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 Facilities Management Office (FMO) or by fax (3442 0505) for processing.

Ref. No.: ____________________________

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

<table>
<thead>
<tr>
<th>Name of Departmental Visitor / Visiting Staff</th>
<th>(*: Single / Double)</th>
<th>Additional bed required (for children aged between 4 and 12)</th>
</tr>
</thead>
</table>

Emergency Contact Person

<table>
<thead>
<tr>
<th>Period of Appointment (For Visiting Staff only)</th>
<th>Post</th>
<th>Staff ID No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Period of Stay</th>
<th>Check-in Date</th>
<th>Check-out Date</th>
</tr>
</thead>
</table>

Nature of Booking

- ☑ To be paid by University
- ☐ To be paid by Visiting Staff

Payment Methods for Licence Fee

- ☑ To be paid by University (Departmental / Research Project account*):
  
  - □ By cheque
  - □ By ATM transfer
  - □ In person at Hang Seng Bank on Floor 3, Academic 1, CityU
  - □ By deduction from monthly payroll of visiting staff

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.

Name of Applicant

(Prof. / Dr. / Mr. / Mrs. / Ms. *)

<table>
<thead>
<tr>
<th>Department</th>
<th>Tel. No.</th>
<th>Fax No.</th>
</tr>
</thead>
</table>

Signature of Applicant / Visiting Staff*

(Booking is made on behalf of the above mentioned staff)

Endorsed by Department Head (with dept. chop)

* Please delete as appropriate

Part II (To be completed by Facilities Management Office)

To: ________________________________________

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Check-in Date (After 14:00 hours)</th>
<th>Check-out Date (Before 12:00 hours)</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

The licence fee 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 FMO at 3442 6922.

__________________________________________
Facilities Management Office

__________________________________________
Date

* Please delete as appropriate

☐ Please tick as appropriate
Important Notes:-

1. Facilities :-

<table>
<thead>
<tr>
<th>Alice Cheng Hall in Academic Exchange Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Rooms</td>
</tr>
<tr>
<td>Area per room (Approx.)</td>
</tr>
<tr>
<td>Living / Dining Room</td>
</tr>
<tr>
<td>Kitchen</td>
</tr>
</tbody>
</table>

2. Advance booking is accepted up to 12 months. Applications should be forwarded to Facilities Management Office (FMO) 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. Licence fees for each room are subjected to annual review and new fees will normally take effect on 1 January:-

<table>
<thead>
<tr>
<th>Alice Cheng Hall in Academic Exchange Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Occupancy</td>
</tr>
<tr>
<td>Daily Rate</td>
</tr>
<tr>
<td>Weekly Rate</td>
</tr>
<tr>
<td>Monthly Rate</td>
</tr>
<tr>
<td>Double Occupancy</td>
</tr>
<tr>
<td>Daily Rate</td>
</tr>
<tr>
<td>Weekly Rate</td>
</tr>
<tr>
<td>Monthly Rate</td>
</tr>
</tbody>
</table>

- **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 licence fee 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. Licence fee payment methods (Applicable for licence fee to be paid by departmental visitor or visiting staff):

- **Payment by cheque**
  - Payer can submit a cheque made payable to “City University of Hong Kong” to the staff of Management Services Counter before check-out.

- **Payment by ATM**
  - 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.

- **Payment at the Hang Seng Bank Counter on Floor 3, Academic 1, CityU**
  - FMO 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.

- **Payment by deducting from monthly payroll of visiting staff. Payer is required to fill in a Payroll Deduction Authorization Form for licence fee 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 licence fee on or before 7th day of each month.
(b) The payer is required to settle the licence fee again if he / she fails to submit the payment receipt. Licence fee 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 FMO.

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 licence fee.

   (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 licence fee.

   (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 licence fee.

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 Facilities Management or his delegate except under urgent situation.

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

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