

UNITED COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG
 香港中文大學聯合書院

RESERVATION FORM FOR VISITING FLATS AT UC STAFF RESIDENCE
聯合苑訪問學人單位申請表

Please refer to the Information Sheet and return the completed form to College Office of United College or by fax 2603 5412.
 請閱讀申請須知並擲回已填妥之申請表格至聯合書院院務室或傳真至 2603 5412。

<input type="checkbox"/> NEW RESERVATION 新申請	<input type="checkbox"/> AMENDMENT 更改資料	<input type="checkbox"/> CANCELLATION 取消申請
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Particulars of Guest 訪客資料

English Name 英文姓名：_____	Chinese Name (optional) 中文姓名 (如有)：_____
Title 稱謂：_____	Number of Staying Person(s) 入住人數(包括訪客)：_____
* Prof.教授 / Dr.博士 / Mr.先生 / Ms.女士 (Please circle the appropriate 請圈出適用者)	
Purpose of Visit 訪校目的：_____	
Check-in Date 入住日期：_____	Check-out Date 退房日期：_____

Type of accommodation requested 房間類別

Rate per Week 每星期租金

1. Two-bedroom / Three-bedroom Flat 兩房/三房單位 (B1, B2, C1, C5 / D1)	<input type="checkbox"/>	HK\$2,500 / HK\$4,000
2. Suite with one Double Bed 套房連一張雙人床 (D1)	<input type="checkbox"/>	HK\$1,200
3. Room with one Single Bed 房間連一張單人床 (D1)	<input type="checkbox"/>	HK\$750

Applicant 申請人

Name 姓名：_____	Department 學系 / 部門：_____	
Post 職位：_____	Affiliation to UC 書院教職員： <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是	
Phone No. 電話：_____	Fax 傳真：_____	
Signature 簽署：_____	Date 日期：_____	
Contact Person 校內聯絡人：_____	Phone No. 電話：_____	Email address 電郵地址：_____

Endorsed by Department Chairman / Unit Head 學系/部門主管批核

Name 姓名：_____	Signature 簽署：_____	Date 日期：_____
Payment method 付款方式		
<input type="checkbox"/> Payment on Departmental Account 學系部門帳戶支付 * (An Interdepartmental Transfer Form is attached.)		
<input type="checkbox"/> Payment by Cheque 支票 (Please make cheque payable to "The Chinese University of Hong Kong")		
Bank 銀行：_____	Cheque No. 支票號碼：_____	

FOR OFFICE USE ONLY 只供聯合書院填寫

Flat Reserved 預留單位：_____	Period 時期：_____ / _____ / _____ - _____ / _____ / _____	
dd mm yyyy dd mm yyyy		
Total Room Rate 租金總額：_____	(HK\$ _____ x _____ Weeks 星期)	
<input type="checkbox"/> Deposit Received 已收按金	Balance to be paid 租金餘額：HK\$ _____	Due Date 繳清日期：_____
Endorsed by 確認：_____	Date 日期：_____	

* For inter-departmental transfer, please credit the amount to QUC account:

Company Code: **C001** Cost Centre: **QUC** Account Code: **559104**

ref: 1 Sep 2020

**UNITED COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG**

INFORMATION SHEET FOR VISITING FLATS AT UC STAFF RESIDENCE

ADDRESS

United College Staff Residence, Residence Road, The Chinese University of Hong Kong, Shatin, NT.



PARKING AND TRANSPORTATION

One designated parking space will be provided for each flat. The United College Staff Residence ("The Residence") is conveniently linked by the shuttle bus to all parts of the University, including canteens, bank, supermarket, bookstore and MTR University Station. School bus no.3, 4, 6B, 8, N, H and shuttle light bus stop at the bus stop outside the Residence. Please refer to the timetable of school bus at http://www.cuhk.edu.hk/transport_unit/ for detailed schedule.

FACILITIES

All flats are air-conditioned and fully furnished, complete with LP gas cooker, refrigerator, washing machine, microwave oven, dehumidifier, electric heater, television and DVD player. Bed linens and general kitchen utensils are provided. There are also telephone lines, internet and Wi-Fi connections.



SERVICES

No domestic service will be provided. General cleaning materials, personal hygiene items will NOT be supplied. Occupants are required to take their domestic refuse to the garbage depot located at the carpark for disposal.

ROOM RATE

Flat / Room	Type	Approx. size	Room rate (include the utility expenses)
B1, B2, C1, C5	Two-bedroom flat with a bathroom, a kitchen and a laundry area, which can comfortably accommodate a family of 3.	650 sq. ft.	HK\$2,500 per week
D1	Three-bedroom flat contains a suite with private bath and lavatory, and two other bedrooms, a bathroom, a kitchen and a laundry area, which can comfortably accommodate a family of 4.	1,015 sq. ft.	HK\$4,000 per week
D1 (Room 1)	A suite with one double bed, private bath and lavatory. Shared living room, kitchen and laundry area	200 sq. ft. (Room)	HK\$1,200 per week
D1 (Room 2,3)	A room with one single bed, shared living room, washroom, kitchen and laundry area	100-120 sq. ft. (Room)	HK\$750 per week

RENTAL PERIOD

The rental period is from one week (minimum) to 16 weeks (maximum). The check-in time is after 12:00 noon on the first day and check-out time is before 12:00 noon on the last day of booking week. A booking week is seven calendar days, inclusive of all intervening Saturdays, Sundays and public holidays.

ROOM RESERVATION AND RENTAL PAYMENT

Only reservations made by the host departments and/or units of The Chinese University of Hong Kong will be accepted. Each department / unit can only reserve 1 visitor flat or 2 rooms at the same time. Staff members of United College could submit booking forms six months to two weeks before the scheduled check-in date. A non-refundable deposit of HK\$2,500, either through interdepartmental transfer or by crossed cheques, should be forwarded together with the booking form. Applications without a deposit will NOT be processed. The rental balance should be made one month before the scheduled check-in date the latest. All rentals paid are non-refundable and non-transferable.



CANCELLATION OF BOOKING

Deposits will not be returned to a department for cancellation of the reservation. In the event that the flat becomes unsuitable for dwelling due to unforeseeable circumstances beyond reasonable control, the unused portion of the deposit and/or rental will be refunded. The College will not be liable for any other form of compensation.

RESPONSIBILITIES OF THE VISITORS

The visitors and the accompanied persons must not use, or cause or permit the flat or any part thereof to be used, for any purposes reasonably considered to be undesirable by United College. The visitors cannot alter the fixtures and furniture of the flat and leave any furniture or appliance that is not belonged to the flat. The visitors must also abide by the laws of Hong Kong Special Administrative Region.

RESPONSIBILITIES OF THE HOST DEPARTMENT / APPLICANT

The host department / applicant will be responsible for any and all lost and damages done by the visitors to the appliances, furniture and fixtures of the flat. United College reserves the right to charge the host department / applicant all expenses required for repairing and fixing the damages, and removal of furniture or appliances that do not belong to the flat.

ENQUIRY

For enquiry and reservation please contact Mr. Ken Chan at 3943 1288 / kenchan@cuhk.edu.hk.

United College reserves the right to revise the room rate and general information without prior notice.