**THE HANG SENG UNIVERSITY OF HONG KONG**

**Regulations of Pilot Overnight Visit Scheme**

**Background**

“Pilot Visitor Overnight Scheme” is a scheme for Residential College (RC) in which non-resident can stay overnight in the designated RC by purchasing a ticket on the condition that they have a resident to host him/her.

**Eligibility**

1. The host resident: any current resident of Residential College.
2. The overnight visitor: any non-resident of current HSUHK student who must be of the same gender as the host resident.

**Quota**

1. The maximum number of overnight visitors per night is capped at 35 in each RC, on first-come first-served basis.
2. Only 1 overnight visitor is allowed per night in each room.
3. A resident can host 1 overnight visitor per night, and 3 overnight visitors per month; same overnight visitor can stay for at most 3 nights per month across all 4 RCs.

**Approval and application procedures**

1. Permission from Tutor must be obtained.
2. Consent from all roommates must be sought.
3. Host resident should apply from seven days in advance to no later than 17:30 of the night to be resided. The application procedure includes registration and purchase a ticket. The price is based on the daily charge of a triple room plus 20% for administrative charges. It is the rate for one-night stay excluding bedding and linen. The principle of first-come first-served applies in one room in case two or more applications are received for the same night.
4. A receipt, with names of host resident and overnight visitor, their SID numbers and the valid date, would be issued as the proof of permission and for identity verification.
5. Application after 17:30 of the residing night will not be accepted.

**Duration of overnight stay**

Duration of overnight stay is from 11:00pm to 11:00am of the following day.

**Responsibilities and Rights of the host resident / overnight visitor**

1. The overnight visitor must be accompanied by corresponding host resident during the stay.
2. The overnight visitor is expected to stay in the room and RC of the host resident only and not allowed to enter the room of other residents.
3. All rules and regulations governing the Residential Colleges and Old Hall are applicable to all overnight visitors.
4. Violation of any rules and regulations may render the host resident, overnight visitor and related students to disciplinary procedures promulgated by HSUHK.
5. RC Masters or other authorized personnel of RC reserve the rights of revoking the overnight stay and request the visitor to leave the RC.

**Penalties for residents that violated the visitor overnight scheme**

1. 5 times of the standard ticket price of overnight visitor scheme would be imposed as penalty charge to the host resident.
2. If the host resident and the visitor are of the same gender, visitor will be given the permission of staying overnight after paying the penalty charges. If the visitor is of the opposite gender, the visitor must leave the RC immediately after paying the penalty charges, while the RC Master will be informed to trigger appropriate disciplinary action afterwards.
3. If overnight visitor is found to check-out after 11:00am of the following day, a charge of half day overnight stay fee is imposed on the host resident.
4. For resident who violates the Regulations by receiving non-HSUHK personnel to stay overnight, the visitor should leave immediately, and the host resident will be subject to disciplinary actions.
5. If an unauthorized visitor is found staying overnight in a RC room, and no resident claims responsibility, the penalties will apply on all residents of the room concerned.

Residential College Unit

(9 February 2017)

Application No.: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

*(Office Use)*

**Application for Pilot Overnight Visit Scheme**

*Notes:*

1. *Applicant could submit to Residential Colleges Unit (RCU)* ***in 7 working days advance, but no later than 5:30pm on the in-date****. Late application will not be entertained.*
2. *Authorized overnight guest can stay in the host’s room* ***from 11pm of the in-date to 11am of the out-date****. During the staying period, the overnight guest MUST keep the receipt well and present the receipt and his/her student card to any person appointed by HSUHK for identification.*
3. *For more details, please refer to the Regulations of Permitted Overnight Visit.*

**Section A: Overnight Visitor’s Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  |  | **中文姓名:** |  |
| **Student ID:** |  |  | **Mobile No.:** |  |
| **Residential College:** |  | **College** |  | **Room No.:** |  |
| **In-Date:** |  | **Out Date:** |  |

**Section B: Host’s Information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Student ID** | **Signature** |
| **Host resident** |  |  |  |
| **Host resident’s roommate(s)** |  |  |  |
|  |  |  |
|  |  |  |

**Section C: Acknowledgement and Undertaking**

I agree to comply with the “Regulations of Residential Colleges & Old Hall”, “House Rules of Residential Colleges and Old Hall”, and the rules promulgated by the Residential College Master. If I fail to observe the Regulations and Rules, I understand the Residential College Master may impose penalties and/or disciplinary actions on me, host residents and related students.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Overnight Visitor’s Signature** |  | **Host’s Signature** |
| **Date:** |  |  | **Date:** |  |
| *1st : Submit to your floor tutor for his/her endorsement:* |  | *2nd : Submit to RCU and pay the overnight staying fee* |
| **Endorsed by Tutor (Signature)** |  | **Approved by Residential Colleges Unit (Chop)** |
| **Date:** |  |  | **Date:** |  |

Application No.: \_\_\_\_\_\_\_\_\_\_\_\_\_

*(Office Use)*

**Receipt of Permitted Overnight Visit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  |  | **中文姓名:** |  |
| **Student ID:** |  |  | **Mobile No.:** |  |
| **Residential College:** |  | **College** |  | **Room No.:** |  |
| **In-Date:** |  | **Out-Date:** |  |

*\*\*\*Please keep this receipt well and* ***RETURN*** *this receipt slip to the security counter at the lobby before 11:00am on the out-date.\*\*\**