

PolyU Student Halls of Residence (Hung Hom) 2023-24 Hall Handbook



The University reserves the right to update and revise from time to time the regulations, policies, fees, terms and conditions on hall residence incorporated in this Hall Handbook and on Hall Homepage, as and when considered appropriate and necessary. Please refer to [Hall Homepage](#) for the latest version.

A) Parties Taking Care of the Hall Family

1. Hall Administration (HA), Student Resources and Support Section, Student Affairs Office

The Hall Administration is responsible for all matters related to hall admission and administration in the Hung Hom Halls. We strive to create a pleasant and comfortable home environment conducive to your learning and all-round development.

a) Hall Homepage: www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/

b) Email: student.halls@polyu.edu.hk

2. Property Management Service Contractor (PMO-HH)

Hong Yip Service Co Ltd provides property management services for the Student Halls. The company ensures that the hall premises and facilities are kept in an optimal state, and cleaning, security and safety are maintained at a high standard.

Operational Hours of Hall Services

Hall Services	Floor	Operation Hours	Day	Telephone
Hall Administration	G/F East Wing	09:00 – 18:00	Monday to Friday (except Public Holidays)	3159 0000
Hall Reception		08:30 – 23:00	Monday to Sunday	
Repairs and Maintenance	G/F Carpark entrance	08:30 – 23:00	Monday to Sunday	3159 0099
Property Management		09:00 – 18:00	Monday to Friday (except Public Holidays)	
Security Control		24-hrs	Monday to Sunday	

B. Warden Message

KaiYuan Hall 開元堂(Co-ed UG Hall)



Dr. Eric CHAN

Warden of KaiYuan Hall
School of Hotel and Tourism Management

Warden Office: Room 1768
Warden Office Tel: 3159 1768
Email: eric.sw.chan@polyu.edu.hk

Message from the Warden

Dear KaiYuanians,

On behalf of our hall tutors and the hall association's committee members, I extend my warmest welcome to KaiYuan Hall!

I would also like to take this opportunity to extend my heartfelt thanks to the former hall warden, Prof. To Chi-ho, and his team for their dedication to creating a caring and supportive living-learning environment for all hall-mates.

There is no doubt that many of you are hoping for a very fruitful and exciting life at KaiYuan Hall. You can rest assured that as well as providing you with a clean, safe and comfortable living-learning environment, KaiYuan Hall will be a place for you to share your laughter, your tears and your dreams. I encourage you to dare to dream while enjoying your hall life because your dreams will be the driving force behind your hard work.

In the coming years, our hall tutors, hall association and I will work together to cultivate a harmonious hall and equip you with the intellectual, social and communication skills that will help you to grow in competence. I strongly encourage you to actively participate in the wide range of hall activities available and form friendships with hall-mates from different parts of the world. Through the various educational and social activities available to you, I hope that you will become well-rounded and live out our University's motto, '*To learn and to apply, for the benefits of mankind*', so that you may serve our society with devotion, wisdom and compassion. I wish you all a successful and meaningful hall life and look forward to meeting each of you in the year ahead.

WuHua Hall 物華堂(Co-ed UG Hall)



Dr. Allen CHEONG

Warden of WuHua Hall
School of Optometry

Warden Office: Room 1518
Warden Office Tel: 3159 1518
Email: allen.my.cheong@polyu.edu.hk

Welcome message from the Warden

A warm welcome to all residents in Wuhua Hall.

I am the new warden of Wuhua Hall. Thanks to the work of former wardens and tutors of Wuhua Hall, we have a close and vibrant hall community.

Hall residence for university students can be a memorable and perhaps once-in-a-lifetime experience living away from home for an extended period of time. As one of the hall residents, you do not only enhance your learning experience academically, but also get involved in campus life, clubs and organizations, and work together with your peers. Through active and daily interaction with fellow students, I hope you can improve your communication skills and develop your well-rounded personal growth. More importantly, I hope you can establish lifelong friendship among your hall mates.

Wuhua Hall provides a good platform for grooming your leadership and learning how to team up with others, and thus promotes integration of students from diverse background and cultures. Our team (warden, tutors, and members of Wuhua Hall Students' Association) is committed to provide the best opportunities to enrich your university experience and contribute to your learning and personal development. We wish that all residents at WuHua Hall will have a strong sense of belonging, co-operate and serve one another to build up our hall community.

ChengDe Hall 成德堂(Co-ed UG Hall)



Dr. Anthony PANG

Warden of ChengDe Hall
Department of Logistics and Maritime Studies

Warden office: Room 1368
Warden Office Tel: 3159 1368
Email : anthony.pang@polyu.edu.hk

Welcome message from the Warden

A warm welcome to Chengde Hall from the Warden

It is a great honor for me to have the opportunity to serve as the warden of the Chengde Hall at Hung Hom Hall of Residence. Your admission to this fantastic hall signifies a new start of your university life, where you will meet many new friends including the tutors, hall association committee members and hall mates. I wish your stay at the Chengde Hall will be a fruitful and rewarding memory in your life.

At university, you are not only expected to learn the subject contents of your major to become a professional leader, but also be equipped yourself with necessary attributes for your future including social, communication, problem-solving and interpersonal skills as an ethical global citizen. In the hall, you will have the opportunity to experience cultural diversity by mingling with students from different countries, and to organize events that are interesting and beneficial to other hallmates. I sincerely wish that we will further foster the heritage and spirit of the Chengde Hall, which emphasizes students' personal development as all-round person, caring of other stakeholders, contributing and enhancing the wellbeing of the community as a member of a coherent team.

With our team comprised of the warden, tutors, hall association members, hall management staff and property management and catering operators, we will work closely to offer you an enjoyable experience that stays in your lifelong memory. I hope you will actively participate in the hall activities and I look forward to meeting you all on different occasions.

WuXian Hall 務賢堂 (Co-ed UG Hall)



Dr Thomas LEE

Warden of WuXian Hall
Department of Biomedical Engineering

Warden Office: Room 1118
Warden Office Tel: 3159 1118
Email: ming-hung.lee@polyu.edu.hk

Message from the Warden

A big welcome to Wuxian Hall 務賢堂 !

Wuxian務賢is filled with “fun” and “companionship”. I hope every Wuxian務賢 resident can help sustain and strengthen this wonderful culture. Please make new friends, respect, learn from, care for, and support one another during your stay in Wuxian務賢.

The Wuxian務賢Hall Association and Residential Education Team will organize a wide variety of activities throughout the year, including orientation camp, 務賢祭, 7 連 reg, inter-hall competitions, green and sustainable living programmes, as well as whole-person, intercultural, and servant-leader development programmes. I hope every Wuxian 務賢resident can live a happy, fulfilled hall life. Please join as many activities as you can.

Lastly, I would like to share two famous quotes that I find particularly inspiring: “By failing to prepare, you are preparing to fail.”–Benjamin Franklin and “It's not how good you are, it's how good you want to be.”–Paul Arden. Let's get prepared and work together to create good memories! I look forward to seeing you all at our upcoming activities and in the lounge area (中堂)!

LiZhi Hall 勵志堂 (Co-ed UG Hall)



Dr. Howard KWONG

Warden of LiZhi Hall
University Health Service

Warden Office: Room 0968
Warden Office Tel: 3159 0968
Email: howard.kwong@polyu.edu.hk

Welcome message from the Warden

A Very Warm Welcome to Lizhi Hall

On behalf of the Lizhi Hall family, I would like to welcome you to join us this year. I sincerely hope that you will have a pleasant time here throughout your stay at Lizhi. In a nutshell, living in halls can be viewed as living in a miniature of the modern multi-cultural society. It is undoubtedly a once-in-a-lifetime opportunity for university students amidst their transition to adulthood, and a journey full of opportunities and excitement.

There are ample of chances to establish lifelong friendships with students from different backgrounds and experience, to learn living in harmony with people of diverse cultures, and to develop responsible and caring attitudes to members of our international society. Through planning and participating in the wide range of hall activities, we can enhance our skills in various aspects, such as communication, problem solving, negotiation, and teamwork abilities. These are vital elements for our future global leaders to equip during their time in university.

My team of tutors, our energetic members of Lizhi Hall Association and I will work hard to provide a safe, caring and supportive environment for all our Lizhi hallmates. I look forward to meeting you soon and wish you all an amazing hall life in the year ahead.

XueMin Hall 學敏堂 (Female UG Hall)



Dr Pearl Ming Chu LIN

Warden of XueMin Hall
School of Hotel and Tourism Management

Warden Office: Room 718
Warden Office Tel: 3159 0718
Email: pearl.lin@polyu.edu.hk

Welcome message from the Warden

Dear Students,

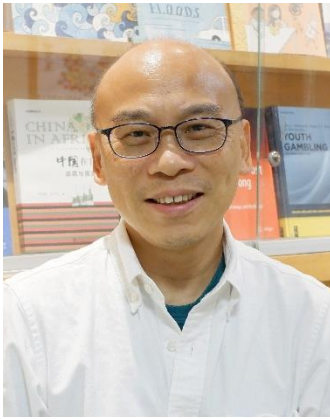
We are delighted to have you join us. On behalf of Xuemin Hall Tutors, Members of the Students' Association, and Warden, we would like to extend our warmest welcome and best wishes.

Thanks to our former Tutor Team, Student Association Team, and Wardens of Xuemin Hall, especially Professor Mak Cheuk Ming, for leading Xuemin Hall and creating this friendly living community.

We are here to provide a supportive environment and a sense of belonging. This is your home away from home and a once-in-a-lifetime hall community experience. You can connect from various departments and cultural diversities through multiple social and educational activities and events. This is also a perfect opportunity to live with others and manage your own lives in this safe and friendly place. You may encounter challenges and issues during your residential life in Xuemin Hall. We are here for you to discuss any issues of concern and support you in the matter of your personal growth and development. You are encouraged to join our various activities and events.

Enjoy your residential life!

LiSheng Hall 利生堂 (Co-ed UG Hall)



Dr. Rodney CHU

Warden of LiSheng Hall
Department of Applied Social Sciences

Warden Office: Room 0568
Warden Office Tel: 3159 0568
Email: rodney.chu@polyu.edu.hk

Welcome message from the Warden

Dear residents of LiSheng,

This is Rodney Chu from Department of Applied Social Sciences. I am very glad to be the new warden of Li Sheng Hall. I hope you would agree that hall life in tertiary education is a unique experience, as it allows you a genuine chance to experience opportunity and responsibility in a young-adult stage. After all, hall residence is more than an accommodation. It is always an *add-on*, and perhaps *once-in-a-life* experience, to the university life.

For sure, I am new as a warden, but my involvement in different aspects of the University may allow me to share with you a better understanding on her as a whole, and the student life in particular. I hope my training in social work and sociology may help building up of a constructive rapport between you and me, and among all of you. I will work hard together with my tutor team to strive for a healthy, transparent, and supportive hall life for all of us. I will try my best to be a good companion of you to walk through this page of your history, and wish you all a meaningful hall life to come.

MinYin Hall 民殷堂 (Co-ed UG Hall)



Prof. Albert CHAN

Warden of MinYin Hall

Student Affairs Office and Department of Building & Real Estate

Warden Office: Room 318

Warden Office Tel: 3159 0318

Email: albert.chan@polyu.edu.hk

Welcome message from the Warden

It gives me immense pleasure to welcome you to the Min Yin family. Please receive my hearty congratulations for having the opportunity to stay in Min Yin Hall.

In Min Yin Hall, we strive to provide residents with a caring and supportive living environment. Our Hall Administration staff, Hall Tutors, Hall Students' Association, Property Management and Catering Staff work earnestly to make Min Yin Hall a home which is safe, enjoyable and comfortable. Your cooperation and consideration will be much appreciated to enable all residents to enjoy a peaceful environment conducive to Academic Excellence, Personal Development and Hall Pride.

I wish your stay in Min Yin Hall be filled with affirmative and inspiring experiences. I greatly look forward to meeting you all.

BoYan Hall 博彥堂 (Postgraduate Hall)



Prof. Eric CHIU

Warden of BoYan Hall
Department of Applied Social Sciences

Warden Office: Room 1918
Warden Office Tel: 3159 1918
Email: wing-hong.chui@polyu.edu.hk

Welcome message from the Warden

What is unique about Boyan Hall? The Hall houses around 330 research postgraduate students studying at The Hong Kong Polytechnic University. Our residents come from around the world. The Hall is committed to cultivating a supportive environment for residents to pursue all-rounded excellence.

Boyan Hall is a place where residents can comfortably live, eat, and socialise. It is a place where postgraduate students are treated as capable adults with potential to be world-changers. It is an inclusive place that respects cultural, religious, and ethnic differences and embraces this diversity.

To this end, the goals of the Hall are to ensure that its residents feel safe, respected, and supported. The Hall adopts the mission of nourishing its residents to develop holistically and achieve a balance between academics, recreation, and personal life.

Welcome to Boyan Hall - A place that values 'A balanced life!'

Message from Senior Hall Manager



Mr Ivan CHUNG

Senior Hall Manager
Residential Education
Student Resources and Support Section
Student Affairs Office
Email: ivan.y.chung@polyu.edu.hk

Welcome Message from the Senior Hall Manager

It is an honour to serve as Residential Life Manager overseeing residential student education.

My family and I recently moved to Hong Kong after living in Los Angeles for the past 10 years. Prior to meeting my wife, I grew up in the Chicago area, and worked in Milwaukee, Houston, Chicago, and New York City. One of the main reasons for our move to Hong Kong is that I strongly believe in the formative time of learning as a university student. Having experienced university hall life for several years, I can say that those years were undoubtedly some of the most influential in shaping my understanding of life.

The rich opportunities in out-of-classroom learning at PolyU can also help shape you into a truly holistic person. Sports activities, community meals, volunteer services, holiday celebrations, art and music and cooking workshops, parties and carnivals, global and cultural engagements, environmental services, leadership and interpersonal experiences, faith-based activities, and excursions – to name a few, are part of the many opportunities for cross-disciplinary, intercultural, and experiential learning that can help develop eager students like yourself. Beyond mere accommodation, students in the residences become and develop holistic communities that continue to contribute inwardly and outwardly, and build essential skills that are critical for their future.

My own varied experiences: studying classical (European) music performance and education as an undergraduate, living in multiple socio-economic stratas, cultures, and cities throughout my vocational years, working as a personal trainer (weight room and physical fitness), sports coach, speaker, spiritual developer, intercultural instructor and practitioner, educator and community developer in post-genocide communities in east Africa, educational consultant in urban Brasil, and now a residential student educator in Hong Kong – have all compelled me to make sense of and integrate my own life, and I invite each of you together to do the same in this journey, as we create the best learning experience you can have.

C. Hall Regulations

1. Introduction

Hall life is an integral part of your educational experience at the Hong Kong Polytechnic University (PolyU), which is committed to nurturing critical thinkers, effective communicators, innovative problem solvers, lifelong learners and ethical leaders.

It is our mission to provide a safe and supportive living and learning environment conducive to academic success, personal growth and social responsibility. We expect our residents to share these common goals. To enable all residents from diverse backgrounds to live harmoniously under the same roof, all stakeholders need to behave with integrity, good will and mutual respect.

Hall residents are bound by the following Hall Regulations that are posted on hall homepage (<https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/>) and subject to changes and review by the University from time to time if deemed necessary.

[Student Code of Conduct](#)

[Regulations Governing Hall Residence](#)

[Regulations Governing Summer Hall Residence](#)

[Regulations Governing Hall/Room Transfer & Procedures](#)

[Regulations Governing the Use of Hall Amenities](#)

[Regulations Governing the Use of Hall Swimming Pool](#)

[Regulations Governing the Use of Hall Carpark](#)

[Regulations Governing the Use of Hall Computer Network](#)

[Administration and Penalty Charges](#)

[Guidelines on Bringing Bulky Items & Electrical Appliances into Halls](#)

[Guidelines on the Use of Communal Areas](#)

2. Essential Regulations

Every Hall resident must comply with the Hall Regulations, terms and conditions and policy of residence. This applies in particular, but is not limited to, the following essential Hall Regulations:

- 1) No visitors of the opposite sex in residents' rooms/suites and corridors during Privacy Hours between 00:00 and 07:00.
- 2) No improper use of PolyU cards for gaining illegal access to hall premises and residents' rooms/suites.
- 3) No remaining on the hall premises during a fire drill.
- 4) No visitors of the opposite sex to use the toilet facilities inside a resident's room/suite.
- 5) No smoking or consumption of alcohol in the Halls (except a taste of wine during pre-approved activities).
- 6) No cooking in residents' rooms/suites.
- 7) No storage of personal belongings in any communal areas. Regular inspections shall be conducted in each student suite. Anything left unattended shall be confiscated without prior notice. Owners of confiscated items shall pay an administration fee to reclaim their belongings within 7 days. Unclaimed confiscated items shall be disposed of after 7 days. The University and Property Management Office disclaim liability for the loss of or damage to such properties.

Hall Disciplinary records will be kept in the University for not more than 8 years and the records will also be sent to the Student Discipline Committee for information. The chance for university scholarship/award may be adversely affected.

Committing serious offences or repetitive offences, as stipulated by the Regulations Governing Hall residence, could result in the following consequences:

- **immediate termination of residency without warning,**
- **forfeiture of remaining hall lodging fees,**
- **prohibition from future admission to any University-managed accommodation (UMA) during the study period in PolyU,**
- **UMA offer granted for the following year, if any, will be forfeited, and**
- **being barred from access to UMA.**

Visitor offenders who are residents of another hall building shall be bound by the disciplinary terms for residents and be subject to the relevant penalties for residents committing the offence. Following such a termination of residency, the resident will be personally responsible for securing his or her own residence and bearing the related charges.

D. Hall Fees & Payment

- [Hall Fees \(Undergraduate Students\)](#)
- [Hall Fees \(Research Students\)](#)

E. Notice on the Photograph-taking or Video-taking Arrangement

Hall Administration of Student Resources and Support Section (SRSS) of Student Affairs Office may take photographs/ video recording during hall events and use such images in publicity or marketing activities. The recorded images will be handled by Hall Administration according to the prevailing policy of The Hong Kong Polytechnic University. For enquiries, please send an email to the Hall Administration at student.halls@polyu.edu.hk.

F. Receipt of mails

The mailbox of each room is located in the lower lounge of each hall. Residents should check their mailbox regularly and redirect mails not addressed to them to the “Unclaimed Letters” box, which will be cleared by the PMO and returned to the postman on a monthly basis.

As a governing principle, parcels and mails delivered under the Hong Kong Post which do not require the signature of the designated addressee will be received by the Reception upon verification of addressees’ resident status in the Student Halls. For parcels and mails delivered under courier services, no one other than the designated addressee may sign the acknowledgement receipt, as governed by the policy of relevant courier companies.

Please note that students should only reclaim their own belongings. Taking others’ belongings is regarded as a misbehavior and will be subject to disciplinary actions. Unclaimed items beyond the deadline will be disposed without further notice. The University disclaims any liability for the loss of or damage to such properties.

G. Departure

a. Checkout Procedures

Please note the following steps about the official check-out procedures:

1. Pack all your belongings.
2. Dispose debris left inside your rooms, or cleaning charges may apply.
3. After completing the above two steps, call the Property Management Office (HH) before 22:00 at tel: 3159 0099 to make an appointment for check-out.
4. Stay in the room and conduct the inventory check via an electronic tablet with Hall staff.
5. Sign on the electronic tablet to confirm the online inventory check of your room.
6. Bring along your PolyU student ID card to the Hall Counter for completing the remaining check-out procedures.
7. After check-out, students will lose their access to the hall and their room.

Should residents fail to go through the above procedures on or before deadline, their check-out is regarded as incomplete. The residents concerned will be liable to the late check-out charge and the lodging fee up until the completion date of official check-out procedures, and other charges so incurred. For incomplete check-out, as stipulated by Hall Rules, the Hall Administration reserves the right to vacate residents' rooms if the residents fail to respond for check-out.

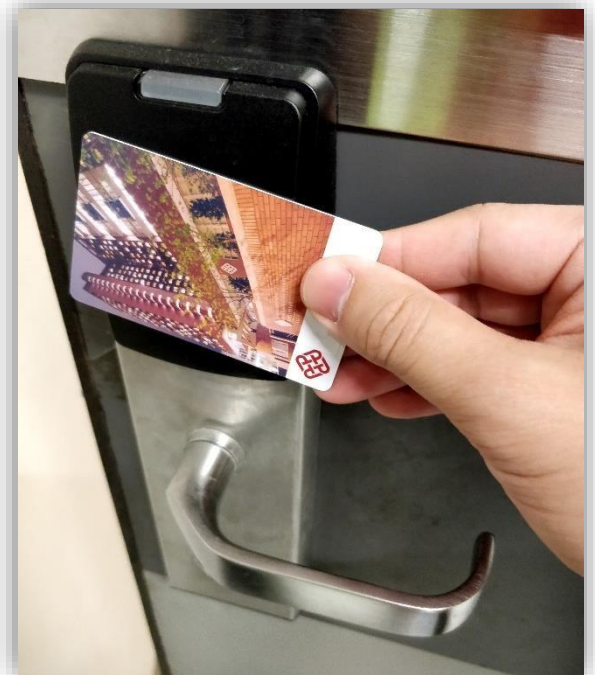
b. Redirection of mail

Please notify your senders about the change of address once you have moved out. The Hall will not provide any mail re-direction service.

H. Simple Manuals for Hall Devices

1. Electronic Door Lock

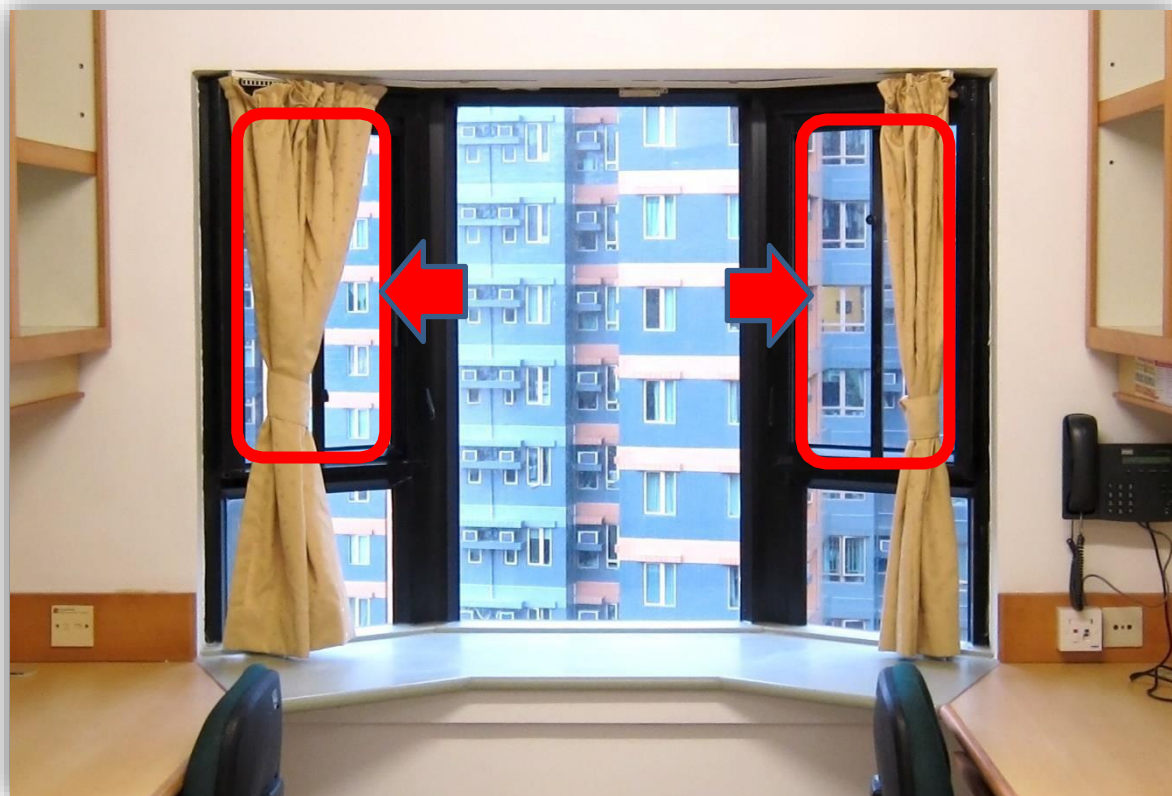
- A. To open the electronic door lock, you just need to tap your student ID card to the door lock **without touching the sensor directly**. You will see a little green light and hear a beep sound. Then you can open the door. The door will automatically be closed after several seconds.
- B. If you open the door and then hear beep sound for several times, it means the door lock is running out of batteries. Please inform our PMO hotline at **3159 0099**.
- C. If the light is orange, the door is being locked from inside.
- D. If the light is red, your card is invalid or expired.
- E. If there is no response, the door lock has run out of batteries completely. Please inform our PMO hotline at **3159 0099**.



- F. Do not use the lock dead-bolt to stop the door from closing, or else a fine of HK\$100 will be levied. In case the lock is damaged, you will be liable for the payment of HK\$5,190 as the replacement cost.

2. Mosquito Screen

To protect residents against mosquito-transmitted diseases, **mosquito screens** are installed on the windows.



Reminder

- A. No furniture or other items should be used to block the window.
- B. Do not remove or damage the window grille and the mosquito screen.
- C. Do not hang anything on the window grille.
- D. Residents will be liable for the cost of cleaning and/or repair caused by improper usage of the window grille and the mosquito screen.

3. Making Calls with the IP Phone

- A. IP Phones are located at the lift lobbies on 3-20/F and the lower lounge areas of each hall.
- B. You can make intercom calls by dialing the extension number. (e.g. Dial 0099 to PMO)
- C. You can make local calls free of charge by dialing “9” + local phone number.
- D. You cannot make IDD calls directly. Please buy an IDD phone card from a convenience store and follow the instructions on it to make your IDD call.

4. Wireless Network Configuration

Wi-Fi connection is available inside the whole building. Students can login with a temporary account to use Wi-Fi service.

A. For students who do not have Net ID and Password yet

i) Select Network



ii) Choose **HH-Freshmen** and click **Connect**



iii) Enter the Security Key **sao3159hh** and click **OK**



B. For students who have already activated their Net ID and Password

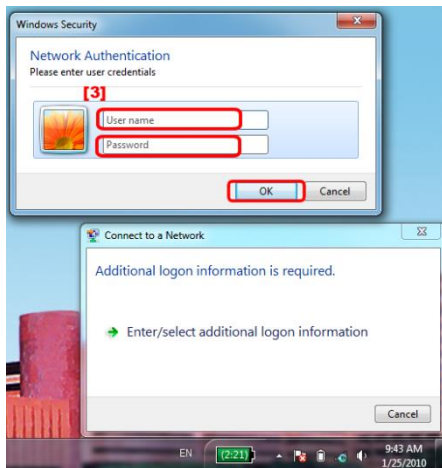
i. Select Network



ii. Choose PolyUWLAN and click Connect



iii. Enter your Net ID and Password, then click OK



iv. Click Connect to accept the certificate of VeriSign Class 3 Public Certification Authority-G5



v. The setup is complete and the internet is now accessible



For technical support, please call the ITS Help Centre at 2766 5900.
For more details, visit <https://www.polyu.edu.hk/its/>

C. Wi-Fi setting for iPhone/iPad

Password:

For students who do not have Net ID and Password yet:

SSID: HH-Freshmen

Password: sao3159hh

For students who have already activated their Net ID and Password:

SSID: PolyUWLAN

Username & Password: Your PolyU Net ID & Net password

Steps:

Follow the steps below to setup PolyU Wireless Network Service for iPhone /iPad Device:

1. Go to "Setting"
2. Go to "Wi-Fi", then turn On Wi-Fi.
3. Select one of WLAN networks: PolyUWLAN
4. Enter the Login ID and Password
5. Join

D. Wi-Fi setting for Android

Steps:

Please take note below for setting up **Android device** to connect to PolyU Wi-Fi services. Steps may be different depend on the device manufacturers and Android versions.

Open the view of all installed apps **Settings Wireless & networksWi-Fi settings**

Switch on **Wi-Fi** and select "**PolyUWLAN**" or "**PolyUWLAN – 5G**"

Configure network properties as follows and then select "**Connect**"

- EAP method: **PEAP**
- Phase 2 authentication: **MSCHAPV2**
- CA certificate: **Use system certificates**
- Online certificate status: **Do not verify**
- Domain: **polyu.edu.hk**
- Identity: **Net ID**
- Anonymous identity: should be left empty
- Password: Your **portal password**

5. Smartcard-controlled air conditioner

Washers, dryers and air-conditioners in student rooms are operated by smartcard readers. You can add value to the smartcard readers in two ways:

- go to the Kiosks outside the pantry of any floor. Then follow the simple steps on screen to add value to the reader ;
- use our mobile APP to add value to the reader with the value in your ePurse account* anytime and anywhere.

*An ePurse account is automatically created for every resident one day after check-in. You can download and install a mobile APP from [hall website](#).

To start using your epurse, you may tap your student ID card at the Kiosk and add value to your ePurse account by Octopus card, or by cash at the Add Value Machines (AVM).

Note:

Value added to the air-conditioner of student rooms is non-refundable. Please avoid adding excessive amount of money to it.

The rate of the air-conditioner is \$1.6/kWh. Kindly note that cooler setting may result in consuming more electricity and a higher cost with the same length of time.

6. Self-service Laundry

You may pay for the washers and dryers by octopus card or ePurse account. A Kiosk is available in each laundry room on 2/F and each pantry from 3/F to 20/F. Read the operation manual posted on the machines before use. The rate of washers is \$6 per washing cycle and that of dryers is \$1 per 5 minutes.

- The weight limit of both washers and dryers is **5.2kg** only.
- Use **low-suds laundry detergent**. High-suds detergent is NOT suitable for use in the washers in hall, as excessive foam will block the drain, cause soap water leakage and washer malfunction.
- Read the instruction manual of your laundry detergent carefully. Use the **recommended amount** of laundry detergent.
- Putting in clothes exceeding the capacity will damage the machine and the user will be required to pay for the repair fee for improper use.



Toggle of the switch in student rooms for operation of the air-conditioner.



Kiosk in laundry rooms

7. Online Inventory check

After check-in, you will receive an email to request you to submit online inventory check form within 3 days. In case not, please visit https://www2.polyu.edu.hk/hall/apps/inventory_form/ directly.



If you are a new student and do not have a student id yet, please visit https://hall.polyu.edu.hk/apps/inventory_form/ and login with your application ID.



If we do not receive any response from you, we will assume that the inventory items in your room are in good condition and you will be held responsible for the damage to or loss of those inventory items. It is important for you to report to us should you find any missing or damaged items before the submission deadline.

For urgent repair, please call the 24-hour hotline: 3159 0099.

8. Address proof for non-local students in year 1

If you are a new non-local student and you need an address proof for opening a local bank account, please seek assistance from the hall counter on G/F.

9. Communication with the Student Halls

Please check your PolyU email account (studentid@connect.polyu.hk) regularly to receive the latest hall functions and notices. Students especially non-local students are advised to input their Hong Kong mobile phone number at eStudent (<https://www38.polyu.edu.hk/eStudent/login.jsf>) for emergency contact.



10. Fitness Room eligibility and usage

There are two Fitness Rooms located on the 2/F. Only the hall residents with fitness accreditation are eligible for using hall fitness facilities. If you would like to use the fitness facilities, you need to attend the fitness training course or apply for exemption if you are a regular user who have gone through proper training already.

Fitness Training Course

For information of Fitness Training course, please visit the website of [Counselling and Wellness Section](#) of the Student Affairs Office for details.

Exemption from Fitness Training Course

Individuals in possession of one of the following qualifications may apply for exemption. Applicants can contact the Counselling and Wellness Section (Sports Development) at sports.development@polyu.edu.hk for advice.

1. Participants who have completed the "Briefing on Proper Ways to Use Fitness Equipment" and passed the assessment organized by Leisure & Cultural Services Department (LCSD);
2. LCSD Fitness Gold Card;
3. Equivalent qualifications recognized by the Physical Fitness Association of Hong Kong, China;
4. Fitness Room / Weight Training Room User Card or certificates issued by universities; and
5. Resistance Training Instructor Certificate issued by ACSM / NSCA

11. Hall facility booking

On-line booking for most of the hall facilities are available at **POSS** (PolyU On-line Student Services) under "Facility Booking". Please read carefully the regulations governing the use of hall amenities [here](#) before making booking.

Tips:

a) [Payment of venue charges and guest tickets](#)

Payment of venue charges and guest tickets, if any, will be deducted from Sports Facility Booking Account at the time of online booking. Please ensure that there is sufficient balance in your account before making booking.

b) [Top-up the balance in Sports Facility Booking Account](#)

To top-up the balance in your Sports Facility Booking Account, you may pay by Credit Card (via online credit card payment system), or Octopus at the Shaw Sports Complex on the campus.

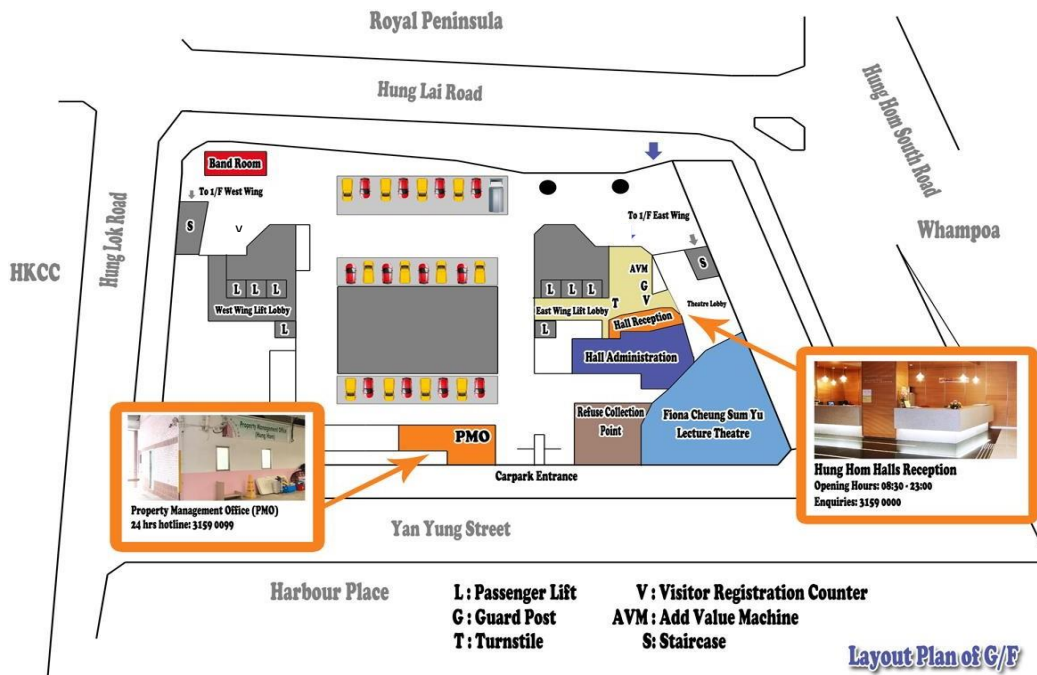
c) [Use of booked venue and on-loan equipment](#)

Please bring along your PolyU student ID card to the following booking counters for use of the booked venue and on-loan equipment:

- 2/F Fitness Room 201
Opening hours: From 9am – 11pm

Layout plans

A. Layout plan of G/F



B. Layout plan of 1/F

