

**Student Affairs Office  
Summer Vacation Programme**

**Notes to Organizer of Group Booking**

Thank you for choosing Student Hostels of The Education University of Hong Kong (EdUHK) for your programme's accommodation. Please spend a few minutes to read the following IMPORTANT issues before submission of the booking form.

**1. Obligation of the Organizer**

1.1 shall accept the “Terms and Conditions of Booking of Summer Vacation Programme” stated in booking form, “Notes to Guests” and the “Notes to Organizer of a Group Booking”; and

1.2 shall be responsible for any outstanding fees or charges upon check-out. e.g. damage to hall properties or facilities caused by any member of the group.

**2. Appointment of a Group Leader or Coordinator**

The Organizer is required to appoint a group leader or coordinator to reside in the Student Hostels during the room booking period and to be the contact person with respective Hall Management Office. He / she should take the following responsibilities:

2.1 to brief and remind participants of important information (e.g. Residential regulations) and;

2.2 to take care of the health, safety or personal safety or personal requests of the participants;

2.3 to act as the contact person and coordinator between respective Hall Management Office and members of the group;

2.4 to impose control on the activities of the guests on hall premises upon if such activities create disturbance to other residents or the orderly operation of the Hall;

2.5 take proper care of their own safety and personal belongings during their stay in the Hall. The staff of respective Hall Management Office will not be responsible for any damage and/or loss of guest's personal belongings out of his / her negligence.

2.6 prior to /upon check-in, the group leader shall:

2.6.1 present the confirmation issued by Student Affairs Office to the Hall Management Office for verification;

2.6.2 collect all room keys and smartcards and distribute them to the guests

2.7 upon check-out, the group leader shall:

2.7.1 collect all room keys & smartcards and return them to the Hall Management Office

2.7.2 act as the representative of the guests / group in conducting room inventory checking

2.7.3 clear any outstanding charges.

**3. Venue / Facilities Booking**

Enquiry and Booking : 2948 6152