



Tak Chee Yuen (TCY)

Application for Visitor Quarters at Wong Fung Ling Hall

Note: Please read the **important notes overleaf** before completing this form. The form shall be returned to Facilities Management Office (FMO) or by fax (3442 0505) for processing.

Ref. No.:

Part I (To be completed by Applicant / Visiting Staff)

Name of Departmental Visitor / Visiting Staff (Prof. / Dr. / Mr. / Mrs. / Ms.*)		(* Single / Double)	
Emergency Contact Person		<input type="checkbox"/> Additional bed required (for children aged between 4 and 12)	
Tel. No.		Tel. No.	
Period of Appointment (For Visiting Staff only)	Post	Staff ID No	
From _____ To _____			
Period of Stay	Check-in Date	Check-out Date	
Nature of Booking	<input checked="" type="checkbox"/> Departmental Visitor	<input type="checkbox"/> Visiting Staff	
Payment Methods for Licence Fee	<input type="checkbox"/> To be paid by University (Departmental / Research Project account*):	<input checked="" type="checkbox"/> To be paid by Departmental Visitor <input type="checkbox"/> To be paid by Visiting Staff Please specify the payment method :- <ul style="list-style-type: none"> <input type="checkbox"/> By cheque <input type="checkbox"/> By ATM transfer <input checked="" type="checkbox"/> In person at Hang Seng Bank on Floor 3, Academic 1, CityU <input type="checkbox"/> By deduction from monthly payroll of visiting staff 	
Notes: (a) For Departmental account, Department Head shall endorse the application form and ensure that the visitor / visiting 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.		Notes: (a) Please read Important Note 3 overleaf for licence fee payment methods. (b) No cash payment to FMO is accepted.	
Name of Applicant (Prof. / Dr. / Mr. / Mrs. / Ms.*)	Annice Cheng	Post	COII
Department	LBJ	Tel. No.	3442 6570
		E-mail	lbj@cityu.edu.hk
		Fax No.	3442 0250
Signature of Applicant / Visiting Staff* (Booking is made on behalf of the above mentioned staff)		Endorsed by Department Head (with dept. chop) (Not applicable if the booking is made by the visiting staff)	
<i>Annice</i>		April 15, 2018 Date	

Part II (To be completed by Facilities Management Office)

To: _____

Confirmed Booking			Booking On Waiting List	
Room No.	Check-in Date (After 14:00 hours)	Check-out Date (Before 12:00 hours)	From	To

The licence fee is HK\$ _____

Remarks: _____

Please contact the Security House in TCY at 2777 0190 for check-in / out formalities. For booking enquiries, please contact FMO at 3442 6922.

_____ Date

Facilities Management Office

* Please delete as appropriate Please tick as appropriate

Important Notes:-

1. Facilities :-

Wong Fung Ling Hall in Tak Chee Yuen	
No. of Rooms	6 rooms with ensuite facilities
Area per room (Approx.)	288 ft ²
Living / Dining Room	Fully furnished common room on G/F on shared basis
Kitchen	Cooking utensils, washer & dryer, refrigerator available on G/F on shared basis

2. Advance booking is accepted up to 12 months. Applications should be forwarded to Facilities Management Office (FMO) at least 7 working days before the scheduled check-in date. Visitors are reminded to allow sufficient time for their visa application and air ticket booking.

3. Licence fees for each room are subjected to annual review and new fees will normally take effect on 1 January:-

Wong Fung Ling Hall in Tak Chee Yuen			
	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Monthly Rate</u>
Single Occupancy	HK\$ 880	HK\$ 5,810	HK\$ 20,680
Double Occupancy	HK\$ 1,045	HK\$ 6,910	HK\$ 20,680

Weekly Rate : For 7 consecutive nights and above, subsequent period of less than 1 week will be charged on pro-rata basis.

Monthly Rate : For a whole month and above, subsequent period of less than 1 month will be charged on pro-rata basis.

Special Rate : A special daily rate of \$160 would be given for additional bed to children aged between 4 and 12. Free licence fee would be given to children aged below 4.

Under normal circumstances, visitors are required to check in after 14:00 hours and check out before 12:00 hours. Visitors will be charged half of a daily rate for late check-out after 12:00 hours up to 18:00 hours. Visitors who check out after 18:00 hours will be charged a full daily rate.

4. Licence fee payment methods (Applicable for licence fee to be paid by departmental visitor or visiting staff) :

<input type="checkbox"/> Payment by cheque	<ul style="list-style-type: none"> ▪ Payer can submit a cheque made payable to "City University of Hong Kong" to the staff of Management Services Counter before check-out.
<input type="checkbox"/> Payment by ATM	<ul style="list-style-type: none"> ▪ Payer can transfer money to the Hang Seng Bank Account of CityU (Account No. : 293-318028-006) by using ATM and keep the payment slip printed from ATM for submission to the staff of Management Services Counter for proof of payment before check-out.
<input type="checkbox"/> Payment at the Hang Seng Bank Counter on Floor 3, Academic 1, CityU	<ul style="list-style-type: none"> ▪ FMO will issue a Deposit Form to visitor before or upon check-in. ▪ Payer is required to bank-in cash or cheque at the bank counter. A copy of Deposit Form should be submitted to the staff of Management Services Counter for proof of payment before check-out.
<input type="checkbox"/> Payment by deduction from monthly payroll of visiting staff.	Payer is required to fill in a Payroll Deduction Authorization Form for licence fee payment available in Finance Office and Management Services Counter.

Notes : (a) For accommodation period of 1 month or more, payer is required to settle the monthly licence fee on or before 7th day of each month.

(b) The payer is required to settle the licence fee again if he / she fails to submit the payment receipt. Licence fee refund will be made to the payer if double payment is confirmed by Finance Office after check-out.

5. Visitor quarters are allocated on a first-come first-served basis. Room reservation can only be guaranteed for the period specified in the booking confirmation issued by FMO.

6. Cancellation and/or change of bookings will be subject to the following penalty charges :

a. For cancellation and/or change of bookings made between the 8th and 14th day (inclusive) before the confirmed check-in date, a sum equivalent to 30% of the costs of the entire reserved period will be charged to the payer of licence fee.

b. For cancellation and/or change of booking made within 7 days before the confirmed check-in date, a sum equivalent to 50% of the costs of the entire reserved period will be charged to the payer of licence fee.

c. For no show of visitor on the expected date of arrival, full charge of the entire period of booking will be made to the payer of licence fee.

7. No provision is to be made for request for change of room except under special situations such as major building or equipment failure that make the room not habitable. Approval for change of room has to be made by Director of Facilities Management or his delegate except under urgent situation.

8. Visitors shall also refer to the Residents Handbook on the use of accommodation.

9. Facilities Management Office reserves the right to revise these notes from time to time subject to operational needs without prior notice.