



# STUDENT HALLS OF RESIDENCE

## Hall Management Section

### Notes to Guest

Thank you for choosing the PolyU Student Halls of Residence for your accommodation. The Hall is managed by the Hall Management Section of the Student Affairs Office and we will strive to do our best to provide a safe, high quality and value-for-money accommodation and we wish you a happy stay in the Hall.

Please use a few minutes to read the following IMPORTANT issues for your stay in the Hall.

#### 1. Personal Safety and Belongings

Guests shall take proper care of their own safety and personal belongings during their stay in the Hall. The Hall will not be responsible for any loss of guest's personal belongings out of his/her negligence;

#### 2. Hall Properties and Room Inventory Items

Guests shall take good care of hall properties and facilities. For loss or damages to the room inventory items as listed in the table below, guests will be required to compensate in accordance with the price defined:

Items		Unit Price (HK\$)	Items		Unit Price (HK\$)
1	IP Phone Set	\$2,290.00	7	Pillow Cover	\$40.00
2	Typist Chair	\$470.00	8	Rubbish Bin	\$70.00
3	Winter Quilt	\$660.00	9	Water Glass	\$10.00
4	Summer Quilt	\$220.00	10	Stainless Steel Clothes Hangers	\$300.00
5	Bed Cover Sheet	\$80.00			
6	Pillow	\$180.00	11	Guest Card	\$50.00

#### 3. Housekeeping services

- Other than the standard room provisions, a guest will normally be provided with a pillow, a pillow case, a bed cover sheet and a summer/winter quilt.
- The replacement of bed sheet and pillow case is conducted every 4-days or upon special request.
- Cleaning of toilet/shower room (including emptying the rubbish bin) is conducted every 2- days.

#### 4. Communication

- Use of IP phone set
  - Phone number : Dial 3159 + room number
  - Room-to-room call : Dial the room number (e.g. 0802 for Room 802)
  - Local call : Dial 9 + local telephone number
  - International call : Available at IDD Kiosk at 1/F East Wing Lift Lobby
- Useful intercom numbers in the Hall
  - Security & Safety Issues : 0099
  - Repair & Maintenance : 0077
  - General Enquiries (From 0700 to 2300) : 0000

5. Fire

- a. For your own safety, please get familiar with the emergency escape route affixed at the back of the room door of every room.
- b. In case of fire or at long-lasting sound of fire alarm, please:
  - i. Stay calm;
  - ii. Bring along your key-card and passport, lock the door and evacuate;
  - iii. Walk down the stairs via the Exit Door in an orderly manner to the G/F;
  - iv. Push the bar to open the Exit Door and leave the hall premises.

6. Visitor Registration

External visitors are required to register at the G/F Visitor Registration counter at your presence, and shall be required to leave the hall by 11:00 p.m.

7. Use of Laundry Facilities

Laundry facilities are located on the 2/F. Guests who are interested in using the laundry facilities should approach G/F Hall Reception Counter to add monetary value onto their Guest Card in the first instance.

8. Use of Common Area & Pantry

- a. Guests can obtain drinkable hot/cold water from the pantry at Lounge Area (located at the centre of each floor). Soft drinks are also available for sale at the vending machine on the upper floor of the Lounge Area.
- b. Only the preparation of simple food is allowed at the pantry.
- c. When reading the newspaper and watch TV at the Lounge Area on each floor, please do it in a considerate manner to the other users/residents in the Hall.

9. Use of Hall Amenities and Sports Facilities

Guests are allowed to use of the hall amenities and sports facilities on 2/F as long as vacancies last. If you are interested in using these facilities, please approach Facilities Booking Counter at Room 201.

10. Parking

A drop-off time of 15 minutes is allowed. For parking, an hourly rate of \$40 will be charged.

11. Foreign exchange

Residents can exchange money at the Hong Kong & Shanghai Bank; it is opposite to the Hall.

12. Prohibitions in the Hall

Please be reminded that:

- a. No smoking is allowed in the room or within the hall premises;
- b. No gambling of any form is allowed in the hall;
- c. No pets are allowed in the Hall;
- d. No cooking is allowed in the room.

13. Check-out

The latest check out time is 12 noon. Late departure after 12 noon may be charged for one-day residence.

Hall Management Section  
Student Affairs Office

18 February 2008