



STUDENT HALLS OF RESIDENCE (HOMANTIN)

Hall Management (Homantin) Student Affairs Office

Notes to Guest

Thank you for choosing the PolyU Student Halls of Residence (Homantin) for your accommodation. The Hall is managed by the Hall Management Section of the Student Affairs Office and we will strive to do our best to provide a safe and comfortable accommodation.

Please use a few minutes to read the following IMPORTANT issues for your stay in the Hall.

1. Compliance to Hall Regulations

Guests and their visitors, upon residing or visiting in Hall premises, shall comply with Hall Regulations, policy, terms and conditions on hall residence and where appropriate with the other regulations in the Halls and general regulations of the University, and with any reasonable order of the authorized representative of the University. The Hall Management reserves the right to terminate the residence of the guests who fail to do so.

2. Personal Safety and Belongings

Guests shall take proper care of their own safety and personal belongings during their stay in the Hall. The Hall will not be responsible for any loss of guest's personal belongings out of his/her negligence.

3. Hall Properties and Room Inventory Items

Guests shall take good care of hall properties and facilities. For loss or damages to the room inventory items as listed in the table below, guests will be required to compensate in accordance with the price defined:

Items		Unit Price (HK\$)	Items		Unit Price (HK\$)
1	IP Phone Set	\$1,000.00	6	Pillow with Cover	\$100.00
2	Chair	\$500.00	7	Clothes Hanger	\$10.00
3	Quilt with Cover	\$300.00	8	Water Glass	\$10.00
4	Quilt Cover Sheet	\$100.00	9	Rubbish Bin	\$30.00
5	Bed Cover Sheet	\$100.00	10	Guest Card	\$50.00

4. Room Facilities and Housekeeping Services

- Free air-conditioning and free Wi-Fi connection will be provided.
- Other than the standard room provisions, a guest will normally be provided with a pillow, a pillow case, a bed cover sheet and a summer/winter quilt with cover.
- The replacement of bed sheet and pillow case is conducted every week or upon special request.
- Cleaning of toilet/shower room (including emptying the rubbish bin) is conducted every 3-days.
- Toiletries like toothbrush, toothpaste, shampoo, shower gel, slippers, towel, etc. will not be provided.

5. Communication

- Use of IP phone set
 - Phone number : Dial 3996 + room number (e.g. 0802 for Room 802)
 - Room-to-room call : Dial 8 + room number (e.g. 80802 for Room 802)
 - Local call : Dial 9 + local telephone number
 - International call : Please buy an IDD phone card from any convenience store and follow the instructions on it.

- b. Useful intercom numbers in the Hall
 - i. Security & Safety Issues : 2099
 - ii. General Enquiries (From 0700 to 2300) : 2000

6. Fire

- a. For your own safety, please get familiar with the emergency escape route affixed at the back of the room door of every room.
- b. In case of fire or at long-lasting sound of fire alarm, please:
 - i. Stay calm;
 - ii. Bring along your key-card and passport, lock the door and evacuate;
 - iii. Walk down the stairs via the Exit Door in an orderly manner to the G/F;
 - iv. Push the bar to open the Exit Door and leave the hall premises.

7. Visitor Registration

Your visitors are required to register at the G/F counter at your presence, and shall be required to leave the hall by 11:00 p.m.

8. Use of Laundry Facilities

Laundry facilities are located in the pantry on each floor. Guests who are interested in using the laundry facilities should use the Add Value Machines located in G/F Lobby to add monetary value onto their Guest Card first.

9. Use of Common Area & Pantry

- a. Guests can obtain drinkable hot/cold water from the pantry at Lounge Area (located at the centre of each floor). Soft drinks are also available for sale at the vending machines in the Lounge Area.
- b. Only the preparation of simple food is allowed at the pantry.
- c. When reading the newspaper and watch TV at the Lounge Area on each floor, please do it in a considerate manner to the other users/residents in the Hall.

10. Use of Hall Amenities and Sports Facilities

Guests are allowed to use of the hall amenities and sports facilities (Fitness Room, Game Room, Piano Rooms, Snooker Room and Quiet Room) on 1/F as long as vacancies last. If you are interested in using these facilities, please approach the G/F Reception.

11. Parking

A drop-off time of 15 minutes is allowed. For parking, an hourly rate of \$40 will be charged.

12. Prohibitions in the Hall

Please be reminded that:

- a. No opposite sex visitor in the suite/room between 24:00 and 07:00;
- b. No smoking is allowed in the room or within the hall premises;
- c. No gambling of any form is allowed in the hall;
- d. No pets are allowed in the hall;
- e. No cooking is allowed in the room;
- f. No drinking of alcoholic drinks in the hall.
- g. No illegal use of hall network

Guests who violate one or more of the above prohibitions may be terminated their hall residence if it is deemed appropriate by the Hall Management.

13. Check-out

The latest check out time is 12 noon. Late departure after 12 noon will be charged for one-day residence.

We wish you a happy stay in the Hall.

Hall Management Section
Student Affairs Office