

Information for Lodge Patrons

● General Rules:

1. **Check-in: After 12:00pm. Check-out: Before 12:00pm.**
2. **Please present your booking record to collect your room key.**
3. **When you check-out , please return your room key to the reception in person.**
4. **Please do not move furniture in the room.**
5. **Smoking is strictly prohibited. Please help us conserve energy by turning off electric appliances and water when you leave.**
6. **Please keep noise to a minimum.**
7. **Please keep your valuables safe at all times.**
8. **Please be mindful when using the facilities and utilities in the room. You will be liable for any damage or loss that occurs by you, and you are obliged to pay for it.**
9. **Restricted, hazardous, and flammable items are strictly prohibited. Pets are not allowed.**
10. **Please ensure that electrical appliances are used safely and for their intended use. For public safety , please only use the electric appliances provided in the room. Your personal electric items (excluding electric shaver, electric hair dryer, laptop computer, and charger) should not be used.**
11. **In the laundry room, there is a drinking fountain, microwave oven, tumble dryer and coin-operated washing machine available for guests to use.**
12. **When your room is unoccupied, please turn off the TV, lights, and air conditioner. Please leave your room key at reception when you leave for the day or return your key when you check out.**
13. **Please observe all the rules and keep the room clean during your stay.**
14. **Unauthorized individuals are not allowed to stay at the lodge.**
15. **We reserve the right to stop providing services to guests or terminate their stay if they are in violation of the rules stipulated above. The accommodation fee is non-refundable.**
16. **Please do not leave your personal belongings behind when you check out. Please kindly let us know your correspondence address if you wish to have your mails forwarded to you.**
17. **For more information, please contact the lodge reception on 5477 or the Office of General Affairs on 3328.**

● How to Use the Phone :

1. **Operator: 03-2118800 Extension 9**
2. **If you want to dial a local number, please press 0 first and then dial the number you wish to call. For internal calls, please dial the four-digit number directly.**
3. **In case of emergency, please call:**
Reception: 5477
Campus Security: 5000
Office of General Affairs: 3328