# UNITED COLLEGE THE CHINESE UNIVERSITY OF HONG KONG 香港中文大學聯合書院

# RESERVATION FORM FOR VISITING FLATS AT UC STAFF RESIDENCE 聯合苑訪問學人單位申請表

Please refer to the Information Sheet and return the completed form to College Office of United College or by fax 2603 5412. 請閱讀申請須知並擲回已填妥之申請表格至聯合書院院務室或傳真至 2603 5412。

□ NEW RESERVATION 新申請 □ AMENDM	ENT 更改資料		CANCELLATION 取消申請		
Part I – Details of	f Guest 訪客資料				
English Name 英文姓名: Title	Chinese Name (optional) 中文姓名 (如有) : Number of Staying Person(s)				
稱謂:  (Please choose the appropriate 請選擇適用者)	入住人數(包括訪客):				
Purpose of Visit 訪校目的:					
Check-in Date 入住日期:	Check-out Date 退房日期:				
Part II - Type of Accommodation 房間對	·····································		Rate per Week 每星期租金		
1. Two-bedroom / Three-bedroom Flat 兩房/三房單位 (B1, B2, C1,			HK\$3,500 / HK\$5,600		
2. Suite with one Double Bed 套房連一張雙人床 (A1-RM1, D1-R	M1)		HK\$2,100		
3. Room with one Single Bed 房間連一張單人床 (A1- RM2 / RM3	s, D1- RM2 / RM3)		HK\$1,300		
Part III - Applica	ant 申請人資料				
◆ 申請人必須為聯合書院教職員 Applicant must be affiliated to UC					
Name 姓名: Departme	nt 學系 / 部門:				
Post 職位: Email ad	dress 電郵地址:				
Phone No. 電話:	Fax 傳真:				
Signature 簽署:	Date 日期:				
Contact Person 校內聯絡人:	Phone No. 電話:				
Part IV - Endorsed by Department Chair	irman / Unit Head 學系	/部門主管	批核		
Name 姓名: Signature 3	簽署:		Date 日期:		
Payment method 付款方式					
□ Payment on Departmental Account 學系部門帳戶支付* (Please attach the Interdepartmental Transfer Form.)					
□ Payment by Cheque 支票 (Please make cheque payable to "The Chinese University of Hong Kong")					
Bank 銀行: Cheque No. 支票號碼:					
FOR OFFICIAL USE ON	JLY 只供聯合書院填	寫			
Flat Reserved 預留單位: Period 時期:	1 1	-	-		
<del></del>		уууу	dd mm yyyy		
Total Room Rate 租金總額:	(HK\$	X	Weeks 星期)		
Deposit Received 已收按金 Balance to be paid 租金餘額:	HK\$	Due Da	ate 繳清日期:		
Endorsed by 確認:		Date	∃期: 		

# UNITED COLLEGE THE CHINESE UNIVERSITY OF HONG KONG

# INFORMATION SHEET FOR VISITING FLATS AT UC STAFF RESIDENCE

# **ADDRESS**

United College Staff Residence, Residence Road, The Chinese University of Hong Kong, Shatin, NT.





# PARKING AND TRANSPORTATION

One designated parking space will be provided for each flat. The United College Staff Residence ("The Residence") is conveniently linked by the shuttle bus to all parts of the University, including canteens, bank, supermarket, bookstore and MTR University Station. School bus no.3, 4, 6B, 8, N, H and shuttle light bus stop at the bus stop outside the Residence. Please refer to the timetable of school bus at <a href="https://www.transport.cuhk.edu.hk/">https://www.transport.cuhk.edu.hk/</a> for detailed schedule.

# **FACILITIES**

All flats are air-conditioned and fully furnished, complete with LP gas cooker, refrigerator, washing machine, microwave oven, dehumidifier, electric heater, television and DVD player. Bed linens and general kitchen utensils are provided. There are also telephone lines, internet and Wi-Fi connections.









# **ROOM RATE**

Flat / Room	Туре	Approx. size	Room rate (include the utility expenses)
B1, B2, C1, C5	Two-bedroom flat with a bathroom, a kitchen and	650 sq. ft.	HK\$3,500 per week
	a laundry area, which can comfortably		
	accommodate a family of 3.		
A1, D1	Three-bedroom flat contains a suite with private	1,015 sq. ft.	HK\$5,600 per week
	bath and lavatory, and two other bedrooms, a		
	bathroom, a kitchen and a laundry area, which		
	can comfortably accommodate a family of 4.		
A1, D1 (Room 1)	A suite with one double bed, private bath and	200 sq. ft.	HK\$2,100 per week
	lavatory. Shared living room, kitchen and laundry	(Room)	
	area		
A1, D1 (Room 2,3)	A room with one single bed, shared living room,	100-120 sq. ft.	HK\$1,300 per week
	washroom, kitchen and laundry area	(Room)	

#### **RENTAL PERIOD**

The rental period is from one week (minimum) to 16 weeks (maximum). The check-in time is after 12:00 noon on the first day and check-out time is before 12:00 noon on the last day of booking. A booking week is seven calendar days, inclusive of all intervening Saturdays, Sundays and public holidays.

# ROOM RESERVATION AND RENTAL PAYMENT

Only reservations made by the host departments and/or units of The Chinese University of Hong Kong will be accepted. Each department / unit can only reserve 1 visitor flat or 2 rooms at the same time. Applicant should submit a booking form 2-24 weeks before the scheduled check-in date. A non-refundable deposit of HK\$2,500, either through interdepartmental transfer or by crossed cheques, should be forwarded together with the booking form. Applications without a deposit will NOT be processed. The remaining balance should be settled one month before the scheduled check-in date. All rentals paid are non-refundable and non-transferable.

# **CANCELLATION OF BOOKING**

Deposits will not be returned to a department for cancellation of the reservation. In the event that the flat becomes unsuitable for dwelling due to unforeseeable circumstances beyond reasonable control, the unused portion of the deposit and/or rental will be refunded. The College will not be liable for any other form of compensation.

# **SERVICES**

No domestic service will be provided. General cleaning materials, personal hygiene items will NOT be supplied. Occupants are required to take their domestic refuse to the garbage depot located at the carpark for disposal.

# RESPONSIBILITIES OF THE VISITORS

The visitors and the accompanied persons must not use, or cause or permit the flat or any part thereof to be used, for any purposes reasonably considered to be undesirable by United College. The visitors cannot alter the fixtures and furniture of the flat and leave any furniture or appliance that is not belonged to the flat. The visitors must also abide by the laws of Hong Kong Special Administrative Region.

# RESPONSIBILITIES OF THE HOST DEPARTMENT / APPLICANT

The host department / applicant will be responsible for any and all lost and damages done by the visitors to the appliances, furniture and fixtures of the flat. United College reserves the right to charge the host department / applicant all expenses required for repairing and fixing the damages, and removal of furniture or appliances that do not belong to the flat.

# **ENQUIRY**

For enquiry and reservation please contact Mr. Ben Law at 3943 7573 / Benlaw@cuhk.edu.hk

United College reserves the right to revise the room rate and general information without prior notice.