



# STUDENT HALLS OF RESIDENCE

## Hall Management Section (SAO)

Official Use Only  
S/N.: \_\_\_\_\_

### Booking of Guest Rooms by PolyU Alumnus

Please fax the completed form to (852) 3162 3000

This form is designed for PolyU Alumni to book Guest Room of the PolyU Student Halls of Residence. To verify your alumnus identification, you are required to show your membership card of Federations of PolyU Alumni Associations/PolyU's Overseas Associations or PolyU Alumni Credit Card when you check-in.

\* delete where inappropriate;  tick in the box.

#### PART A: PARTICULARS OF THE ALUMNUS

1. Are you a member of Federation of PolyU Alumni Associations or PolyU's Overseas Associations? Yes / No\*

If Yes, what is your membership number? \_\_\_\_\_

If No, are you a cardholder of PolyU Alumni Credit Card? Yes / No\*

2. Name of Alumnus: Prof./Dr./ Mr./ Mrs./ Miss\* \_\_\_\_\_  
(Surname) (Given Name) (Position)

Home Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

#### PART B: PARTICULARS OF THE BOOKING

4. Guests Detail (Must be direct family members of the applicant)

	Title	Name	Sex	Arrival Date	Departure Date	Room Type (see part D (a) on page 2)	(Office use) Room No.
1)			M / F*			D.O./S.O.*	
2)			M / F*			D.O./S.O.*	
3)			M / F*			D.O./S.O.*	
4)			M / F*			D.O./S.O.*	

5. The length of our standard beds is 80" (203cm). Some extra long beds of 90" (228cm) are available upon special request.

I need \_\_\_\_ extra long beds.

#### PART C: ACKNOWLEDGEMENT

I understand and agree to the conditions of booking overleaf:

\_\_\_\_\_  
Signature of Organiser & Chop of the Organisation Date

**PART D: ROOM RATE, PAYMENT TERMS AND ROOM CONDITIONS**

- a) Every room is provided with 2 single beds. Higher rate will be charged for single occupancy (S.O.) if double occupancy (D.O) is not preferred.
- b) Progressively decreasing room rate will be charged:

<b>Double Occupancy (D.O.) (per person per night)</b>	<b>Single Occupancy (S.O.) (per person per night)</b>
\$160	\$280

- c) Booking Policy
  - Upon receiving the completed Booking Form, the Hall Management Section will inform the applicant the availability of rooms and total room charge concerned, via a reply note by Fax, indicating whether the payment of deposit and caution money are necessary.
  - If either deposit or caution money is necessary, the applicant is required to pay the relevant charge(s) by cheque or bank draft payable to "The Hong Kong Polytechnic University". Under some special circumstances, deposit or caution money may be waived and the booking will be confirmed by Hall Management Section.
  - Caution Money is refundable (normally at 20% of the total room charge) subject to satisfactory inventory checking upon check-out. It will be deducted to cover the charges or fees regarding any damage to or loss of inventory or hall property so incurred by the applicants or group members. The applicant is required to clear any outstanding charges or fees if the caution money is not sufficient to cover.
  - Upon receiving the relevant charge(s), the applicant will receive the Confirmation Slip by fax from the Hall Management Section.
  - The applicant should settle the remaining balance by cheque / bank draft / Credit Card / Cash upon check-in.
  - Failure to pay any relevant charge so requested may invalidate the booking without prior notice.
  - The room rate settled for the confirmed residential period upon or after check-in is non-refundable.
- d) For reduction in quantities or residence period of rooms reserved:

<b>Advance notice period</b>	<b>Surcharge to be collected</b>
3 months' or above	Waived
Less than 3 months but more than or equal to 2 months	Total reduced room charge equal to or less than 25% of total room charge: Surcharge waived Total reduced room charge more than 25% of total room charge: surcharge equal to 25% of reduced room charge will be charged
Less than 2 months but more than or equal to 1 month	50% of total reduced room charge
Less than 1 month	100% of total reduced room charge

- e) For cancellation of room reservation:

<b>Advance notice period</b>	<b>Deposit to be refunded</b>
3 months' or above	100% of deposit
Less than 3 months but more than or equal to 2 months	75% of deposit
Less than 2 months but more than or equal to 1 month	50% of deposit
Less than 1 month	No refund

- f) The daily room rate covers:
  - lodging fee, bedding and basic bathroom consumables, free air-conditioning and internet connection;
  - cleaning service (on every alternate day) and replacement of towels/bed linen (once every four days).
- g) Charges for booking of venue/Function Rooms in the Hall will be quoted based on the particulars of the request in a separate booking;
- h) Check-in time is 14:00 and check-out time is 12:00 noon in normal circumstances. Late check-out after 12:00 will be charged for one day room booking for each day.
- i) The guest(s) shall be responsible for their personal belongings on the hall premises, and be liable for the loss of or damage to the key-card, Guest Card or any inventory items in the room assigned.
- j) Given the design of two adjoining rooms sharing a communal washroom and shower facility, the guests shall be required to share these provisions/facilities with guests in the adjoining room. As the rule that residents of different genders will NOT be accommodated in the same room has to be strictly enforced, guests of different genders (even for married couples) will be assigned to different floors.
- k) No smoking is allowed in the indoor area of the hall premises.
- l) The Hall Management Section of Student Affairs Office maintains the right to adjust the room rate, cancel/terminate the booking or residence at three days' prior notice and make necessary amendments to the conditions as deemed appropriate.