



Instructions of Summer Group Booking 2025 For CUHK Departments and Units

Please read the booking instructions before submitting the booking form. Thank you!

1. Period available for Summer Group Booking: 1 June – 10 August 2025

2. Locations & Transportation

	Blocks 1 - 2	Blocks 3 - 5
Location	Residence Road, north-western part of the campus, opposite to the Hang Seng Hall of United College (Map)	Village Path, central campus, near the Mong Man Wai Building (Map)
Transportation	<p>CUHK Shuttle Bus Route No. 3, 4, N or H. Get off at the United College Staff Residence stop.</p> <p>Details of Shuttle Bus</p> <p>For non-CU Link holders, please take the Paid Light Shuttle Bus</p>	<p>CUHK Shuttle Bus Route No. 1A, 1B, 2, 3, N or H. Get off at the Sir Run Run Shaw Hall stop (route no. 1A, 1B, N or H) or Science Centre stop (route no. 2, 3).</p> <p>Details of Shuttle Bus</p> <p>For non-CU Link holders, please take the Paid Light Shuttle Bus</p>

- Please note that Shuttle Bus service is provided to the CUHK students and staff members by the Transport Office. The department/unit should arrange transportation for their guests if they are not eligible to use the Shuttle Bus service. The International House is not responsible for arranging transportation for guests.

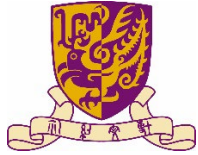
3. Fees

Block	Room Type	Room Fee (per head per night)	Air-conditioning Charge
1 - 2	Single	\$285	HK\$1.5/hour (Credits could be purchased using Octopus card)
	Double to Triple	\$228	
3 - 5		\$285	HK\$12 (per head per night)

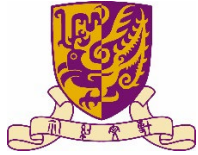
- Fees include one set of bedding per guest (including pillow, pillow case, blanket, and bed sheet).
- International House will assign double room and triple room to guests according to room availability and administrative concerns. The fees for double room and triple room are the same.
- If an applicant requests for single occupancy of a shared room, full fees for all bed places (including air-conditioning charges) will be charged.

4. Check-in time: 12:00pm – 6:00pm / Check-out time: before 11:00am

Department/unit should be present during check-in and check-out to collect/distribute keys, door cards and other materials.



-
- 5. I-House will undergo maintenance works during summer, there may be disturbance such as noise, smell, dust, and restricted access to certain areas. Contractors are reminded to take appropriate measures to minimize the disturbance, but please note that they cannot be completely eliminated.**
- 6. Fines and handling charges**
- (a) Bedding: HK\$50 for each damaged/missing item (pillow, pillow case, blanket, and bed sheet)
 - (b) Key Card for the main entrance: HK\$300 for each damaged/missing card
 - (c) Key: HK\$75 for each damaged/missing item (room door key, drawer key, and key tag.)
7. To allow sufficient time to prepare the guest rooms, department/unit should **submit the application form at least 10 working days before the check-in date, and settle the booking fees in FULL within 5 working days upon receiving booking confirmation from the International House.** If the International House does not receive the payment by the due date, the rooms will be released to other parties.
8. Payment methods:
- (a) by Interdepartmental Billing and Transfer (IBT)
 - (b) by crossed cheque made payable to “The Chinese University of Hong Kong.” Please send cheque to the Learning and Cultural Enhancement Section, Office of Student Affairs, The Chinese University of Hong Kong (Room 102, Benjamin Franklin Centre)
 - (c) by bank deposit to the CUHK’s Hang Seng Bank (Account no. 293-005005-001)
- 9. Paid fees are non-fundable, even if the booking is cancelled by the department/unit.**
- 10. The service counters at I-House will be closed when Typhoon Signal No. 8 or above or Black Rainstorm Warning is hoisted, and there will be no check-in or check-out service.** If a booking is forced to be postponed or cancelled due to unavailability of check-in service, department/unit may receive partial refund covering the affected period.
11. Department/unit should provide details of the programme/activity when submitting application. Details should include description, target participants, purpose, and content of the programme/activity.
12. In view of the prevention of Influenza and other communicable diseases (such as Chickenpox and Scarlet Fever):
- (a) Department/unit should provide information of the guests before check-in for tracing when required.
 - (b) If any of the guests fall sick and need medical assistance, department/unit should notify the International House Management Office as soon as possible.
13. Department/unit should provide guests information to the International House at least 5 working days before the scheduled check-in date. Any requests for changes made thereafter will only be considered on a discretionary basis and may not be entertained.
14. Guests must be 12 years old or above. For guests aged between 12 and 18 who have not yet started their tertiary education, they **must be accompanied by an adult arranged by the department/unit in charge** throughout their entire stay.
15. Booking approval and room arrangements will be subject to room availability and administrative considerations.



International House

國際生堂

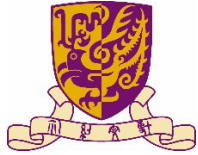
Tel: (Blocks 1 - 2) 852 – 3943 1825

Tel: (Blocks 3 - 5) 852 – 3943 1874

Website: <https://lces.osa.cuhk.edu.hk/cultural-hubs/i-house/>

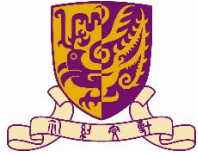
Email: ihouse@cuhk.edu.hk

16. Access control is currently being enforced at the CUHK campus. Guests are required to register when entering campus unless they hold a valid campus access document. The International House is not responsible for granting campus access permission.
17. Department/unit should ensure that their guests comply with the rules and regulations set out by the University.
18. Department/unit should ensure that their guests comply with the rules and regulations of the International House listed in the Appendix, as well as any instructions provided by the International House staff during their stay. Department/unit shall assume full responsibility in the event that any of their guests violate the regulations and instructions, including any resulting accidents or damages.
19. In the event that a guest seriously violates the rules and regulations of the University or the International House, we reserve the right to immediately expel the guest. Paid booking fees will not be refunded. We also reserve the right to decline future bookings from the department/unit concerned and to refuse entry to the International House for the concerned guest.
20. Department/unit should be responsible for providing group accident insurance coverage for the guests.
21. Department/unit should remind guests to keep their personal belongings secure. The International House will not be held responsible for any damage or loss of guests' property or money.
22. Department/unit should undertake to compensate the International House for any damages to or loss of facilities or properties caused by their guests.
23. The International House reserves the right to make the final decision regarding room allocation and other administrative arrangements related to the provision of group booking.



Appendix: The International House Rules and Regulations for Summer Group Booking Guests

1. Guests should comply with the rules and regulations of the University and the International House, as well as abide by the laws of Hong Kong.
2. Guests should stay in their designated rooms and are not allowed to exchange rooms without prior approval.
3. The visiting hours for the International House are from 7:00 a.m. to 12:00 midnight. Guests are permitted to bring visitors during these hours, provided that they accompany their visitors at all times. Visitors are not allowed to enter the International House between 12:00 midnight and 7:00 a.m.
4. Apart from the designated visiting hours mentioned above, no individuals, including guests and residents, are allowed to enter floors designated for the opposite sex.
5. For safety reasons, the main door should always remain closed.
6. The International House reserves the right to prohibit any guests, visitors, or other individuals from entering or ask them to leave at any time when deemed necessary.
7. Guests should refrain from engaging in any disorderly behavior, including but not limited to excessive alcohol consumption.
8. Guests should avoid creating excessive noise at any time. Additionally, the period between 11:00 p.m. and 7:00 a.m. is considered the Quiet Hours, and any guest who generates noise that disrupts others breaches the I-House Rules and Regulations.
9. Displaying placards, slogans, posters, or similar items is not allowed without prior approval.
10. CUHK is a smoke-free campus according to the laws of Hong Kong. Guests are prohibited from smoking inside the International House and on the campus.
11. Gambling or possession of gambling equipment, consumption, or possession of hard liquor (alcohol content over 30%), and lighting fires are prohibited. The International House has the right to confiscate any prohibited items, such as gambling equipment and hard alcohol. The confiscated items may not be returned.
12. Pets are not allowed in the International House.
13. Guests are prohibited from duplicating keys or door cards, as well as lending them to others. They should also keep the keys and door cards properly and return them upon check-out. Damage or loss of keys and cards are subject to handling charges.
14. Guests should not interfere with existing fixtures, fittings, electrical wiring, or furniture, nor should they install new utilities or fittings or move furniture outside of their room or outside of the International House. Guests will be required to pay compensation in the case of damages.



International House

國際生堂

Tel: (Blocks 1 - 2) 852 – 3943 1825

Tel: (Blocks 3 - 5) 852 – 3943 1874

Website: <https://lces.osa.cuhk.edu.hk/cultural-hubs/i-house/>

Email: ihouse@cuhk.edu.hk

15. Guests are responsible for maintaining hygiene and tidiness, including their rooms and the communal areas. A cleaning fee will be charged if a guest fails to keep the International House clean.
16. High-energy consumption electrical appliances (such as heaters, large televisions, and ovens) should not be used in rooms. However, low-energy consumption appliances (such as table lamps, personal computers, and hair dryers) are permitted.
17. Guests should always dress decently in the International House.
18. In the interest of environmental friendliness, guests should turn off electrical appliances and water taps when not in use.
19. The pantries at I-House are designed for simple cooking only. Guests should use them responsibly, without causing disturbance or inconvenience to others, and clean up after use.
20. Washing and drying clothes should be limited to the Laundry Room and the clothes drying racks in the flats/rooms. Drying or hanging wet clothes is prohibited on all balconies and other communal areas. Guests should promptly remove their washed and dried clothes from the washing and drying machines. The International House shall not be held responsible for any loss or damage to unattended laundry loads.
21. In the event of serious accident or illness, please inform our on-site caretakers and resident tutors for immediate assistance.
22. To ensure the smooth operation of the International House, our staff will conduct regular patrols. Normally, the guest's consent will be sought before entering their room. However, we reserve the right to enter the rooms without the guest's permission in the following circumstances:
 - (a) An accident is believed to have occurred inside the room.
 - (b) For maintenance and security reasons.
 - (c) To investigate violations of Rules and Regulations or to distribute hostel supplies.
 - (d) Any other exceptional cases as deemed appropriate by the Warden.