



JOCKEY CLUB STUDENT VILLAGE III

THE UNIVERSITY OF HONG KONG

香港大學賽馬會第三學生村

9 Lung Wah Street, Kennedy Town, Hong Kong 香港堅尼地城龍華街9號

Telephone 電話: (852) 3917-1419 Fax 傳真: (852) 2872-6635 E-mail 電郵: jockeyv3@hku.hk

Management Rules of Jockey Club Student Village III

1. Interpretation

In this Management Rules of Jockey Club Student Village III, unless otherwise stated-

- 1.1. "The Student Village" refers to the premises of Jockey Club Student Village III of the University of Hong Kong and its boundary.
- 1.2. "College(s)" refers to the College(s), i.e. Shun Hing College, Chi Sun College, Lap-Chee College and New College at The Student Village.
- 1.3. "College Management" refers to Masters, Deputy Masters, Senior Resident Tutors, Senior Site Manager, Site Manager and/or their designates.
- 1.4. "General Office" refers to the General Office of Jockey Club Student Village III.
- 1.5. "Resident" includes student who are admitted as residential members of Jockey Club Student Village III, residential staff and their family members, guest of the University of Hong Kong who are normally or temporarily residing in College(s).
- 1.6. "Visitor" includes all persons visiting College(s), who are escorted by a resident.

2. Smartcards

- 2.1. Smartcards are issued to residents for using air-conditioning inside the bedroom and laundry facilities.
- 2.2. All values of smartcards are non-refundable in all circumstances, including return of cards upon check-out and loss and/or replacement of cards.
- 2.3. Residents who lose the smartcard shall report to General Office for replacement. Admin charge as shown in Appendix I applies.
- 2.4. Any charges paid for smartcard replacement is non-refundable in all circumstance.
- 2.5. Smartcards must be returned to General Office upon check-out.

3. Room Keys

- 3.1. Residents must keep their assigned keys safe. Transfer of keys is strictly prohibited.
- 3.2. Duplication of key or holding multiple keys is strictly prohibited.
- 3.3. Assigned keys with attached key tags must be returned to General Office when residents move out from the College.
- 3.4. Charges would be incurred to a resident in case of:
 - 3.4.1. Loss of key and/or key tag
 - 3.4.2. Borrowing of room key at the Security Counter
 - 3.4.3. Malfunction of key upon return (i.e. replacement of key is needed)
- 3.5. For residents losing the key or when the key is broken/ malfunction for any reason, they shall report immediately to General Office and go through the key replacement procedure. Admin charge as shown in Appendix I applies.
- 3.6. Any charges paid for key replacement is non-refundable in all circumstance.

4. Access Control

- 4.1. For security reason, students are required to use their Student Card for gaining access to Jockey Club Student Village III. The Student Card is not transferable.
- 4.2. Students who forget to bring their Student Card for access to the Colleges are required to fill in a "Resident Entry Permission Record" before gaining access.



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4.3. Students and visitors may be asked by the College Management and/or staff of the Student Village including Resident Tutors and security guards to present their HKU Student Card or any documents of identification for identity checking when necessary. Any resident or visitor who fails to comply with this may be refused entry into the Student Village, or may be asked to leave the Student Village. Students who lose their Student Card shall report immediately to HKU Registry for replacement. For more information, please refer to <http://www.adqa.hku.hk/student-registration-cards.php>.

5. Inspection of Student Rooms

Staff at the Student Village may enter residents' rooms for repair and maintenance, inspection of facilities or other purposes which is deemed necessary by the College Management. Prior notice may not be given. A memo will be issued to students for reference in case of the inspection is done without their presence.

6. Respect for Other Residents

- 6.1. Actions or behaviors which may interfere with other residents' right to privacy, time to study and rest, or normal use of facilities in the Student Village should be avoided.
- 6.2. Residents should not enter the bedrooms of other residents without getting consent.
- 6.3. Residents should not behave in any manner which is considered improper in any circumstance.
- 6.4. Residents should be properly attired in common areas of the Student Village at all times.

7. Change of Room

- 7.1. Request of room change is not considered in normal circumstances. Residents who have genuine need to change room during the year must consult with their Resident Tutor and the request will be duly considered by the College Master.
- 7.2. Changing rooms without prior approval from College Master is not allowed. Residents who change rooms without prior approval are subject to disciplinary action.

8. Quiet Hours and Noise Level

- 8.1. The Quiet Hours of the Student Village is from 23:00 to 08:00 of the next day. Students should avoid creating noise in any parts of the Student Village, including the podium level and area outside the entrance of the Student Village within Quiet Hours.
- 8.2. Quiet Hours will be extended to 24 hours a day during study and examination periods.
- 8.3. At all times, residents should keep their noise level reasonable so as not to cause nuisance to neighbors and fellow residents.

9. Opposite Gender Visitation

Residents should not enter the residence floors or rooms of the opposite gender between 00:00 midnight to 08:00, all days of the week.

10. Personal Properties

- 10.1. Residents are responsible for their personal properties. To minimize chances of theft, please keep personal belongings in safe places; always lock the room door when going out. The Colleges are not responsible for any loss of personal properties.



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10.2. Hallways, walkways and stairs should be kept clear of furniture, trash and any other objects, so as not to obstruct passage and therefore escape routes during emergencies. Any items found in the hallways, walkways and stairs may be removed without prior notice.

11. Public Properties

11.1. Residents shall not remove any furniture, fitting, fixture or facilities provided for use in the Student Village without prior approval of the College Management.

11.2. Residents should not deface, defile or otherwise damage any wall or any structure of any kind, or any furniture, fitting, fixture or facility provided for use in the Student Village, or install any new utility or fitting without prior approval from the College Management. Residents who fail to comply with this clause shall be subject to fines imposed by the College Management.

12. Visitors

12.1. All visitors must complete the registration procedure upon arrival and departure;

12.2. Visitors shall observe the Rules and Regulations. Any visitor who fails to comply with the Rules and Regulations is subject to blacklisting and refused entry into the Student Village;

12.3. Visitors may visit the Student Village between 09:00 and 23:00. No entrance of visitors is allowed after 22:30.

12.4. Visitors who stay after 00:00 shall be regarded as staying overnight, and subject to fines and disciplinary action by the College Management.

12.5. Residents who invite visitors to the College shall accompany them during their visit, and shall be responsible for their conduct and any charges incurred by them.

13. Electrical Appliances

13.1. Only light electrical appliances intended for necessary personal care purposes may be used in the residents' rooms and should be properly maintained.

13.2. Without prior approval of the College Management, electrical appliances which are greater than 1 metre in length, width and height in total, are not allowed to be brought into the Student Village.

13.3. The College Management may confiscate any appliances or items which are not allowed to be brought into the Student Village, or any equipment used in such a way that disturbs or endangers others.

13.4. Residents shall make their best effort to help save energy in the Student Village.

14. Safety Matters

14.1. Cooking in the Student Village is prohibited except in the lounge of each floor and other areas as authorized by the College Management.

14.2. Unattended cooking is strictly prohibited at all times.

14.3. Possession of chemicals, explosives or highly combustible materials that are potentially dangerous or damaging is prohibited.

14.4. Open flames, including candles and incense, are prohibited in any part of the Student Village.

14.5. Interference of fire service devices is prohibited.



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- 14.6. According to the Fire Safety (Buildings) Ordinance, all corridors, lift lobbies and stairwells must always be kept clear from any obstructions. Any personal object found may be removed by the staff at the Student Village without prior notice.
- 14.7. In order to avoid creating a hazardous environment which may endanger the well-being of residents and other users, it is prohibited to place any personal belongings in the corridors, lift lobbies, stairwells or other communal areas. Residents may be liable to penalty and/or claims of any accident which is caused by any of the personal items being placed in such areas.

15. Smoking, Drugs, Alcohol and Gambling

- 15.1. According to the University's policy on smoking, smoking is strictly prohibited in any part of the Student Village.
- 15.2. Residents and their visitors shall not bring into or use any dangerous drugs as defined in Section 2 of the Dangerous Drugs Ordinance (Cap. 134, Laws of Hong Kong) in the Student Village.
- 15.3. Consumption or storage of alcoholic beverages without prior approval of the College Management is not allowed.

16. Cleanliness

It is the residents' responsibility to keep their rooms clean and tidy. Residents are also required to maintain their rooms in a safe and healthy condition at all times. Some cleaning equipment is available in the lounge of each floor to facilitate cleaning by resident inside their room.

17. Commercial/ Promotion Activities

- 17.1. Commercial promotions and activities are prohibited in the Student Village. Sale of any goods or services in the Student Village is not allowed without prior approval of the College Management.
- 17.2. Distribution of promotional items to the pigeon holes is prohibited without prior approval of the College Management.
- 17.3. Only posters with the stamp of General Office may be placed in those areas designated for posting.

18. Pets

Pets are not allowed in the Student Village.

19. Withdrawal from Residence During the Residential Year

- 19.1. Students applying for withdrawal from the College at Jockey Club Student Village III during the stipulated residential period shall contact General Office and complete an application form at least FOURTEEN days prior to their date of departure for Master's approval.
- 19.2. Students who have been approved for withdrawal must return the door key with key tag together with the smartcard to the Security Counter of the respective College by 12:00 on the departure date.
- 19.3. Students who have vacated the bedroom but still holding the room key would still be considered occupying the room.



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- 19.4. Students will be charged for the loss or damage of the smartcard, door key and/or key tag upon check-out. For more details, please refer to Appendix I.
- 19.5. The paid/ payable lodging fees are not refundable. The Master, however, at his/her discretion, may approve a refund of certain portion of the paid/ payable fees. Such refund of fees, where applicable, will be arranged after the date of departure and will take around 6 to 8 weeks to complete. To facilitate the refund procedure, students are required to provide with their updated bank account in HKU Portal and inform the staff of General Office if they will not keep their current local bank account thereafter.

20. Check-out

- 20.1. Residents shall remove all stickers and decorations and completely vacate the room in an orderly condition before check-out.
- 20.2. Any items left inside the room after check-out will be removed immediately.
- 20.3. In order to claim the items left inside the room after check-out, residents shall claim back their belongings within 3 working days after check-out. Admin charge of HK\$300 will be applied for each claim. Any unclaimed items after 3 working days shall be disposed without prior notification. Jockey Club Student Village III is not responsible for the loss or damage of such items.
- 20.4. Residents are responsible for checking and clearing their pigeon hole for any correspondence left before withdrawal.



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Appendix I

Charges by Jockey Club Student Village III

The charges and fines that apply to activities and misdemeanors in Jockey Club Student Village III are listed as follows. Such charges and fines are subject to adjustments by the College Management as deemed necessary.

Charges:

Item	Total (HK\$)
PAID IN CASH	
1. Door Key	
1.1. Replacement of lost/ damaged key	100
1.2. Borrow of key (at Security Counter) (Students are required to return the borrowed key to the Security Counter right after use.)	20/time
1.3. Replacement of key tag (either loss or return the one not belonged to the original one given upon check-in)	30
2. Smartcard (For laundry and air-conditioning)	
2.1. Recharge (at General Office Help Desk, non-refundable)	20 up
2.2. Replacement of lost/ damaged Smart-card (without value inside)	50
3. Loss of Visitor Card	10
4. Admin Charge for the claim of items left inside room after check-out	300
PAID WITH SMART-CARD (Rechargeable at General Office Help Desk)	
5. Laundry	
5.1. Washer per load	5
5.2. Dryer (per 10 minutes)	2
6. Air-conditioning (per 1kwh)	1.49



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Appendix II

Other Charges for Damage or Loss of Facilities (effective from 24 Aug 2013)

A resident will be charged for damaged or lost facilities (except for normal wear and tear). Any items left behind may be disposed of as rubbish at the prevailing charge. Charges listed below, while not meant to be exhaustive, help to illustrate the charges for some damaged or lost items. Damage or loss of other facilities not listed below may be charged at cost. The College Management reserves the right to revise those charges from time to time as deemed necessary. Revised charges will be announced to the residents.

CHARGES OF DIFFERENT ITEMS (Per Piece)		
No.	Item	Charges
Bedroom Furniture & Fittings 睡房傢俱及裝置		
Bed Set 床		
1.	Drawers 抽屜	200
2.	Bedside Cabinet 床頭櫃	700
3.	Mattress 床墊(3øx 6øö x 3ö)	450
4.	Mattress 床墊(3øx 7ø x 3ö)	500
Desk Set 書桌		
5.	Drawers Pedestal 直立式三桶抽屜	800
6.	Hanging Bookshelf 掛牆書架	800
7.	Chair 椅子	700
8.	Notice Board 告示板	200
Closet 衣櫃		
9.	Door 櫃門	500
10.	Drawers 抽屜	200
11.	Door Handle 櫃門把手	50
12.	Clothes Hanging Bar 掛衣杆	100
13.	Mirror 鏡子	200
Window 窗		
14.	Glass (Per Piece) 玻璃(每塊)	250
15.	Mosquito-Repellent Screen 蚊網	150
16.	Curtain (Single Room) 窗簾(單人房)	470
17.	Curtain (Double Room) 窗簾(雙人房)	940
Electrical Fittings 電力裝置		
Lighting 燈光		
18.	Fluorescent Lamp 光管	20
19.	Desk-top Light Shade 書桌燈罩	60
20.	Smart Card Reader 智能卡讀卡機	300
21.	Electric Switch 電掣	100
Miscellaneous 其他		
22.	Main Door 房門	1800
23.	Door Lock 房門鎖	500
24.	Door Key 房門鎖匙	100
Miscellaneous 其他		
25.	Mark or Damage to Wall / Ceiling / Door 塗污或損毀牆壁/天花/門	50 per sq. inch