



STUDENT HALLS OF RESIDENCE

Hall Management Section

Notes to the Organiser of Group Booking

Thank you for choosing the PolyU Student Halls of Residence for your guests' accommodation. The Hall is managed by the Hall Management Section of the Student Affairs Office and we will strive to provide a safe, high quality and value-for-money accommodation and to facilitate your successful launch of the event(s) in the Hall.

Please use a few minutes to read the following IMPORTANT issues before your submission of the booking form.

1. Obligation of the Organiser

The Organiser

- a. shall secure insurance for the participants of the group and make sure that all activities held on hall premises shall comply with legal requirements as well as the regulations stated in "Notes to Guests", "Notes to Organiser" and Booking Form for Function Room and Equipment Booking (Hall);
- b. shall settle deposit and balance of room charges and/or caution money prior to/upon check-in, unless otherwise agreed;
- c. shall clear any outstanding fees or charges upon check-out. e.g. damage to hall property or facilities caused by any member of group.

2. Appointment of a Group Leader

The Organiser shall appoint a group leader to reside in the Student Halls of Residence during the guest room booking period to assume the following responsibilities:

- a. to brief important information (e.g. Hall regulations) to the guests on behalf of Student Halls of Residence;
- b. to take care of the health, safety or personal requests of the guests during the hall residential period;
- c. to act as the contact person and coordinator between the Student Halls of Residence and members of the group;
- d. to impose control on the activities of the guests on hall premises upon the request of Student Halls of Residence if such activities create disturbance to other residents or the orderly operation of the Hall;
- e. prior to/upon check-in, the group leader shall:
 - i. present the confirmation fax issued by the Hall Management Section to the Hall Reception Counter at G/F East Wing Lift Lobby for verification;
 - ii. clear the remaining balance of total room charge and/or the caution money;
 - iii. collect all room key-cards and distribute them to the guests.
- f. upon check-out, the group leader shall:
 - i. collect all room key-cards and return them to the Hall Reception Counter;
 - ii. act as the representative of the guests in conducting room inventory checking with hall staff assigned. If possible, the group leader should assign two or more representatives to help conducting the inventory checking to expedite the check-out procedure if necessary;
 - iii. pay for any damage to or loss of any hall inventory or facilities caused by the guests.

3. Catering service

The Organiser is welcome to liaise banquet and catering service at 1/F Dining Hall with the hall caterer at 2356-1774 (a service contractor of the Student Halls of Residence) if so required.

4. Venue/Function Room Booking

There are a number of function rooms in the Hall, each at a size of 100m². Booking venues for holding activities on hall premises, the Organiser shall make a separate request. Upon receiving the booking form, the Hall Management Section will check the availability of the venue and confirm the booking upon receiving the fees related (unless otherwise agreed).

5. Parking service

The Organiser will be offered two hall car parking coupons (during 0700 – 2300, per day during the period booked) for free. Given the limited car parking lots in the Hall, parking in the hall is subject to the availability. Cars without the coupon will be charged the standard hourly rate of \$40.

6. Typhoon and adverse weather

a. When Rainstorm Black Warning, Typhoon Signal No. 8 or above is hoisted:

- i. before check-in, the room booking can be cancelled with mutual agreement. In case of cancellation, the deposit will be **fully** refunded.
- ii. after check-in, though all outdoor activities must be cancelled, it is safe to stay inside the hall premises, **no refund** will be entertained for any early withdrawal or cancellation of the residence.

(Note that the Hall Reception Counter will be closed when Typhoon Signal No. 8 or above is hoisted.)

b. When Typhoon Signal No. 3 or Rainstorm Red Warning is hoisted:

- i. before check-in, the room booking can be cancelled with mutual agreement, yet only 50% of the deposit will be refunded.
- ii. after check-in, as it is still safe for guests to stay inside the premises, no refund will be entertained for any cancellation or early withdrawal.

7. Breach of the Contract

For non-payment of the fees related, or in situations when any member of the group or activities will pose a threat to the security, health and safety of the residents or disrupt the orderly operation of the Hall, the Hall Management Section reserves the right to rescind the contract and terminate the residence.

8. The Hall Management Section reserves the right to revise the booking terms and the guidelines herein if deemed necessary and without prior notice.

Hall Management Section
Student Affairs Office
18 February 2008