



## Guide for Summer 2024 Hostel Group Booking

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### A. Objectives

To contribute to the society, the College provides both local and overseas organizations with student hostels in summer for educational and cultural activities, which are related to or sponsored by the College.

### B. Application and Enquiry

- (1) Application for summer hostel group bookings opens in April every year. Booking Organizations should complete the [Online Application Form](#) with booking details for submission.
- (2) The College will consider all applications in terms of the number of participants, booking purposes and application date(s). The College reserves the right to decline any applications.
- (3) Enquiry hotline and email: 3943 1584 / [nahostel@cuhk.edu.hk](mailto:nahostel@cuhk.edu.hk)



[Application Form](#)

### C. Payment

- (1) Please refer to **Appendix 1** for the booking fees of hostels and other venues in summer.
- (2) A **deposit of 10%** should be paid within the designated period once the application is approved. The remainder should be settled three weeks before the check-in date.
  - (i) CUHK organizations can pay the fees by internal transfer;
  - (ii) External organizations can send crossed cheque(s) and make payable to “*The Chinese University of Hong Kong*” to **College Office, Cheng Ming Building, New Asia College, The Chinese University of Hong Kong, Shatin, N.T.** specifying “Summer Hostel Group Booking” on the envelope.
- (3) All payments are non-refundable. Cancellation of whole/ partial booking must be made in written with at least 1 month prior to check-in date and 20% of relevant payment made will be refunded.
- (4) If typhoon signal no. 8 or above, or BLACK rainstorm warning signal is hoisted, booking organizations that have not checked in can cancel the booking and apply for a refund of the prepaid hostel fees.
- (5) With payment receipts, room keys are collected at the reception counter of hostels. The key deposit is required upon checking in and to be refunded subject to return all the keys during check-out.

### D. Hostel Facilities

- (1) Each room can accommodate either two or three persons, with air-conditioning, single beds with sheets, pillows, wardrobes, desks, bookshelves etc.
- (2) Free on-campus Wi-Fi is available for guests.
- (3) The laundry is equipped with washers, dryers and ironing apparatus. Users should pay for the use of washers and dryers with Octopus Card. Outdoor areas with clotheshorse are located next to the laundry room.
- (4) Various common activity areas are available in hostels, e.g. meeting rooms, TV rooms, etc.



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### E. General Regulations

- (1) Residents of summer hostels are required to observe all student hostel management regulations prescribed by the College. The right to expulse offenders on the spot is reserved by the College.
- (2) The College is not responsible for any injuries or deaths or property damage/ loss of group booking residents during the residence period.
- (3) The booking organizations are responsible for any financial compensation incurred by their damage to or defacement of property of the College.
- (4) Residents are to vacate their rooms by 11:00 a.m. on the check-out day.
- (5) The booking organizations should seek the Warden's permission before posting any notices or decorating the venues and be responsible for the clearance of the aforementioned thereafter.
- (6) Keys are not allowed lending to any other persons. Rooms are not to be exchanged without the Warden's permission.
- (7) No residents from the booking organizations are allowed to receive any overnight visitors. The College reserves the right to expulse offending residents on the spot.
- (8) No residents from the booking organizations are allowed to enter hostel premises for the opposite sex.
- (9) No children younger than thirteen are allowed to stay in the hostels.
- (10) All hostels property is to be used in situ. No property can be moved without permission. In case of any damages/ loss, compensation is to be made according to the values of the damaged commodities.
- (11) The visiting hours of the hostels are, Monday to Friday: 6:30 a.m. – 12:00 midnight, and Saturday, Sunday and holiday: 6:30 a.m. – 12:00 noon.
- (12) Residents should avoid making excess noises and should refrain from any disturbing behaviors. Volume of sound systems (e.g. radios and stereos) should be kept low, especially between 11:00p.m. and 8:00a.m.
- (13) Gambling in any forms is prohibited in the hostels. Possession of any gambling facilities like Mah-jong is also prohibited.
- (14) Alcohol may neither be consumed nor kept in the hostels. No cooking is allowed. No smoking on CUHK campus.
- (15) Residents should safely keep their personal effects. Neither the College nor the Warden will be responsible for any loss of residents' property and money.
- (16) This general regulation of Student Hostel Group Booking takes effect upon approval by the College Assembly of Fellows. Should any amendments be made to the arrangements, the procedure is the same as that stated above.



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### Appendix 1

#### Group Booking Fees of Hostels and Other Venues in Summer

- (1) Opening Period of Hostels: June 3 – August 4, 2024
- (2) Group Booking Fees of Hostels
- (a) Non-CUHK organizations: HK\$250 per day each person  
(with pillow, sheet, blanket and air-conditioning)
- (b) CUHK or related organizations: HK\$200 per day each person  
(with pillow, sheet, blanket and air-conditioning)
- (c) Key Deposit: HK\$1,000 per booking

- (3) Booking for Other Venues (Please see **Appendix 2** for details)

The booking time of classrooms and lecture theatres is 2 hours/session, less than 2 hours will be considered as a session. (\*) Manpower Charges per session is HK\$350.

Location	Classrooms / Lecture Theatres	Capacity	Fees / Session (2hrs per session)	Booking hours + (Manpower Charges)
G/F, Humanities Building	11 (Classroom)	80 pax	HK\$1,110	<u>Mon – Fri</u> 9:00am – 5:00pm 5:00pm – 11:00pm + (*) <u>Sat, Sun &amp; Public Holidays</u> 9:00am – 5:00pm + (*)
	12 (LT)	96 pax	HK\$2,525	
1/F, Humanities Building	114 (Classroom)	80 pax	HK\$1,110	
	115 (LT)	166 pax	HK\$2,525	
2/F, Humanities Building	213 (LT)	90 pax	HK\$2,525	
G/F, Mei Yun Tang	Hui Kwok Hau Hall (Multi-purpose Hall)	300 pax	HK\$1,600-1,800	

- (4) New Asia Student Canteen

Serving both Chinese and Western cuisine, the canteen is located at the lowest floor of the **Staff Student Centre – Leung Hung Kee Building**. Dinning bookings can be made directly with the canteen manager.

Inquiry hotline: 2603 7432.



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### Appendix 2

#### Application Form of Other Venues for External Organizations

Name of Organization: \_\_\_\_\_

Person In-charge: \_\_\_\_\_

Post / Title: \_\_\_\_\_

Contact Tel.: \_\_\_\_\_

Email: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Booking Date(s)	Booking Time	No. of Session	No. of Participants	Remarks
<b>Lecture Theatre (LT) – HK\$2,525 per session</b>				
<b>Classrooms – HK\$1,110 per session</b>				
<b>Hui Kwok Hau Hall – HK\$1,600 – 1,800 per session</b>				
Please complete <a href="#">Booking Form of Hui Kwok Hau Hall</a> and email to: <a href="mailto:nahostel@cuhk.edu.hk">nahostel@cuhk.edu.hk</a>				

#### Points to Note:

1. Every 2 hours and/or less than 2 hours of venue booking shall be regarded as one session.
2. An additional overtime fee of HK\$350 per session will be charged during non-office hours.
3. Confirmation Email and Payment Notice will be sent to successful applicants, ALL fees shall be settled at least ONE week before the booking date.
4. All paid fee is non-refundable.
5. The person in-charge is responsible for maintaining participants' discipline and liable for any damage and/or loss of facilities of the College. For any damage/ loss of facilities, it must be reported to College Office for compensation.
6. Please keep the venue clean and tidy. If removing indoor equipment is required, you should resume the equipment to the original setup immediately after the activity.
7. The equipment/furniture in the venue shall not be moved outside for use.
8. For inquiry about the venue information, please call 3943 9589 (Classrooms & Lecture Theatre) or 3943 1584 (Hui Kwok Hau Hall) during office hours.

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Sign & Chop

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Date