



香港三育書院

**HONG KONG ADVENTIST COLLEGE**

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### **Dormitory Rules for HKAC/HKAA**

Every student living in the dormitories at Hong Kong Adventist College (HKAC) is required to observe the following rules and regulations. Failure to comply with these guidelines will jeopardize your stay in the dormitories, and may also result in fines, and/or penalties.

#### **ROOMS**

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|----------------------|---|
| Room Assignments     | 1. All room assignments, any changes or swapping must be handled by the Dormitory Deans.  |
| Occupancy            | 2. Accommodation in the dormitories is provided to residents for specific purpose of personal residence. Use of the premises for any other purpose is prohibited.   |
| Keys                 | 3. Keys are issued at the Dean's Offices of HKAC. Residents must not duplicate their keys or allow others to use their keys at all times. Key replacement will be charged at HK\$80 per key.  |
| Furniture & Fittings | 4. All room furniture must NOT be removed from the room. Due to limited space, additional furniture is not permitted.   |
| Fixtures             | 5. Residents should not obstruct current fixtures and Decorations fittings, or post any decorations with tape, tacks, nails, or anything else, without permission from the Deans.   |
| Beddings             | 6. Residents must bring their own bed linens and pillows.   |
| Visitors             | 7. In order to protect residents' privacy, guests and residents of opposite gender are not allowed to be present in the same room. Visiting friends and relatives are not allowed to enter the dormitory or rooms.<br>8. Residents of same gender are permitted to visit other rooms only with proper invitation. All roommates should agree when a guest (resident) is invited. Students will be expelled or disciplined if found disturbing, harassing, or bullying other students. |
| Food                 | 11. No food is allowed in the rooms, including food preparation appliances such as water boilers, rice cookers, microwaves, refrigerators, etc.   |
| Valuables            | 12. Residents are responsible for their valuables, such as IDs, computers, mobile phones, etc. Neither HKAC nor HKUST will be responsible for any loss or damage of personal properties.  |
| Weapons & Flammables | 13. No weapons, including knives, blades, razors, chemicals, highly combustible flammables or explosive materials are allowed.<br>14. No open flames, including candles, matches, incense sticks, etc., are allowed in the dormitories.   |

Damages	<p>15. Interference of fire service devices is prohibited.</p> <p>16. Residents will be responsible for the repair costs of any damage they inflict on the physical building (aside from common wear and tear).</p> <p>17. Residents are expected to respect other people's property. Residents must not borrow, use, or take another person's things without permission.</p>
Cleanliness & Tidiness	<p>18. Residents are responsible to keep their own rooms clean tidy at all times and dispose of the rubbish in the rubbish collection station between the dormitory and cafeteria buildings. Don't put rubbish into the toilet and hallways. You may get the clean plastic bags from behind the door of toilets. Regular room checks will be conducted to ensure rooms are tidy and clean.</p> <p>19. Upon discovery of blockage of common areas, there would be a fine at \$100 successive to issue of one written warning.</p>
Electricity	<p>20. Residents do not need to pay for extra electricity usage. However, please make sure you turn off all the switches (air-conditioners, lights, fan, etc.). If any room is found to left air-conditioning open in an empty room for an hour, \$400 fine will be levied to the room per incident.</p>
Personal Hygiene	<p>21. Residents are responsible for their personal hygiene such as taking showers regularly (at least once a day), taking their dirty laundry to be washed regularly, change their bed sheet/pillowcase regularly, and maintain a hygienic environment by not leaving food trash and unwashed eating utensils in the room or personal area.</p>

### **COMMON AREAS**

Multi-Purpose Hall	<p>22. The multi-purpose hall on the ground floor is available for students to study Hall and socializes, check with the Residential Dean for availability.</p>
Pantry	<p>23. Food preparation and consumption is ONLY allowed in the pantries located on G/F of the dormitories.</p> <p>24. Students are responsible to clean the common areas after use. Your name, room number and date of placing the food should be labeled on the food items placed in the fridge. Neither HKAC nor HKUST will be responsible for any lost food. Residents should clear up the expired food regularly. If the expired food is found, it would be discarded without prior notice.</p>
Common Areas and Hallways	<p>25. According to the Fire Safety Regulations of HK, hallways, walkways, stairs and Hallways and other public areas are to be kept clear of equipment, furniture, trash and any other obstacles that might obstruct passage. Items found in these areas will be confiscated and discarded without prior notice.</p>

## SERVICES

- Laundry
26. Free laundry service is available in the dormitory operating from Sunday to Friday. There are no laundry services on public holidays and Saturdays. Residents should place their dirty laundry in an approved and correctly labeled, laundry bag (no more than 3.5 lbs. Only normal clothing would be accepted. Sports shoes, soft toys and blanket etc. would not be cleaned). Deposit the bag in the laundry basket on the ground floor before 11am on your assigned date. Cleaned clothes can be collected the following working day on 2/F.
- ✘ It is the responsibility of the students to bear all the risks when they send clothes for the school laundry service.
- If you require more attention to your laundry, we recommend taking your laundry to a more specialized laundry service.
- Food Service
27. Be on time for meals. The normal business hours is from Monday to Friday, as shown. Breakfast: 7:30am - 8:15am  
Lunch: 12noon-1:15pm Dinner: 6pm-7pm
- Mail
28. Personal ordinary mail can be collected in the Dean's Office. To protect the privacy and interests of residents, HKAC would not receive registered mails/parcels or other items delivered by the Post Office or courier which require acknowledgement of the receiver.
- Internet Services
29. The goal of the Internet connection at HKAC is for academic enhancement. Services To ensure this goal is reached, some websites and services have been blocked. If you have a concern about the network or Internet services at HKAC, please contact the dean on duty.
30. The Internet connection speed would be lowered during peak hours from around 9pm to 2am. For the interest of majority residents, data flow speed is, therefore, restricted to avoid individual resident's excessive draw of bandwidth and disturbance to the data traffic.

## NIGHT ACTIVITIES AND DISCIPLINE

- Decency
31. Decent behavior is expected at all places on campus. Public display of intimate relationship should be avoided.
- Dress Code
32. A resident shall be properly attired, T-shirt, shorts and sandals are the minimum requirements in any common areas of the dormitory.
- Commercial Activities
33. Commercial activities and promotion are prohibited in the dormitories.
- Smoking
34. Smoking is not permitted on the entire HKAC campus,

	<p>including area immediately out of the main gate. Residents found smoking in the dormitory will be penalized. The resident's residence at HKAC would be suspended successive to issue of a written warning. Termination of his/her residence at HKAC would be imposed if he/she fails to observe this rule again.</p>
Alcohol, tobacco and drugs	35. Alcohol, tobacco, harmful medicines or drugs are not permitted in the HKAC tobacco and dormitories. Possession or storage of any of these items on the campus is drugs prohibited. If a resident is found intoxicated by alcohol or under the influence of alcohol or drugs in the dormitory or anywhere on campus, the resident will be asked to leave the premises and the case will be submitted to the Residential Deans Council for further study. Maximum penalty could be expulsion.
Gambling	36. Residents shall not engage in any gambling whatsoever in the dormitories or permit such gambling to take place in their rooms.
Pets	37. Residents shall not bring or maintain pets, animals, birds or fish of any kind in the dormitory.
Quiet Hours	38. Residents are expected to keep their voice down between 10pm-6am. 39. Residents are expected to respect and to show sensitivity to the beliefs of HKAC (based on Seventh-Day Adventist Church). Such beliefs include but not limited to Sabbath observance from 6:00pm on every Friday to 7:00pm on every Saturday. All facilities including recreation facilities shall be closed.
Room	40. The Residential Deans reserve the right to authorize entry into any rooms in Inspection the dormitories with or without prior notification to ensure proper care, maintenance and safety of the facilities; to make necessary repairs, and to investigate violations of dormitory rules. Effort will be made to give advance notice when room entry is necessary.
Disruptive Actions and Behaviors	41. Actions or behavior that disturb other residents or the orderly operation of the dormitory; or that threatens the health and safety of self or other residents; or that unreasonably interfere with other residents' normal use of facilities; or that causing nuisance, e.g. getting drunk and defiling public facilities, entering the bedrooms of other residents without their consent or failing to settle proper taxi fare, etc., to campus users are prohibited. 42. Residents are expected to be honest towards each other and to the dormitory deans. Theft and dishonesty are taken seriously and repeat offenders may face expulsion. 43. For violation of dormitory rules and regulations, HKAC will give verbal or written warnings depending on the seriousness of the case. If a violation is very serious, a resident, applies to both local and non-local students, may be suspended or expelled without previous warning.

I, \_\_\_\_\_ have read the rules and regulations of Hong Kong Adventist College Dormitory and understand my responsibilities to uphold all the rules and regulations as a resident in these facilities. I find the expectation to be reasonable and achievable, therefore, I AGREE to live under the stipulated rules and regulations and I understand that there will be consequences for not adhering to them. Consequences can include fines, suspension from the dormitory and even the possibility of losing my housing privileges. I sign this agreement fully aware of my commitment and under no external influence.

\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_  
Student Signature      Parent Signature (HKAA only)      Date

\_\_\_\_\_      \_\_\_\_\_  
Dormitory Dean      Date