

City University of Hong Kong
Student Residence Office (Ma On Shan Compound)

Notes to Participants

Thank you for choosing CityUHK Student Residence at the Ma On Shan (MOS) Compound for your event. The Student Residence is managed by the Student Residence Office (SRO) and we strive to provide a safe and comfortable accommodation for you.

Please read the following IMPORTANT notes for your stay in the Student Residence.

1. Room Provisions

- 1.1 Rooms for summer letting are mainly assigned/allocated in undergraduate halls and are solely double rooms with shared communal toilets and bathrooms on each floor.
- 1.2 The provisions of a standard room include 2 desks with bookshelves, 2 chairs, 2 wardrobes, 2 beds with mattresses and 1 air-conditioner.
- 1.3 A visitor is provided with a set of bedding, including a pillow with a pillow case, a flat sheet, and a quilt with a cover. An extra set of bedding, including a pillow case, a flat sheet and a quilt cover, will be provided for those who stay for over one week or longer for his/her own replacement and cleaning.
- 1.4 Free air-conditioning and Wi-Fi.

2. Communal Facilities

- 2.1 Common Room is located on each floor of the hall. It is equipped with a dining table and chairs, TV, a microwave oven for re-heating only, refrigerators, a hot and cold drinking water dispenser.
- 2.2 Self-service laundry room is located on 1/F of each hall, opening from 8:00am to 2:00am. The means of payment for laundry machines are operated by Octopus.

3. Cleaning Service

- 3.1 Basic cleaning of the communal toilets and bathrooms will take place twice a day. Visitors are reminded to maintain a hygienic environment and to keep the rooms clean. Cleaning equipment can be found in the Common Room of each floor. A vacuum cleaner can also be borrowed from the security counter on the G/F of each hall.
- 3.2 Visitors are advised to bring along their own towels and other personal hygiene necessities.

4. Internet Service

- 4.1 Wi-Fi signal covers within hall areas in Student Residence (MOS Compound) of CityUHK. For details, please refer to the SRO website at https://www.cityu.edu.hk/sro/FacilitiesProvision/network_connection.htm#03.

5. Hall Access and Room Key Cards

- 5.1 Participants/visitors must carry valid Hall Access and Room Key Cards issued by the SRO during their stay in the Student Residence. The SRO reserves the right to check the cards whenever necessary.
- 5.2 The Hall Access and Room Key Cards are for access to the Main Entrance, Hall lobby and the room assigned respectively. Please take good care of them. A fee will be levied for any replacement of lost/ damaged cards (HK\$100/card).

6. Personal Safety and Belongings

Participants/visitors should undertake the sole responsibility for their own safety and personal belongings during their stay in the Student Residence. The University will not be responsible for any loss of or damage to any articles or things brought into the hall by the visitors.

7. Consideration for Others

Participants/visitors should be considerate towards other residents/visitors/neighbourhood and must refrain from conduct, which may cause disturbance or inconvenience to other residents/visitors/neighbourhood. The period between 11:00pm and 7:00am is regarded as quiet hours of the Student Residence (MOS Compound). All visitors are reminded to support a peaceful environment.

8. Parking

A drop-off time of 15 minutes is allowed. Visitors are not allowed to park their vehicles in any part of the Hall premises without prior approval of the SRO. Unauthorized vehicles will be impounded without prior notice.

9. Cleanliness

Visitors should keep all parts of the Hall, including their own bed-study rooms, clean and tidy.

10. Hall Property

Visitors should keep all Hall facilities, furniture and equipment in good order. No furniture or equipment may be removed without prior approval from the SRO. Visitors must not interfere or tamper with existing fittings or fixtures of the Hall. Visitors will be required to compensate to the University for any loss or damage caused to Hall properties.

11. Prohibitions in the Hall

Please be reminded that:

11.1 No smoking is allowed in both indoor and outdoor areas of the Student Residence.

11.2 Any illegal and/or dangerous drugs as defined by government ordinance are not permitted to be brought into the Hall by visitors.

11.3 No gambling of any form is allowed in the Hall.

11.4 No pets are allowed in the Hall.

11.5 For safety reasons, any type of ignition giving rise to a naked flame is prohibited within the hall area.

12. Time for Check-in and Check-out

The time for check-in and check-out are 3:00pm and 12:00noon respectively. Full room rate will be charged for late check-out.

13. Contact and Opening Hours of Student Residence Office

Office hours of the SRO: Mondays to Fridays, 9:00am to 5:30pm (lunch break from 1:00pm to 2:00pm).

Please call the 24-hour Security Office, Student Residence (MOS Compound) at 3442-1000 for emergency.

Student Residence Office

April 2025