



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)

Details of Booking:

Activity Name:	
Nature and Purpose of the Activity:	
Activity *Organised / Co-organised by:	<p align="right">of VTC:</p> <input type="checkbox"/> THEi <input type="checkbox"/> SHAPE <input type="checkbox"/> IVE (Campus _____) / HKDI <input type="checkbox"/> MSTI <input type="checkbox"/> HTI/CCI/ICI <input type="checkbox"/> YC (Campus _____) <input type="checkbox"/> Others: _____ VTC Contact Person: Name: _____ Rank: _____ Post / OU: _____ Contact No.: _____ Email: _____@vtc.edu.hk
Short Stay Residence Applied by:	VTC's _____ (applied via the above VTC OU) Organization Name: _____ Contact Person: _____ Position: _____ Contact No.: _____ Email: _____
Residence Period:	Check-in Date: _____ DD / _____ MM / _____ YYYY Check-out Date: _____ DD / _____ MM / _____ YYYY Total Length of Stay: _____ Day(s) _____ Night(s)
Place of Origin:	City: _____ Country: _____
Types of Room Requested with Standard Room Rate (per night):	a. Student Room (2-bed): <input type="checkbox"/> HK\$200 per bed for inbound students/ guests from partner institutions; total ____ bed(s) <input type="checkbox"/> HK\$250 per bed for other guests; total ____ bed(s) Single Occupancy per one Student Room (2-bed): <input type="checkbox"/> HK\$300 per pax for inbound students/ guests from partner institutions; total ____ room(s) <input type="checkbox"/> HK\$400 per pax for other guests; total ____ room(s) *and / or b. Guest Room (available for single occupancy only): <input type="checkbox"/> HK\$500 per room; total ____ room(s)
Number of Users:	Male: _____ Female: _____ Total: _____
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 hereto agreed that the terms and condition set forth in "**Annex I**" have been read, understood, and agreed on the Halls rules and regulation stipulated.
4. I am responsible for notifying the Hall Management Office, in writing, of any reservation changes.
5. I understand the final payment will be subject to the number of guests and/or the duration of stay.
6. We will comply with all regulations and conditions set out for the use of the Halls, and will take full responsibility in the event of any violation of the regulations and conditions and / or any accident.

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

#For VTC's Educational Partners, please sign with organization / 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;
- No participant younger than 12-year-old is allowed to reside in the Halls; and
- 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**; otherwise, **an administration fee of \$800 will be charged**.

SECTION C

1. Recommendation *(To be completed by Halls):*

The application is _____
 Recommended charges of Hire: _____

Staying Period	Total Nights	\$ per night	Others (Please Specific:)	Sub-Total \$	Remarks:
Total:					

Remark: _____

Recommend by: _____
 ()

Date: _____

2. Approval *(To be completed by Fund Controller):*

Via
 Supported by: _____
 (PSDO)

Date: _____

The application is _____
 Approved charges of Hire: _____

Approved by: _____
 (AD/DISC-SD)

Date: _____

FOR OFFICAL USE ONLY

Booking Register Entered	Staff Informed	Applicant Notified	Demand Note Issued	Initial & Date



Undertaking for Short Stay Residence at the VTC Halls of Residence

1. Rental payment

- 1.1 Rooms rental fee (per night) will be listed out in the booking confirmation issued by Halls (Tsing Yi/Pokfulam).
- 1.2 A demand note with booking confirmation will be issued to requesting party and payment should be made at least 14 calendar days prior to the check-in date. The payment can be made:
 - 121 by cheque, payable to "Vocational Training Council" (please write down the Activity Name at the back of the cheque). Postdated cheque will not be accepted and any bounced cheque will automatically nullify the application; or
 - 122 by bank transaction, deposit into bank account either via Telegraphic Transfer or internet banking services quoting the Demand Note in the pay-in-slip; or
 - 123 by means of fund transfer to HMO if requesting party is an OU of VTC.
- 1.3 A signed Undertaking (set out in the last para of **Annex I**) and the proof of payment e.g. bank slip with the Activity Name must be returned by fax to respective Hall Management Office (HMO) 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.

4. Rules regarding the use of accommodation and facilities

- 4.1 No participant younger than 12-year-old is allowed to stay in the Halls.
- 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 at least 14 calendar days before the check-in 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 one month before the check-in date, if any. No parking is allowed at Institution and Hall areas without prior approval.
- 4.5 Users should arrive and depart from the Halls at specified hours. Please notify the HMO in advance for extension of accommodation and / or facilities bookings.

- 4.6 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.
- 4.7 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 charge of HK\$100 each is required for the loss of keycards.
- 4.8 Each user can bring in, at the most of, 3 visitors at a time. Visitors are entirely at their own risk and the HMO is not liable for any injuries. Visiting hours are from 8:00am to 10:00pm, and visitors are not allowed to stay overnight at the Halls. Number of visitors are subject to the final approval of Hall Management.
- 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 Halls room before checking out.
- 4.12 Users of the Halls' facilities are required to take all reasonable care of the furniture, borrowed items and other property. Users will be required to compensate the Halls 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 The Institution and Halls are a smoke-free and alcohol-free campus. Smoking and drinking alcoholic beverages are prohibited in the entire campus and all Halls areas.
- 4.16 No lighting of fires or cooking is allowed in the Halls without prior permission from the HMO. Campfires with "real fire" are prohibited.
- 4.17 Pest fumigation and heating essential oil inside Halls 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 Halls 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 Halls building.
- 4.21 Be considerate and keep noise to a reasonable level especially after 10:00pm.
- 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 No drinking, gambling or any other criminal activities. Offenders will be asked to leave the Halls and will be liable for all consequences. All fees paid will not be refunded.
- 4.24 Users are requested to maintain a reasonable standard of attire when they are in the public areas.
- 4.25 All users must comply with the rules and regulations of the Halls. The HMO reserves the right to add, delete or alter the regulations without prior notice.
- 4.26 In case of disputes, the decision of the HMO shall be final and binding.

5. Cancellation

- 5.1 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. The HMO reserves the right to charge an administration fee of HK\$800 for cancellation.
- 5.2 Refund on the payment made earlier will be considered case by case.

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) 2706 0917

Email: hall-tsingyi@vtc.edu.hk

8. Office hours of Hall Management Office (HMO)

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