HALL RULES

**1. General Conduct**

1.1    Smoking or having cigarette butts is strictly prohibited in all Hall areas.   
         Offenders will result in suspension from Hall for a defined period.

1.2    Playing Mah-jong is prohibited.

1.3    Extraneous noise after midnight is prohibited.

1.4    Open flames and the use or storage of inflammable substances are prohibited.

1.5    Cooking is allowed ONLY in Common Rooms on residence floors and G/F Common Room (Room G04)

1.6   Please keep all areas of the Hall premises clean and tidy at all times. Users should also take good care of the Hall properties and facilities and will be required to make good and bear the cost of any damages caused, which may include monetary compensations and/or, disciplinary actions on any malicious vandalism, including but not limited to, immediate suspension from Hall for a defined period.

1.7     Pet or animal keeping is prohibited.

**2. Visitor**

Overstay of visitors beyond visiting hours is a serious offence at Hall 4. Disciplinary action will be taken against the resident hosts, the overstaying visitors and the occupants who let the visitors overstay in their room.

2.1     Visiting hours are from 8:00AM to 12:00AM (midnight). Visitors are not allowed to enter or remain within the Hall                 areas beyond visiting hours.

2.2     All visitors MUST register at the security counter upon entrance and departure. Failure of doing so will result in a            disciplinary action against BOTH the resident hosts and the visitors. It is responsibility of the host resident to make                 sure that the visitor has checked-out properly, and that the visitor’s record is cleared from the system.

2.3      Visitors can enter Hall only when their hosts are present at the G/F Lobby to help them check-in.

2.4      Visitors should immediately exit the Hall after checking-out. No visitor allowed inside the Hall premises after 00:00.

2.5      According to the SRO rule, residents have to accompany their visitors at all times. Resident hosts will be held fully             responsible for the conduct of their visitors and have the duty to make visitors aware of the said rules and regulations.

**Violation of the above rules will result in a disciplinary action against both the resident and the visitor.**

Host Resident:- If your visitor fails to check-out properly as per above guidelines, you will incur the following MINIMUM penalties:

a)         1st Offence: Visitor Ban for 2-Weeks

b)         2nd Offence: Visitor Ban for 6-Weeks

c)         3rd Offence: Hall Suspension for 2-Weeks

Visitor:- The visitor will also incur the following MINIMUM penalties if he/she fails to check-out accordingly:

a)         1st Offence: No Access to Hall-4 for 2-Weeks

b)         2nd Offence: No Access to Hall-4 for 6-Weeks

c)         3rd Offence: No Access to Hall-4 for Full-Semester

**3. Room Occupancy & Identity**

3.1     Lending or borrowing of resident identity card is strictly prohibited.

3.2    Residents or visitors are not allowed to enter a room without the prior consent of the room occupant in the case of a            single room and of BOTH occupants in the case of a shared room.

3.3   Shared washrooms between rooms are not allowed to be used by residents or visitors of the opposite gender.            Washrooms located in the common rooms should be used instead.

3.4   Unapproved use, change or sharing of room occupancy is prohibited. Residents should refer to Appendix 2 for            procedures of changes of room and room partnership.

3.5     Residence Tutors reserve the right to conduct room check at any time with or without prior notice if there is reason to         believe that the safety or security of any resident is being compromised or there is a suspected breach of rules and            regulations.

**4. Use of Common Rooms in resident floors**

4.1      Common rooms on resident floors are not available for booking.

4.2      Cooking utensils are available in common rooms for sharing. Alternatively, residents can use their own utensils.

4.3    Theft is a criminal offence. Stealing food or drinks from the refrigerator will result in suspension from Hall for a            defined period.

4.4      Do not take away any cooking utensils to other floors.

**5. Use of facilities on G/F**

5.1Common rooms on G/F and facilities therein can be used after booking at the security counter in accordance with            appropriate procedures.

5.2Hall Management reserves the right to suspend usage and booking of hall facilities.

5.3     The gym room on the G/F is for the exclusive use of Hall residents only. Visitors are not allowed to use the gym room            due to safety reasons.

5.4     Visitors may use the billiard room on the G/F in the presence of residents. Each resident may bring up to three visitors            to use the billiard room at one time.

**6. Floor Representative**

6.1     The residents of each floor should elect their own representative(s). If the residents are unable to elect a floor                       representative, the RT of that floor should appoint a resident on that floor to be the floor representative.

6.2     Floor representatives are to provide assistance in managing the business of the floor where they are elected. They are            of a more informal nature.

6.3      Floor representatives should build up a supportive network among residents living on the same floor.

**7. Help & Emergency**

7.1Residents may approach the Residence Tutor of their floor for general assistance.

7.2If the floor RT is not available, students may seek the help of the Duty Tutor according to the Duty Roster posted on the left side of G/F lift entrance.

7.3In case of emergency, residents should report the matter immediately to the security guards at the security counter or the central security office.

In addition to the hall rules, residents should also follow the

“Regulations Governing Student Residence” https://www.cityu.edu.hk/sro/htm/e\_policies\_regulations.htm and the

“Code of Student Conduct” https://www.cityu.edu.hk/vpsa/studentlan/cscdp/csc.htm.

**IMPORTANT NOTE:  
1. Rules and Regulations also apply to visitors.   
2. For residents who have committed an offence which is serious in nature, or an offence intentionally, or multiple offences, the Hall Management reserves the right to handle the case in a manner as it sees fit, without limitation to the above said procedures even if they are first-time offenders.**