” and “**Regulations Governing Student Residence**”.

Signature of Organizer

Date

Endorsed by Department Head (with dept chop)

Please note that the booking is confirmed upon the issue of the Acceptance Note from SRO. For enquiry, please email to sro.mos@cityu.edu.hk.

The information collected in this form will be used by Student Residence Office and will be released to relevant party(ies) as deemed necessary.

Terms of Booking of Summer Letting at the Student Residence (Ma On Shan Compound) of City University of Hong Kong

1. Booking Procedures

- a. The organizer has to be CityUHK department/ office. The participants should be limited to university-related and academic purposes.
- b. Application Form
The organizer is required to submit a fully-completed and duly-signed Application Form to the Student Residence Office (SRO) for action. Applications will be processed in April of the year. Incomplete forms will lead to unsuccessful applications without further notice. Verbal conversation and emails are regarded as enquiry without securing the booking.
- c. Application Results
SRO will notify the results within 14 working days upon receipt of the completed application form. If the booking is accepted, an email with the Confirmation Note will be sent to inform the room availability, payment schedule and methods.
- d. Payment
 1. All payments of summer letting, including the total room charges and payment for damage/loss of facilities/ inventory items if any, have to be made to SRO and settled via
 - i. departmental transfer within two weeks upon the completion of the booking period, or
 - ii. by cheque payment
 - 50% deposit (50% of the total room charges) should be settled by cheque payment to SRO two weeks in advance of the expected check-in date;
 - the remaining room charges should be settled by cheque payment upon the check-in date;
 2. The Department is committed to paying a minimum 50% of the total room charges of the booking. The Confirmation Note which must be endorsed by the Department Head and returned to SRO within two weeks. Failure to do so will invalidate the booking without further notice.
 3. Any changes received less than one week before the check-in date will not be considered. Any changes leading to alternation of the total room charges should not be less than 50% of the room charges. Otherwise, the applicant will be charged 50% of the total room charges in the application form or the Confirmation Note.
- e. Acceptance Note
The organizer will receive an Acceptance Note after receipt of the Confirmation Note from the Department Head. This Acceptance Note should be shown upon check-in.

2. Cancellation and Changes of Booking

Any changes received less than one week before the check-in date will not be considered. Any changes leading to alternation of the total room charges should not be less than 50% of the room charges. Otherwise, the applicant will be charged 50% of the total room charges in the application form or the Confirmation Note.

SRO reserves the right to cancel, postpone or alter arrangements for any booking in case of safety reasons, such as adverse weather conditions, public health concerns or major facility breakdown.

3. Typhoon and Adverse Weather

- a. When a Typhoon Warning Signal No. 8 or Black Rainstorm Warning is hoisted:
 - Before check-in: Room booking can be cancelled with mutual agreement. In case of cancellation, the deposit will be **fully** refunded.
 - After check-in: All outdoor activities **must** be cancelled, and no outdoor activities are allowed. As it is safe to stay inside the halls of the Student Residence, **no refund** will be entertained for any cancellation or early withdrawal of the residence.
(Note: SRO and the canteen will be closed when Typhoon Signal No. 8 or above is hoisted.)
 - b. When Typhoon Warning Signal No. 3 or Rainstorm Red Warning is hoisted:
 - Before check-in: Room booking can be cancelled with mutual agreement. In case of cancellation, 50% of the deposit will be refunded.
 - After check-in: As it is safe to stay inside the halls of the Student Residence, no refund will be entertained for any cancellation or early withdrawal.
4. The organizer should delegate a group leader to reside in the hall during the booking period. Both the organizer and group leader are responsible for coordinating between visitors and SRO during the stay. They should read and fulfill all obligations stated in “Notes to the Organizer”, “Notes to Participants”, “Regulations Governing Student Residence” and should deliver the important notes to the visitors before check-in.
 5. Charges for booking of venue/function rooms in the Hall will be quoted based on particular request of separate function room booking.
 6. Check-in time is **15:00** and check-out time is **12:00**. Full room rate will be charged for late check-out.
 7. The visitor(s) shall be responsible for their personal belongings on the hall premises, and be liable for the loss or damage of the key-card or any inventory items in the room assigned. No concierge service will be provided. Applicant can book additional rooms to store luggage if necessary.
 8. Rooms for summer letting are mainly assigned/allocated in undergraduate halls with shared communal toilets and bathrooms on each floor. The visitors shall be required to share these facilities with other visitors on the same floor. Residents of different gender will NOT be accommodated in the same room/floor.
 9. The University is a smoke-free campus. Smoking is prohibited in both indoor and outdoor areas of the Student Residence, including inside bed-study rooms, toilets and shower rooms.
 10. SRO reserves the right to adjust the room rates, cancel/terminate the booking and make necessary amendments to the terms and conditions without prior notice.