



Short Stay Residence Application
VTC Halls of Residence (Tsing Yi)

SECTION A (Please ✓ and fill in when appropriate)

Choice of Hall:	Application to be submitted to:
Tsing Yi (TY)	Student Development Discipline (SDD) via Hall Management Office (TsingYi) email: hall-tsingyi@vtc.edu.hk

Details of Booking:

Activity Name:																																			
Nature and Purpose of the Activity:																																			
Applicant: (VTC Contact Person)	Name: _____ Rank: _____ Post/ OU: _____ Contact No.: _____ Email: _____@vtc.edu.hk																																		
Short Stay Residence Applied by:	VTC's *Institutions/ Educational Partners (<i>applied via the above VTC OU</i>) Organization Name: _____ Contact Person: _____ Position: _____ Contact No.: _____ Email: _____																																		
Residence Period:	Check-in Date: _____ DD / _____ MM / _____ YYYY <i>Check-in time: after 2:00pm</i> Check-out Date: _____ DD / _____ MM / _____ YYYY <i>Check-out time: before 11:00am</i> Total Length of Stay: _____ Day(s) _____ Night(s)																																		
Place of Origin:	City: _____ Country: _____																																		
Types of Room Requested with Standard Room Rate (per night)	<p>a. Student Room (2-bed)</p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Total bed(s)</th> </tr> <tr> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="3">For inbound students/ guests from partner institutions</td> </tr> <tr> <td>Shared Occupancy per one Student Room (2-bed); HK\$200</td> <td></td> <td></td> </tr> <tr> <td>Single Occupancy per one Student Room (2-bed); HK\$300</td> <td></td> <td></td> </tr> <tr> <td align="center" colspan="3">For other guests/ VTC students</td> </tr> <tr> <td>Shared Occupancy per one Student Room (2-bed); HK\$250</td> <td></td> <td></td> </tr> <tr> <td>Single Occupancy per one Student Room (2-bed); HK\$400</td> <td></td> <td></td> </tr> <tr> <td align="right">Total:</td> <td></td> <td></td> </tr> </tbody> </table> <p>b. Guest Room (available for single occupancy only)</p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Total bed(s)</th> </tr> <tr> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>Single Occupancy (1-bed); HK\$500</td> <td></td> <td></td> </tr> </tbody> </table>		Total bed(s)		Male	Female	For inbound students/ guests from partner institutions			Shared Occupancy per one Student Room (2-bed); HK\$200			Single Occupancy per one Student Room (2-bed); HK\$300			For other guests/ VTC students			Shared Occupancy per one Student Room (2-bed); HK\$250			Single Occupancy per one Student Room (2-bed); HK\$400			Total:				Total bed(s)		Male	Female	Single Occupancy (1-bed); HK\$500		
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Bathroom Amenities:	<input type="checkbox"/> \$13 per set of bathroom amenities (shower gel, shampoo, toothbrush & toothpaste) – total _____ set(s)																																		

SECTION B (Please refer to **Annex I** for details):

Declaration by the Requesting Party:

1. I declare that the information stated in this application is true, correct and to the best of my knowledge.
2. I have read the terms and conditions set out in "**Annex I**".
3. By signing below, I am here to agree that the terms and conditions set forth in "**Annex I**" have been read, understood, and agreed on the Hall rules and regulations stipulated.
4. I declare no participant younger than 12-year-old is allowed to reside in the Halls of Residence (Tsing Yi).
5. I am responsible for notifying the Hall Management Office, in writing, of any reservation changes.
6. I understand the final payment will be subject to the number of guests and/or the duration of stay.
7. We will comply with all regulations and conditions set out for the use of the HoR(TY), and will take full responsibility in the event of any violation of the regulations and conditions and / or any accident.

I sign and agree to all the terms and conditions in this application.

Signature ([#]with Organisation / Institution stamp): _____ Date: _____

[#]For VTC's Educational Partners, please sign with organisation / institution stamp

Recommended by Head of Faculty / Discipline / Department / Operational Unit (OU) of VTC :

Signature _____ Rank / Post / OU _____ Date _____
Name ()

Remarks:

- Application should be submitted via Faculty / Discipline / Department / Operational Units of the VTC;
- Unless under uncontrollable weather conditions (e.g. typhoon signal no.8 is hoisted), all cancellations must be made **at least 10 working days in advance**; otherwise, **an administration fee of \$800 will be charged**.

Terms and Conditions for Short Stay Residence at the VTC Halls of Residence

1. Rental payment

- 1.1 Rooms rental fee (per night) will be listed in the booking confirmation issued by Halls of Residence (Tsing Yi) (“HoR(TY)”).
- 1.2 A demand note with booking confirmation will be issued to the Applicant and the Head of Faculty / Discipline / Department / Operational Unit (“OU”) of VTC and payment should be settled by the due date. The payment can be made:
 - 121 by bank transaction, deposit into bank account either via ATM, internet banking services or Faster Payment System (FPS) quoting the Demand Note in the pay-in-slip; or
 - 122 by means of fund transfer to HoR(TY) if requesting party is an OU of VTC; or
 - 123 by credit card during office hours. The total amount with bank charge should be checked with HoR(TY); or
 - 124 by Telegraphic Transfer. Please contact HMO for detailed information.
- 1.3 A signed Declaration (**Section B**) and the proof of payment e.g. bank slip with the Activity Name must be returned to Hall Management Office (“HMO”) via email (hall-tsingyi@vtc.edu.hk) promptly.

2. Check-in and check-out times

- 2.1 Check-in time is after 2:00pm on the day of arrival.
- 2.2 Check-out time is by 11:00am on the day of departure to facilitate room cleaning. Guests will be required to vacate their rooms and return all the keys to the HMO.
- 2.3 With alternate check-in / check-out dates, please notify the HMO in advance. Fees will be charged for extension of bookings.

3. Additional charges

- 3.1 HK\$100 is required for the loss of each Resident Smart Card.
- 3.2 Washing machine and dryer will be operated by a stored-value smart card which has a combined function as key card. Short stay residence is responsible to add value on the card with cash by using the Add Value Machine. Add value machine is located at lift lobby on G/F and 1/F. The balance is non-refundable and non-transferable.

4. Rules regarding the use of accommodation and facilities

- 4.1 No participant younger than 12-year-old is allowed to stay in the HoR(TY).
- 4.2 Site visit should be prearranged with the HMO. Site visit hours are from 10:00am to 12:00nn and 2:00pm to 4:00pm, Monday to Friday.
- 4.3 Please settle full payment before the due date for confirmation and follow-up. Failure of full payment will result in the cancellation of the application and no fees will be refunded.
- 4.4 Users name-list, program rundown and booking of multipurpose room(s), if required, should be submitted to the HMO 14 days before the check-in date, if any. No parking is allowed at Institution and HoR(TY) areas without prior approval.
- 4.5 Users should arrive and depart from the HoR(TY) at specified hours. Please notify the HMO in advance for extension of accommodation and / or facilities bookings. A written application must be sent to the HMO in advance for changes on any of the booking details. Final payment will be subject

to the number of guests and/or the duration of stay.

- 4.6 Users will be required to vacate their rooms and return all the keycards to the HMO by 11:00am on the day of departure. Additional fees will be charged for late check-out.
- 4.7 Users are requested to maintain a reasonable standard of attire when they are in the public areas.
- 4.8 Users are requested to check the bedding items in the room: pillow, pillow cover, quilt, quilt cover and bed sheet, one for each. Users are required to use the bedding items to protect the bedding. A cleaning fee or mattress replacement fee HK\$630 will be charged if any stains are discovered.
- 4.9 A penalty charge of HK\$500 plus the standard rate of the room type occupied each night will be fined for visitor(s) staying overnight without prior written application.
- 4.10 Student Room with same gender on the same floor will normally be assigned.
- 4.11 Users are responsible for the general cleanliness of the room before checking out.
- 4.12 Users of the HoR(TY)' facilities are required to take all reasonable care of the furniture, borrowed items and other property. Users will be required to compensate the HoR(TY) for any loss or damage items.
- 4.13 The HMO is not responsible for any loss or damage of personal belongings.
- 4.14 Indoor furniture, equipment and facilities should not be moved elsewhere nor used for outdoor purpose.
- 4.15 Smoking (including open area, driveway, and grassplot), gambling, drugs and storage or drinking alcoholic beverages or any other criminal activities are NOT allowed in the premises of the HoR(TY). Offenders will be asked to leave the HoR(TY) and will be liable for all consequences. All fees paid will not be refunded.;
- 4.16 No lighting of fires or cooking is allowed in the HoR(TY) without prior permission from the HMO. Campfires with "real fire" are prohibited.
- 4.17 Pest fumigation and heating essential oil inside HoR(TY) are absolutely prohibited.
- 4.18 In case of fire, contact the HMO staff or security guard on duty immediately. Proceed to the designated assembly point as instructed by HoR(TY) staff or security guards on duty.
- 4.19 No flags, banners or posters are allowed to be posted or hoisted without prior approval.
- 4.20 No pet is allowed in the HoR(TY) building.
- 4.21 Be considerate and keep noise to a reasonable level especially between 23:00 and 07:00 the next day.
- 4.22 Users are requested to switch off all lights, water heaters and air-conditioners, etc. whenever they leave a room, whether it is their own room or a public room, and to economize on the use of electricity at all times.
- 4.23 All users must comply with the rules and regulations of the HoR(TY). The HMO reserves the right to add, delete or alter the regulations without prior notice.
- 4.24 All residents, guests, and visitors are restricted by the Hall rules and regulations. Please scan the resident handbook QR code at lobby security counter on G/F or below for more details;



Residence Handbook



宿生手冊

- 4.25 In case of disputes, the decision of the HMO shall be final and binding.

5. Cancellation

- 5.1 The payment is non-refundable and non-transferable, unless under uncontrollable weather condition (e.g. typhoon signal no.8 is hoisted), all cancellation must be made at least 10 working days in advance. If the booking cannot be rescheduled, administration fee of HK\$800 will be charged.

6. Hong Kong Personal Data (Privacy) Ordinance

- 6.1 Under the Hong Kong Personal Data (Privacy) Ordinance, personal data collected in the application form will be used for short-stay residence application and record purpose. For enquiries, please contact respective HMO.

7. Enquiry and Reservation

- VTC Halls of Residence (Tsing Yi)

Tel: (852) 2706 0397

Fax: (852) 3905 8533

Email: hall-tsingyi@vtc.edu.hk

8. Office hours of Hall Management Office

- VTC Halls of Residence (Tsing Yi): 08:30-19:00 (from Monday to Friday)
Closed on Saturday, Sunday & Public Holidays