



Academic Exchange Building (AEB)
Application for Long-stay Visitor Quarters at Jockey Club Hall

Note : Please read the **important notes overleaf** before completing this form. The form shall be returned to Facilities Management Office or by fax (3442 0121) for processing.

Part I (To be completed by Applicant)

Name of Visitor (*Prof./Dr./Mr./Mrs./Ms.)				Total number of family members residing in the quarters including the visitor: _____	
Emergency Contact Person				Tel. No.	
Period of Stay	Check-in Date	Check-out Date			
Nature of Booking	<input type="checkbox"/> Departmental Visitor		<input type="checkbox"/> Staff		
	<input type="checkbox"/> Others _____		Please provide Staff ID Number _____ (Full-time / Part-time / Research Project staff *) and seek endorsement by HRO if pay by University.		
Endorsed by HRO (_____)					
Payment Method	<input type="checkbox"/> Pay by Visitor / Applicant* : _____				
	<input type="checkbox"/> Pay by University (Departmental / Research Project account*): _____				
Note: (a) For Departmental account, Department Head shall endorse the application form and ensure that the visitor /staff stated above is eligible for housing accommodation provided by CityU. (b) For Research Project account, the Principal Investigator (PI) shall follow the guidelines laid down by RO / the funding body.					
Name of Applicant (* Prof. / Dr. / Mr. / Mrs. / Ms.)		Post		E-mail	
Department		Tel. No.		Fax No.	
_____		_____		_____	
Signature of Applicant		Endorsed by Department Head (if applicable)		Date	

Part II (To be completed by Facilities Management Office)

To : _____ (Applicant)

<u>Confirmed Booking</u>		
Flat No.	Check-in Date	Check-out Date

Remark : _____

Please contact the Reception Counter on G/F Jockey Club House at 2784 4510 for check-in/out formalities.

Facilities Management Office Date

cc : AEB Management Services Counter

* Please delete as appropriate Please tick as appropriate

Important Notes:-

1. There are 14 furnished visitor quarters available for booking in Jockey Club Hall at AEB. The area of each quarters is approx. 87 m² to 99 m². Each quarters consists of 2 bedrooms (maximum : 4 persons), a living/dining room , a bathroom and a kitchen.
2. Advance booking is accepted up to 12 months. Application should be forwarded to Facilities Management Office (FMO) at least 2 weeks before the scheduled check-in date.
3. Essential facilities : Fully furnished with essential beddings, furniture, appliances, local telephone line, broadband service, television set, air-conditioning units, refrigerator, washing / drying machine and cooking utensils etc.
4. The monthly rental charge is HK\$ 19,200 (effective from 1 July 2008) including utility charges. Subsequent period of less than 1 month will be charged on pro-rata basis. The rental excludes IDD charges and daily housekeeping services. The rental charge is subject to annual review.
5. Visitor quarters are allocated on a first-come first-served basis. Quarters reservation can only be guaranteed for the period specified in the booking confirmation issued by FMO. Any subsequent changes in schedule (both check-in and check-out) will only be entertained subject to quarters availability.
6. No provision is to be made for request for change of quarters except under special situations such as major building defects or equipment failure that make the quarters not habitable. Approval for change of quarters has to be made by Director of Facilities Management Office or his delegate except under urgent situation.
7. Residents shall refer to the Residents Handbook on the use of the accommodation.
8. Facilities Management Office reserves the right to revise these notes from time to time subject to operational needs without prior notice.