Shaw College
The Chinese University of Hong Kong
Regulations for External Groups Renting Student Hostel during Summer Residence

Every year during summer vacation, Shaw College will open up some residential rooms for non-CUHKers to rent. Due to lack of playground, swimming pool or other facilities alike, our College is not suitable for Summer Campus venue. During the renting period, people who rent the hostels should observe the relevant hostel regulations. Student Hostel Management Committee has the absolute overall right to the renting of student hostels. For any enquiries about renting the hostels or the Activity Room, please contact Mr. Mo/Ms. Ho from Monday to Friday during office hours by phone 3943 7357/3943 5181.

A. Application Procedure and Rent

1. Please submit the application form and all the other relative documents by email to shaw-student-hostel@cuhk.edu.hk or by mail to Mr. Mo, Kuo Mou Hall, Shaw College, CUHK, with an envelope entitled 'Application for Summer Residence'.

2. Student Hostel Management Committee has the right to rent the hostels to multi parties at the same time, as well as distributing members of one association to rooms of different floors. Members of the same association would be arranged on the same floor if condition permits.

3. Every room is limited with two persons, please contact our staff for the fee.

4. Check-in time is 2:30-5:00 pm every day. A check-in later than 5 pm requires a previous six-day written notice to Student Hostel Management Committee for arrangement. Time for check-out is 9:00-12:00 in the morning.

5. Once confirmed, the renting association should pay a 10% hostel fee as deposit. The remaining 90% should be paid at least 7 working days before the check-in date, otherwise the booking would be cancelled and the deposit would not be returned. If willing to cancel the booking after paying the deposit, please notify us in writing at least 10 working days before the check-in date, otherwise it will be considered as automatic forfeiture of the deposit.

6. Another pile of deposit is required when paying full rent, either HKD 100 per person or in total HKD 10, 000, whichever is smaller. This deposit would be fully refundable within three months after the summer vacation (in December, approximately).

7. Methods of Payment for Accommodation Fees and Deposits:
   - Payment via bank transfer. Please email the payment proof to shaw-student-hostel@cuhk.edu.hk (Jason Mo).
     Bank Name: Hang Seng Bank
     Account Number: 024-293-005005-018
     Account Name: The Chinese University of Hong Kong
   - Alternatively, payment by crossed cheque payable to "The Chinese University of Hong Kong."
     Please mail the cheque to Shaw College, The Chinese University of Hong Kong, Shatin, New Territories, Hong Kong (Jason Mo). Please indicate "Summer Rental of Shaw College Student Hostel" on the envelope.

8. When a No.8 or above tropical cyclone warning signal or a black rainstorm signal is in force, associations who did not check in yet should cancel the booking and could have the paid fees fully returned; those who checked in already should also check out on the day and could get refunded in proportion; if someone needs to stay for special reasons, they should get permission from Shaw College and get accompany by the PIC of the association. However, they should be responsible for their safety themselves.

B. Hostel Equipment

1. Every hostel place has a bed, a desk, and a wardrobe, with a supply of a pillow, a mattress, bed sheets and blankets. One should bring his/her own towels.

2. Every floor is equipped with rest room and bathroom with hot and cold water showering. Hot water is also available on every floor.

C. Hostel Regulation

1. No group activities or usage of activity space within the hostel or the campus are allowed without the permission of Student Hostel Management Committee.

2. The hostel entrance should be kept closed at all times. The group leader of renting association will be provided with a password for entry into the hostel. Please instruct the members to use the password to enter the hostel. Alternatively, tenants can notify the hostel staff by ringing the doorbell to have the door opened.

3. Children aged 11 or below are not allowed to stay in hostel overnight.

4. Hostel keys are not allowed to be transferred to others or made copies.

5. Entering hostel of another gender during non-visiting time is not allowed without permission of wardens. The visiting time is 10:00 AM to 10:00 PM.

6. No placards, slogans or posters are allowed without permission.

7. Please keep the venue clean. When check-out, the association members should also clean up waste inside the dorms and the slogans or posters that were allowed to put up.

8. Furniture inside the hostel is not allowed to move outdoors.

9. Please notice the hostel staff immediately in case of damage to furniture or equipment in the hostel and should be responsible for compensation.

10. No gambling, smoking, alcohol taking or cooking is allowed inside hostel.

11. Please keep quiet in the hostel. Public spaces in the hostel will be closed at 11:30 PM when no one is allowed to stay.

12. Please turn off all the powers before leaving the hostel for energy saving.

D. Additions

1. Once violate the above regulations, the renting association would not be allowed to apply for a renting again; Wardens are capable to ask the association to check out immediately if there is a serious violation, when the rent paid would not be returned.

2. Shaw College Student Hostels are only open for non-profit-making associations which have registered in the government. Please keep your own belongings and be aware of safety during the renting time. Shaw College has no responsibility for any lost or injuries.

3. All associations should arrange their own transportation rather than taking school buses within University. According to CUHK transportation regulation, no outside vehicles are allowed to park inside campus overnight without permission. Permitted vehicles should be parked where appointed.

4. Shaw College has the right to revise this [Hostel Regulation for Summer Residence] anytime.

May, 2026