



香港城市大學
City University of Hong Kong

專業 創新 胸襟全球
Professional - Creative
For The World

校園發展及設施管理處
Campus Development and Facilities Office

Academic Exchange Building (AEB) Application for Visitor Quarters at Alice Cheng Hall

Note: Please read the important notes overleaf before completing this form. The form shall be returned to Campus Development and Facilities Office (CDFO) or by fax (3442 0121) for processing.

Ref. No.:

Part I (To be completed by Applicant / Visiting Staff)

Name of Departmental Visitor / Visiting Staff (Prof. / Dr. / Mr. / Mrs. / Ms.*)		(* Single / Double)	
Emergency Contact Person		<input type="checkbox"/> Additional bed required (for children aged between 4 and 12)	
Period of Appointment (For Visiting Staff only)		Post	Staff ID No
From _____ To _____			
Period of Stay	Check-in Date	Check-out Date	
Nature of Booking	<input checked="" type="checkbox"/> Departmental Visitor	<input type="checkbox"/> Visiting Staff	
Rental Payment Method	<input type="checkbox"/> To be paid by University (Departmental / Research Project account*): Notes: (a) For Departmental account, Department Head shall endorse the application form and ensure that the visitor / visiting staff stated above is eligible for housing accommodation provided by CityU. (b) For Research Project account, the Principal Investigator (PI) shall follow the guidelines laid down by RO / the funding body.	<input checked="" type="checkbox"/> To be paid by Departmental Visitor <input type="checkbox"/> To be paid by Visiting Staff Please specify the payment method :- <ul style="list-style-type: none"> • <input type="checkbox"/> By cheque • <input type="checkbox"/> By ATM transfer • <input type="checkbox"/> In person at Hang Seng Bank on Floor 3, Academic 1, CityU • <input type="checkbox"/> By deduction from monthly payroll of visiting staff Notes: (a) Please read Important <u>Note 3</u> overleaf for rental payment procedure. (b) No cash payment to CDFO is accepted.	
Name of Applicant (Prof. / Dr. / Mr. / Mrs. / Ms.*)	Pommy Au Yeung	Post	COII
Department	LBJ	Tel. No.	34426570
		E-mail	lbj@cityu.edu.hk
		Fax No.	34420250
 Signature of Applicant / Visiting Staff* (Booking is made on behalf of the above mentioned staff)		30 April 2016 Date	
		Endorsed by Department Head (with dept. chop) (Not applicable if the booking is made by the visiting staff) Professor Roderick Wong (centre director)	

Part II (To be completed by Campus Development and Facilities Office)

To: _____

Confirmed Booking			Booking On Waiting List	
Room No.	Check-in Date (After 14:00 hours)	Check-out Date (Before 12:00 hours)	From	To

The rental charge is HK\$ _____

Remarks: _____

Please contact the Reception Counter on G/F Jockey Club House at 3442 4510 for check-in / out formalities. For booking enquiries, please contact CDFO at 3442 6922.

_____ Date

Campus Development and Facilities Office

* Please delete as appropriate Please tick as appropriate

Important Notes:-

1. Facilities :-

Alice Cheng Hall in Academic Exchange Building	
No. of Rooms	8 units (3 rooms with ensuite facilities in each unit)
Area per room (Approx.)	213 ft ²
Living / Dining Room	Fully furnished within each unit on shared basis.
Kitchen	Cooking utensils, washer & dryer, refrigerator available inside each unit on shared basis.

2. Advance booking is accepted up to 12 months. Applications should be forwarded to Campus Development and Facilities Office (CDFO) at least 7 working days before the scheduled check-in date. Visitors are reminded to allow sufficient time for their visa application and air ticket booking.

3. Rental charges for each room are subjected to annual review and new charging rates will take effect on 1 January:-

	Alice Cheng Hall in Academic Exchange Building		
	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Monthly Rate</u>
Single Occupancy	HK\$ 650	HK\$ 4,320	HK\$ 15,400
Double Occupancy	HK\$ 780	HK\$ 5,170	HK\$ 15,400

Weekly Rate : For 7 consecutive nights and above, subsequent period of less than 1 week will be charged on pro-rata basis.

Monthly Rate : For a whole month and above, subsequent period of less than 1 month will be charged on pro-rata basis.

Special Rate : A special daily rate of \$160 would be given for additional bed to children aged between 4 and 12. Free rental would be given to children aged below 4.

Under normal circumstances, visitors are required to check in after 14:00 hours and check out before 12:00 hours. Visitors will be charged half of a daily rate for late check-out after 12:00 hours up to 18:00 hours. Visitors who check out after 18:00 hours will be charged a full daily rate.

4. Rental Payment Procedure (Applicable for rental to be paid by departmental visitor or visiting staff) :

<input type="checkbox"/> Payment by cheque <ul style="list-style-type: none"> ▪ Payer can submit a cheque made payable to "City University of Hong Kong" to the staff of Management Services Counter before check-out.
<input type="checkbox"/> Payment by ATM <ul style="list-style-type: none"> ▪ Payer can transfer money to the Hang Seng Bank Account of CityU (Account No. : 293-318028-006) by using ATM and keep the payment slip printed from ATM for submission to the staff of Management Services Counter for proof of payment before check-out.
<input type="checkbox"/> Payment at the Hang Seng Bank Counter on Floor 3, Academic 1, CityU <ul style="list-style-type: none"> ▪ CDFO will issue a Deposit Form to visitor before or upon check-in. ▪ Payer is required to bank-in cash or cheque at the bank counter. A copy of Deposit Form should be submitted to the staff of Management Services Counter for proof of payment before check-out.
<input type="checkbox"/> Payment by deduction from monthly payroll of visiting staff. Payer is required to fill in a Payroll Deduction Authorization Form for rental payment available in Finance Office and Management Services Counter.

Notes : (a) For accommodation period of 1 month or more, payer is required to settle the monthly rental on or before 7th day of each month.

(b) The payer is required to settle the rental again if he / she fails to submit the payment receipt. Rental refund will be made to the payer if double payment is confirmed by Finance Office after check-out.

5. Visitor quarters are allocated on a first-come first-served basis. Room reservation can only be guaranteed for the period specified in the booking confirmation issued by CDFO.

6. **Cancellation and/or change of bookings will be subject to the following penalty charges :**

(a) For cancellation and/or change of bookings made between the 8th and 14th day (inclusive) before the confirmed check-in date, a sum equivalent to 30% of the costs of the entire reserved period will be charged to the payer of rental fees.

(b) For cancellation and/or change of booking made within 7 days before the confirmed check-in date, a sum equivalent to 50% of the costs of the entire reserved period will be charged to the payer of rental fees.

(c) For no show of visitor on the expected date of arrival, full charge of the entire period of booking will be made to the payer of rental fees.

7. No provision is to be made for request for change of room except under special situations such as major building or equipment failure that make the room not habitable. Approval for change of room has to be made by Director of Campus Development and Facilities or his delegate except under urgent situation.

8. Visitors shall also refer to the Residents Handbook on the use of accommodation.

9. Campus Development and Facilities Office reserves the right to revise these notes from time to time subject to operational needs without prior notice.