

2024 年度外界團體租用聯合書院住宿申請須知
Guidelines for Rental of United College Hostel by External Organisations 2024

聯合書院學生宿舍將於本年度暑假期間，開放部份宿位供外界團體租用，以舉行教育、文化、德育及/或公民教育性質的非牟利活動。本年度的開放日期由 2024 年 6 月 1 日至 7 月 31 日。

During the summer vacation of this year, United College (UC) will provide part of the hostel places for renting by external organisations to organise non-profit-making activities of educational, cultural, moral and/or civic education. The opening period is from 1 June to 31 July 2024.

i. 申請手續 Application Procedures

1. 本院於四月開始接受本地學校、非牟利團體及慈善機構等的暑宿申請。有關暑期宿舍申請事宜，請電郵至本院古女士〔電郵：carmankoo@cuhk.edu.hk〕，或於星期一至五，上午 9 時至下午 5 時致電古女士查詢〔電話：3943 1696〕。
Applications for summer residence in UC student hostels are accepted from April for local schools, non-profit registered organisations and charity bodies etc. For enquiries, please contact Ms. Carman KOO of the College's Dean of Students' Office by phone at 3943 1696 from Monday to Friday, 9am to 5pm or by email at carmankoo@cuhk.edu.hk.
2. 有興趣申請者，請填妥網上申請表。提交申請後，會收到確認電郵。
Interested parties please submit the [online application form](#). Applicants will receive an acknowledgement for UC hostel rental application via email after submitting the online application.
3. 租用團體必須委派一位年滿十八歲或以上之人士作營會負責人，負責處理有關申請、與書院聯絡及於營會期間駐營。書院將不接納上述營會負責人以外之人士查詢或處理有關租用團體的事宜。
Visiting groups should appoint a person-in-charge aged 18 or above to contact with the College on their applications and this person-in-charge should stay with the group throughout the rental period. The College will not accept another person other than the above person-in-charge to make enquiry and process the application.
4. 所有暑宿申請將由本院暑期住宿工作小組按先後次序處理。本院有權拒絕申請團體租用。
All applications will be processed on a first-come, first-served basis. The decision of the College will be final.
5. 租用團體入住人數最少為 20 人，全期住宿人數必須一致，宿舍恕不招待十二歲以下營友。住宿期內不接受任何有關更改租用房間數目及宿期的申請。
Each visiting group should comprise at least 20 participants and with the same number of guests throughout the rental period. Guests under 12 years old will not be accepted. It is not allowed to change the number of rooms rented or the residential period during the stay.
6. 本院有權在同一時間將宿舍租予一個或多個團體。若情況許可，本院會盡量安排同一團體住在同一宿舍及樓層。
The College may receive more than one visiting group for summer residence during the same period. Whenever possible, participants of one group will be assigned rooms on the same floor in the same hostel.
7. 申請獲接納後，租用團體可於入宿前最少一星期，以書面申請修改已遞交的資料一次，本院往後將不接納任何入住人數之修訂。申請修改請電郵至：carmankoo@cuhk.edu.hk。
Visiting groups may amend their submitted application once at least a week before check-in by sending an email to: carmankoo@cuhk.edu.hk. The College will not accept any changes thereafter.
8. 租用團體請於入宿前最少兩星期遞交申請表，經批准後於指定時間內繳付百分之十的宿費作為訂金，並於 2024 年 5 月 30 日前繳付餘額，支票抬頭請付「香港中文大學」。如繳付訂金後取消宿位，所繳訂金概不發還。如於 2024 年 5 月 30 日後申請暑宿之團體須一次過繳付全部宿費。租用團體於入宿日期前四星期以書面通知取消訂位，可獲退回一半宿費；逾期者，所繳宿費概不退還。另租用團體亦需在繳交訂金或全部宿費時，以另一張支票繳交按金 1,500 元，本院有權從按金中扣取團體未繳之款項、罰款等。按金將於團體離營後四星期內退還。

Visiting groups should submit their application forms to the College at least 2 weeks before check-in. A 10% down payment must be paid upon approval of their applications, with the balance payment to be settled before 30 May 2024. There will be no refund of down payment for whatever reason after acceptance. For applications made after 30 May 2024, full payments must be made upon acceptance. Half of the fees can be refunded if cancellations are submitted in writing to the College four weeks before check-in. All cheques should be made payable to “The Chinese University of Hong Kong”. In addition, visiting groups should also pay a deposit of HK\$1,500 by another cheque. The College reserves the right to deduct any outstanding charges or related charges from the deposit. The deposit balance, if any, will be refunded within 4 weeks after check-out date.

9. 入宿時間由下午 3 時 30 分至下午 6 時，租用團體如欲於下午 6 時後入宿，須於入宿日期前最少五個工作天通知本院，以便安排。退宿時間則為上午 11 時前。

The check-in time is from 3:30 pm to 6:00 pm. Visiting groups wishing to check-in after 6:00 pm should notify the College at least 5 working days in advance for special arrangements to be made. Check-out time is before 11:00 am.

10. 宿舍會於香港天文台發出八號或以上颱風訊號時關閉，所有租用團體必須於天文台向公眾預告將於兩小時內發出八號颱風訊號時離開營舍。未入宿之租用團體，已繳宿費可獲全數退還；已入宿之團體可獲退還部份宿費。

The Residences will be closed when Typhoon Signal No.8 or above is in effect. All visiting groups have to leave the hostels when the Hong Kong Observatory advises the public that Typhoon Signal No.8 is going to be hoisted in two hours. Full refund will be made to those groups who have not yet checked in. For the groups who have already checked in, partial refunds will be made.

ii. 收費 Charges and Fees

1. 宿費以入營人數為單位計算，租住雙人房每人每晚為港幣 268 元。
The accommodation fee is calculated based on the number of campers. The rate is HK\$268 per person per night for a double room.
2. 曾租用本院學生宿舍的團體可獲九五折優惠〔雙人房：每人每晚為港幣 255 元〕。
5% discount will be offered to the groups who rented UC hostel previously. (HK\$255 per person per night for a double room).
3. 校內部門可獲八折優惠〔雙人房：每人每晚為港幣 215 元〕。
20% discount will be offered to CUHK units (HK\$215 per person per night for a double room).
4. 書院屬下團體及院系會預營可獲七折優惠〔雙人房：每人每晚為港幣 188 元〕。
30% discount will be offered to the groups affiliated with College / Departmental Ocamp or pre camp (HK\$188 per person per night for a double room).

iii. 宿舍規則 Hostel Regulations

請細閱「2024 年度外界團體租用聯合書院住宿宿舍規則」。暑期住宿者須遵守本院學生宿舍規則，租用團體如違反上述規則，本院有權勒令該團體立即離營，所繳費用概不發還；本院將保留追究租用團體之一切法律責任，該團體日後之申請資格可能會被取消。

Please read “Hostel Regulation for Rental of United College Hostel by External Organisations 2024”. All stipulations in the Hostel Regulations should be strictly observed. In case of any violation, the visitors will be asked to leave the hostel immediately without any refund of any kind. The College reserves the right to prosecute the visiting groups and decline their hostel bookings in future.

iv. 宿舍設備 Hostel Facilities

1. 宿舍寢室為雙人，設有冷氣、睡床、書桌、衣櫃，並提供枕頭、床單、毛巾被等。
The rooms in the Residences are for double occupancy and are equipped with air-conditioners, beds, desks, wardrobes, pillows, bed sheets and cotton blankets.
2. 宿舍每層樓均設有洗手間、浴室及飲水機。請使用所分配入住的樓層設備。
Common toilets, bathrooms and drink faucets are available on each floor of the Residences. Please use the facilities according to the floor assigned to you.

3. 本院設有學生飯堂，各團體可自行與本院飯堂承辦商安排膳食〔電話：2832 2179〕。書院將不會處理訂餐或有關校園飯堂的查詢。各團體進入學生飯堂用膳時必須佩帶由本院提供之手帶，作為「臨時宿生」身份之用。各團體不得在宿舍附設之小廚煮食。

Catering services are available at the student canteen near the Residences. Visiting groups may contact the caterer at 2832 2179 for meal arrangements, if necessary. The College will not handle any meal order or enquiry for the canteens on campus. When entering the canteen to eat, visiting residents must wear the rubber wristband provided by the College as a "temporary resident" status. No cooking is allowed in kitchenettes or bedrooms of the Residences.

4. 各團體須自行安排交通工具，請勿乘搭大學校內巴士。團體如需申請臨時泊車證，請於入宿前最少兩星期經本院向大學保安組申請，團友人數達五十人可免費申請一張臨時泊車證，人數達一百人可免費申請兩張臨時泊車證，額外數量須另行繳費，申請批准與否由大學保安組決定。依照大學交通條例，未經批准，校外人士車輛一概不得在校園內逾夜停泊。違例車輛將被扣押而不予另行通知。

Visiting groups should arrange their own transportation within the University campus and refrain from using the school buses. If temporary parking labels are required, applications should be submitted to the University Security Unit through the College Dean of Students' Office at least two weeks before check-in. A visiting group with 50 participants or more can apply for one temporary parking label free of charge. A visiting group with 100 participants can apply for two free temporary parking labels. Additional parking labels require special approval and will be charged accordingly. University transport regulations stipulate that vehicles owned by non-CUHK members are not permitted to stay overnight on campus unless special approval is granted. Violating vehicles may be impounded without prior notice.



宿舍二人房間 2-bed room



(A1) 陳震夏宿舍活動室
Activity Room at Chan Chun Ha Hostel



(A2) 恒生樓活動室
Activity Room at Hang Seng Hall



(A3) 恒生樓活動室
Activity Room at Hang Seng Hall



(F1) 陳震夏宿舍有蓋平台
Covered foyer at Chan Chun Ha Hostel



(H1) 湯若望宿舍禮堂
Hall at Adam Schall Residence

2024 年 3 月修訂
Revised in March 2024