

The Chinese University of Hong Kong
New Asia College
Summer Hostel Booking Arrangements for Organizations

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

- (1) Enquiries about or application for booking summer hostels can be submitted by mail or email nac@cuhk.edu.hk to New Asia College, The Chinese University of Hong Kong, Shatin, N.T. Please specify “Booking Summer Hostel” on the front of the envelope.
Inquiry number in office hours: 3943-7622 Fax no.: 2603-5418
- (2) Application for hostel bookings opens in March every year. Organizations should fill in the application form (at the end of this notice). The College will consider all applications according to their number of participants, booking purposes and the date of submitting applications. The College reserves the right to decline any applications.

C. Payments and Refunds

- (1) Please refer to the attachment for the booking fees of hostels and other venues.
- (2) A deposit of 10% should be paid within the designated period once the application is approved. The remainder should be paid at the College Office three weeks before the check-in date. Payments are settled by crossed checks payable to the Chinese University of Hong Kong.
- (3) All payments are non-refundable. Parts of the fees, which account for no more than 20% of the total, may be refunded on condition that the College is notified in writing of the decline of offer or reduction in rooms one month before the check-in date.
- (4) Keys are collected at the reception of the hostel. Organizers should produce the payment receipts upon checking in. The key deposit will be refunded after returning all the keys upon check-outs.
- (5) Payments and refunds can only be made at the College Office in office hours.

Office Hours:

Monday to Thursday	Friday
8:45 a.m. - 1:00 p.m.	8:45 a.m. - 1:00 p.m.
2:00 p.m. - 5:30 p.m.	2:00 p.m. - 5:45 p.m.

D. Facilities

- (1) A dormitory can accommodate either two or three persons, with air-conditioning, single beds with sheets, pillows, wardrobes, desks, bookshelves etc. Telephone line is also installed. Residents should bring their telephones if they want to use the service.
- (2) Serving both Chinese and Western cuisine, the canteen is located in the nearby Staff/Student Centre. Bookings can be made directly with the canteen manager. Inquiry hotline: 2603-7432.

- (3) The laundry is equipped with washers, dryers and ironing apparatus. Users should pay for the use of washers and dryers at the reception. Areas are designated for drying laundry.
- (4) Common rooms and TV rooms are open for use in hostels.

E. General Regulations

- (1) Residents of summer hostels are 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 loss of residents from the booking organizations during the booking 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 to be lent 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 Primary 6 students or children younger than Primary 6 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, compensation is to be made according to the values of the damaged commodities.
- (11) The opening hours of the hostels are as follows:
 - a. Monday to Friday: 6:30 a.m. – 12:00 midnight
 - b. Saturday, Sunday and holiday: 6:30 a.m. – 12:00 a.m.
- (12) Residents should avoid making excess noises and should refrain from any disturbing behaviors.
- (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.
- (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) Volume of sound systems (e.g. radios and stereos) should be kept low, especially before 8:00a.m. and after 11:00p.m..
- (17) The Student Hostel Booking Guide 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.

Remarks: 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.

Declaration: The undersigned, _____ have read and fully understood the Hostel Regulations for summer camp in New Asia College, I undertake to observe the Regulations during my/our staying.

The Chinese University of Hong Kong
New Asia College

Booking Fees of Hostels and Other Venues in Summer
(for Groups and Organisations Only)

- (1) Opening Period of Hostels: June 6 – August 5, 2019
- (2) Hostels
 - (a) For local or overseas non-CUHK organizations HK\$166 per day each
(with pillow, sheet, blanket and air-conditioning)
 - (b) For CUHK or CUHK related organizations HK\$130 per day each
(with pillow, sheet, blanket and air-conditioning)
 - (C) Key deposit: HK\$1,000
- (3) Venues
 - (a) Classrooms and Lecture Theatres will be closed for maintenance during summer.
 - (b) Use of Swimming pool
Application forms can be submitted to Room 108, 2/F, Benjamin Franklin Centre seven days before the intended dates of use for approval by the Swimming Pool Management Office
Enquiry : 3943-7216 / 3943-7217
- (4) Canteen
Serving both Chinese and Western cuisine, the canteen is located in the lowest floor of the Staff Student Centre – Leung Hung Kee Building. Bookings can be made directly with the canteen manager. Inquiry hotline: 2603-7432

The Chinese University of Hong Kong
New Asia College
Summer Hostel Booking Form

Remarks: (1) Please read the Guide of Booking Student Hostel before completing this form
(2) Please write in regular scripts

Organization	Name of person in charge	Post	Correspondence Address	Contact Number

No. of Persons			Accommodation Period	
Male	Female	Total	From	To

Purpose of use and proposed activities

Date _____

Signature with Company Chop

For Office Only :

Recommendations for this application :

- Not Approved
 Approved as follows

No. of Persons			Period			Fee	
Male	Female	Total	From	To	No. of Days	Per Night	Total
Deposit						1.000	
Total							

Please pay a deposit of 10% at the College Office by _____. A receipt will be issued upon payment. No reservations will be made for late deposit payments. The remaining balance should be paid three weeks before the check-in date.

Dean of Students' Office _____

Date _____