

# Rules and Regulations

A resident who resides at Dr. Ng Tor Tai International House shall agree to observe and comply with the following Terms and Conditions, House Rules and Residents' Code of Conduct:

## 1. Terms and Conditions

### 1.1 Interpretation

In these Terms & Conditions, House Rules and Residents' Code of Conduct:

- "University" means the Hong Kong Baptist University
- "House" means Dr. Ng Tor Tai International House
- "NTTIH management" means the Office or persons appointed by Hong Kong Baptist University
- "Resident" means a student of Hong Kong Baptist University who is residing or who has accepted an offer of bed space at the House
- "Rules" mean the House Rules and Residents' Code of Conduct as promulgated by NTTIH management

### 1.2 General

The House is part of the University community. The University's General Regulations and Standards of Conduct shall therefore apply at the House.

### 1.3 Compliance with Terms & Conditions, House Rules and Residents' Code of Conduct

- 1.3.1 Accommodation at the House is provided to residents for the purpose of personal residence ONLY. Use of the premises for any other purpose including commercial use such as sales of any goods or services is strictly prohibited. Any violation may result in immediate termination of House residence and / or lead to expulsion from the University.
- 1.3.2 Residents are prohibited to transfer, sublet or share the rooms or bed spaces or any part thereof to or with any other person. Any violation may result in immediate termination of House residence and / or lead to expulsion from the University.
- 1.3.3 Residents are not allowed to make any alternations and / or additions to the rooms.
- 1.3.4 Residents shall observe and comply with the Terms and Conditions herein, House Rules and Residents' Code of Conduct, reasonable order of NTTIH management, and where appropriate, the General Regulations and Standards of Conduct of the University.

## **1.4 Accommodation Fee**

- 1.4.1 Residents shall commit to residing at the House for the whole accommodation period which is specified and approved by the management. Accommodation fee shall also cover charges for consumption of in-room air-conditioning, electricity, water and internet service. Charges for use of specified facilities are excluded that separate charges are applicable.
- 1.4.2 Under any circumstances, all paid accommodation fees are neither refundable nor transferable.

## **1.5 Caution Money**

- 1.5.1 Residents have to pay to the House a caution money set out for the due observance and performance of the Terms and Conditions, House Rules and Residents' Code of Conduct herein contained.
- 1.5.2 If any payable charges are not settled by a resident, NTTIH management shall deduct the charges from the resident's caution money.
- 1.5.3 The House may deduct any compensation and / or penalty as a result of the resident's breach of rules from the caution money without prejudice to any other right of action or any remedy of the House in respect of such breach of the resident. In case of early termination of student residence, the paid caution money shall be totally forfeited.
- 1.5.4 After completion of the entire accommodation period, less any restitution charges for damage or loss of properties and / or penalty for breach of Terms and Conditions, House Rules and Residents' Code of Conduct, caution money is refundable to a resident's or his / her representative's designated bank account (without interest) within **90 working days** upon his / her check-out date.

## **1.6 Privileges of Residents**

Residents who have settled the entire accommodation fee shall be entitled to reside at the assigned room of the House during the accommodation period and are eligible to use the House facilities.

## **1.7 Responsibility and Liability for Damage and Injury**

- 1.7.1 Residents shall keep the interior of the rooms in good condition (except normal wear and tear and damage caused by inherent defects) and keep the rooms clean and tidy. Residents shall deliver the rooms, which should be in the same condition upon their check-in, to NTTIH management at time of check-out. They shall pay on demand for any loss or damage.

- 1.7.2 Residents shall pay on demand for any damage to furniture, fittings, facilities, equipment and properties of the House for which they are responsible.
- 1.7.3 Residents are advised to be vigilant in keeping valuables at the House. All valuables should be locked in the drawers when they are unattended. The House shall not be responsible for any loss or damage to any property, goods, or things whatsoever brought into the House by the residents. Residents may consider insuring their properties placed inside the room.
- 1.7.4 The House shall not be held responsible for any injury sustained as a result of the unsafe action of the residents inside the House.

## **1.8 Room Inspection and Maintenance**

- 1.8.1 The House reserves the right to authorize entry into any room at any time, with or without prior notification and presence of the residents, to conduct room inspection, maintenance or repair works to the room facilities, or investigation if there is reason to believe that the safety or security of any resident is being threatened or there is any suspected breach of rules and regulations.
- 1.8.2 Residents should notify any defect of the rooms to the House immediately. The House will arrange room inspection and conduct the repair works within reasonable time from the date of receiving such notice.

## **1.9 Room Relocation**

- 1.9.1 For the sake of efficient utilization of resources and / or to facilitate timely repair or maintenance to the rooms, the House reserves the right to relocate residents to other rooms of the House by giving advanced notification of at least one day (emergency cases excepted).
- 1.9.2 For a resident who refuses to relocate to the designated room, NTTIH management reserves the right to charge him / her a late room relocation charge on top of the full accommodation fee for occupying two bed spaces, i.e. the currently occupied and the newly designated bed spaces, from the day after the notification period for relocation until the end of the accommodation period.

## **1.10 Check-out Arrangement**

- 1.10.1 Residents shall vacate the rooms and remove all personal property on or before the last day of the accommodation period. A resident shall follow the instruction of the check-out notification and notify the House of his / her check-out date. The check-out procedure has to be carried out and completed

within specified period.

- 1.10.2 Residents who fail to check out by the last day of the accommodation period shall be liable to pay a daily penalty charge for late check-out on top of the accommodation fee for the extra night(s) staying at the House.
- 1.10.3 Residents shall pay a cleaning fee if the House is required to reinstate the furniture back to its original position, or clean up the room for room vacation.
- 1.10.4 After completion of the check-out procedures, any items left in the room shall be disposed of as rubbish without notice. The House shall not be liable for any loss of or damage to such property.

## **1.11 Breach of Terms and Conditions, House Rules and Residents' Code of Conduct**

- 1.11.1 NTTIH management may confiscate any appliances or items, which, according to House Rules and Residents' Code of Conduct, are not allowed to be brought into the House without prior permission, or any equipment that may cause disturbance, inconvenience and / or harm to other residents.
- 1.11.2 If a resident commits a breach of any Terms and Conditions, House Rules and Residents' Code of Conduct herein contained, NTTIH management reserves the right to order the resident to stop the breach immediately and / or impose any penalty applicable to the breach.
- 1.11.3 In case of any non-settlement of outstanding charges of a resident, NTTIH management reserves the right to terminate the resident residence if the payable charges are not settled within 7 days, which shall not prejudice any other right of action or any remedy of the House in respect of such breach of the resident.
- 1.11.4 NTTIH management may suspend or terminate by notice in writing, with immediate effect, a resident's residence when there is reason to believe that the resident's behavior is incompatible with the orderly operation of the House and the goals of University education. A written notice of suspension or termination shall be deemed to have been delivered by posting it to the room the resident is occupying. No refund of accommodation fee and caution money paid shall be made in this situation as a disciplinary action.
- 1.11.5 For his / her accused violation of House Rules and Residents' Code of Conduct, a resident may appeal against any findings or decisions. The appeal must be in writing with specified grounds.

## **1.12 Review and Change of Terms and Conditions, House Rules and Residents' Code of Conduct**

1.12.1 Terms and Conditions, House Rules and Residents' Code of Conduct shall be subject to review and revision by the University from time to time as deemed appropriate.

1.12.2 If there is any discrepancy between the English and Chinese versions of this Terms and Conditions, House Rules and Residents' Code of Conduct, the English version shall prevail.

## **2. House Rules and Residents' Code of Conduct**

### **2.1 Identification**

Proof of identity of any person at the House may be requested by the authorized personnel of the House.

### **2.2 Occupancy**

Each room at the House is designated for single occupancy or double occupancy of residents of the same gender. Occupancy of more than one or two residents in a single or double room is strictly prohibited.

### **2.3 Rooms and Bed Spaces Allocation**

2.3.1 Rooms and bed spaces allocation is the sole responsibility of NTTIH management. Swap of assigned rooms / bed spaces without prior approval from NTTIH management is not allowed and may result in termination of residence of both parties concerned.

2.3.2 For shared rooms, residents can only use his / her own bed space and associated space as assigned by NTTIH management. For a resident who occupies space other than the above-mentioned area, NTTIH management reserves the right to charge him / her additional accommodation fee for such unauthorized occupancy. In addition, NTTIH shall not be held liable for any loss or damage to the belongings associated with such unauthorized occupancy.

### **2.4 Visitors**

2.4.1 Residents may invite visitors to the House. Residents shall accompany their visitors throughout their visits to the House and be responsible for the acts of their visitors.

2.4.2 Visitors staying at the House shall abide by the same set of House Rules and Residents' Code governing the residents. They should stay in the room of the host residents under normal

circumstances and they should respect the privacy and property of the hosts and other residents. The House may take necessary actions against any visitor who breaks the House Rules and Residents' Code and order the visitor to leave the House at any time.

- 2.4.3 Residents have to ensure that their visitors register their names and related information at the G/F Security Counter upon entry or exit the House.
- 2.4.4 Visitors are not allowed to stay overnight at the House including all the rooms outside the visitation hours from 11 p.m. to 8 a.m.
- 2.4.5 To show respect for other residents' right to rest, visiting residents shall not stay in other residents' room outside the visitation hours from 11 p.m. to 8 a.m.
- 2.4.6 To ensure the safety of all residents, NTTIH management reserves the right at any time to authorize entry into the rooms of residents whose visitors fail to exit the House after 11 p.m., with or without notice, to order the visitors to leave.

## **2.5 Cleanliness of Rooms**

- 2.5.1 It is the shared responsibility of residents to keep all the areas of their rooms clean and tidy. Rubbish should be properly disposed of.
- 2.5.2 NTTIH management checks the condition of all rooms periodically and shall request the resident(s) to clean up the room immediately if the cleaning condition is found unsatisfactory. A minimum penalty of HK\$500 per resident shall be charged for deep cleaning of the room where necessary.

## **2.6 Cooking**

- 2.6.1 Residents may make use of the facilities in the Common Room to re-heat food. Cooking in the premises including the rooms is strictly prohibited and is considered as a serious breach of House Rules and Residents' Code of Conduct. A minimum penalty of HK\$500 will be charged for any violation.
- 2.6.2 NTTIH management reserves the right to confiscate any cooking appliance or related items found in rooms brought into the House by the residents.

## **2.7 Laundry**

2.7.1 The laundry facilities in the Common Room are open for use by all residents who should strictly follow the user guide and shall be held responsible for any loss of or damage to their laundry items. For any unattended laundry items, NTTIH management reserves the right to dispose of without prior notice.

2.7.2 Residents should make use of the clothes racks and clothes hanging rods in their rooms to hang the laundered items. Hanging of laundered items at public areas of the House is strictly prohibited. A minimum penalty of HK\$500 will be charged for any violation and the House reserves the right to dispose of any laundered items immediately.

## **2.8 Decorations and Display of Materials**

2.8.1 Decorations or material displays can only be adhered on surface of resident's writing desk with scotch-tape or blu-tack which can be removed without defacing the surface; or displayed on notice board between book shelf and writing desk with board nails.

2.8.2 Any decoration or material display which causes defaces to the surfaces of the House premises and its furniture and / or causes obstructions to other residents is strictly prohibited. A resident who causes a defaced surface shall be liable for compensation according to the House's compensation list.

2.8.3 Decorations or material displays which contain implicit or explicit languages or themes that cause disturbance or annoyance to other residents are strictly prohibited. NTTIH management reserves the right to remove the aforesaid materials immediately.

## **2.9 Disruptive Actions and Behavior**

Actions or behavior that disturb other residents or the orderly operation of the House or that threaten the health and safety of self or other residents, or that unreasonably interfere with other residents' normal use of facilities within the House premises, e.g. use of offensive weapons such as air gun and knife, are strictly prohibited. Any violation will result in immediate termination of House residence.

## **2.10 Drugs**

Residents and their visitors shall not possess or consume any dangerous drugs as defined in Section 2 of the Dangerous Drugs Ordinance (Cap. 134, Laws of Hong Kong) at the House premises. Any violation will result in immediate termination of House residence.

## **2.11 Alcoholic Beverages**

2.11.1 Residents and their visitors are not allowed to consume any alcoholic beverages in the House. A resident who violates the

rule may face disciplinary action and / or immediate termination of House residence.

- 2.11.2 If alcoholic beverages are found in a resident's room, the resident shall be charged a minimum fine of HK\$500, and NTTIH management reserves the right to remove the item(s) from the House.

## **2.12 Smoking**

- 2.12.1 The University is a smoke-free environment. Smoking is strictly prohibited in all areas of the House premises including the parking lot and public areas of the premises.

- 2.12.2 A maximum fine of HK\$1,500 shall be charged to residents who are found smoking at the House premises. If violation of the rule for the second time, the resident concerned may face immediate termination of House residence.

## **2.13 Fire and General Safety**

- 2.13.1 Possession of chemicals, explosives or highly combustible materials that are potentially dangerous to human lives or damaging to the House premises are prohibited.

- 2.13.2 Open flames, including candles and incense, are not allowed in all areas of the House premises.

- 2.13.3 No one shall interfere with the fire protection facilities in the House premises.

- 2.13.4 Stairs, corridors and fire-fighting equipment must remain free of any obstacles.

- 2.13.5 All fires and accidents must be immediately reported to the reception.

## **2.14 Electrical Appliances**

- 2.14.1 Electrical appliances such as laptops, printers, shavers, hair-dryers and electric irons, as well as other low power appliances, shall be used in a proper manner in the rooms. NTTIH management may remove immediately from the room any appliances which are not allowed to be brought into the room, or any equipment used in such a way as to disturb or endanger others.

- 2.14.2 Residents shall apply for approval before using any electrical appliances in their rooms which are not provided by NTTIH management. NTTIH management reserves the authority to reject the application, or to charge the resident for use of additional appliance.

## **2.15 Restricted Areas**

For security and safety reasons, restricted areas of the House are out-of-bound to all residents. All residents are not allowed to stay at or use the platform of the first floor and rooftop of the House for any activities.

## **2.16 Furniture, Fittings and Fixtures**

2.16.1 Residents shall not interfere with or deface existing fixtures, fittings and furniture or install new fixtures or fittings to any part of the rooms or public areas without prior approval from NTTIH management.

2.16.2 Residents shall not affix any glue, stickers, double adhesive tapes, scotch-tapes, nails, spikes, tacks, hooks or any other things on or drive the same into any wall, floor, fixture, fittings or furniture in any part of their rooms or public areas without the permission of NTTIH management. Residents shall be liable for compensation according to the House's compensation list for any defected wall, floor, fixture, fittings or furniture caused by the act of the residents.

2.16.3 Residents shall not remove any furniture, fittings or fixtures from their rooms or public areas to other locations without prior permission.

2.16.4 Residents shall be held responsible for paying the charges incurred from making good or repairing any broken items or replenishing any lost items in their rooms or at public areas. For the loss or damage found in the room that the cause is unable to be identified, both residents under double occupancy shall be held equally liable for the damage or loss according to the House's compensation list.

## **2.17 Gambling**

Residents shall not engage in any gambling activity or any act, play or game that gives the impression of gambling in the House or permit such activities to take place in the House premises. Any violation may result in immediate termination of House residence.

## **2.18 Public Areas**

2.18.1 Lift lobbies, corridors and stairs are to be kept clear of equipment, furniture, rubbish, personal property and any other obstacles that might obstruct passage during emergencies. If violation of the rule, the resident shall be charged a minimum penalty of HK\$500 and the House reserves the right to dispose of any personal property of the resident found at the public areas immediately.

2.18.2 Residents shall keep the public areas clean and tidy. A minimum penalty of HK\$500 shall be charged for cleaning if a

resident is identified to have made the cleaning condition of the areas unsatisfactory.

## **2.19 Room Card & Key**

- 2.19.1 Residents shall be responsible for good custody of the room card and keys issued by the House, and duplication of the keys is strictly prohibited.
- 2.19.2 Lending of residents' room card / key to others for accessing the House or any other purpose is considered a serious breach of House Rules and Residents' Code of Conduct. The lent room card / key shall be forfeited by NTTIH management and the residents have to pay a penalty for re-issuance of the room card / key.
- 2.19.3 Residents shall be held responsible for paying for any loss / damage of the property of the House / personal property of other residents as a result of lending the room card / key to others, without prejudice to the right of other action / remedy of the House / other residents. Depending on the seriousness of the loss / damage, sanction including termination of House residence shall be imposed on the residents.
- 2.19.4 If a resident loses or damages any room card or key issued by the House, he / she has to pay a fee for re-issuance of the lost or damaged room card or key.

## **2.20 Pets / Plants**

No pet and / or plant is allowed in the House.

## **2.21 Undue Behavior**

Any indecent behavior, or any behavior which is deemed as causing undue uneasiness to others is prohibited in the House.

## **2.22 Mutual Respect of Residents**

- 2.22.1 To show respect for other residents' right to rest, residents shall not stay in other residents' rooms from 11 p.m. to 8 a.m.
- 2.22.2 Residents shall respect their roommates' right to enjoy privacy, study and rest time.
- 2.22.3 Residents shall coordinate with their roommates on the use of space and facilities in the room.

## **2.23 Activity & Noise Level**

2.23.1 No activities that violate the Rules of the University and the House are allowed at the House.

2.23.2 The period between 11 p.m. to 7 a.m. is regarded as Quiet Hours of the House. Notwithstanding this, residents shall at any time lower their noise level so as not to cause any disturbance to other residents.

## **2.24 Energy Saving**

Residents shall make their best efforts to save energy by turning off electrical appliances not in use such as the air-conditioner, light, TV, water heater, etc.

## **2.25 Dress Code**

Residents should be properly attired at all times during their stay at the House. T-shirts, shorts and sandals are the minimum requirements in any public areas of the House premises for all residents.

## **2.26 Copyright**

Residents shall strictly observe the Copyright Ordinance in the House.

## **2.27 Access to Internet**

Access to Internet service via the House's network is intended for academic purposes only.

## **2.28 Out-of-town Arrangement**

Residents should inform the reception of any out-of-town arrangement prior to their departure.