

## **Lodge Rules and Booking Regulations**

### **(I) Booking Procedures and Eligibility**

- 1.1 Applicants can complete the “Lodge Booking Form” and email to HKFYG Leadership Institute (the Institute) 14 days to 12 months before the preferred Stay Period. Applicants can also apply for the Lodge via the online booking system. Registration or reservation by phone is not accepted (email: [admin@leadershipinstitute.hk](mailto:admin@leadershipinstitute.hk)).
- 1.2 Applicants are required to submit a programme schedule for the Institute approval. The booking criterion will be considered such as the following: the number of participants, types of organisations, nature of activities and the order of applications.
- 1.3 If applicants apply for a Stay Period after fourteen days to six months, the Institute will respond to the applicant’s application within seven working days after receiving all the necessary documents. If applicants apply for a Stay Period after six months, and the proposed Stay Period is from July 1st to August 31st, the Institute will respond to the applicant’s application within 21 working days after receiving all the necessary documents. The Institute reserves the right of final decision for all bookings, and shall not explain the reason for accepting/rejecting the applications.
- 1.4 Applicants must be at least 18 years old (on the date of application) and hold valid identity documents / passports. They must stay in the Lodge during the Stay Period. If the applicant cannot stay in the Lodge during the Stay Period, he/she must apply in writing to the Institute to appoint a person-in-charge (must be at least 18 years old) to stay in the Lodge during the Stay Period in order to take care of their Guests.
- 1.5 The Lodge only receives participants who participate in training courses/ activities, or rent the venue facilities in the Institute. Any bookings for commercial, profit-making or political purposes are prohibited. Offenders will be ordered to leave the Lodge immediately and bear all consequences. The fees paid will not be refunded.
- 1.6 For all applicants booking the hostel, they must participate in at least ONE activity in the institute or rent at least ONE venue in the institute. If applicants apply for an activity less than 30 days before it starts, some activities would not be arranged.

- 1.7 After booking confirmation, no transfer of the Lodge booking is allowed. If it is found that the confirmed Stay Period is used by other people, a warning will be given and their booking will be cancelled. The fee will not be refunded. Those persons, companies and organisations will be listed as “unwelcome applicants” and the Institute will no longer accept their booking applications in the future.
- 1.8 For security and safety reasons, the Lodge does not accept persons without advanced appointment. If the organisation is found to have extra number of Guests without prior approval, they must pay the fee difference, as well as an administrative fee which is equal to 50% of the total difference. The Institute reserves the right to decide whether or not to receive those additional persons. Each room can only accommodate the maximum number of persons as indicated. No extra beds can be provided, and no extra beds/berths can be brought by the Guests.
- 1.9 After the Lodge booking is confirmed, applicants need to pay HK\$500 as deposit within 3 days and must make a payment of the remaining balance before the payment deadline as listed in the “Payment Notice” or within 14 days after the “Payment Notice” is issued (whichever the earliest); otherwise, the application will be automatically cancelled without further notice. Applicants can pay by bank deposit or by cheque. After receiving payment, the Institute will issue receipts to the applicants.
  - (A) Cheque: The cheque should be made payable to “The HKFYG Institute for Leadership Development Limited”. Please write the application number, name of organisation, Stay Period, name and telephone number of the applicant at the back of the cheque. To confirm your booking, the cheque and the copy of the “Payment Notice” should be posted or submitted to: “Administrative Department, The HKFYG Leadership Institute, 302 Jockey Club Road, Fanling, New Territories (Subject: Lodge Booking)”. Post-dated cheque or cash are not accepted.
  - (B) Bank deposit: Please transfer the amount into the designated HSBC Account (Account no.: 484-254735-838), email the bank-in slip and “Payment Notice” to the Administrative Department of the Institute.
- 1.10 After the application is accepted, no information can be changed, for example changing the Lodge date and reduction of Guest numbers. The fee paid is non-refundable and cannot be allocated to other purposes.
- 1.11 The recipient of the receipt will normally be the same as the organisation name or individual name indicated in the Lodge Booking Form. Please specify in writing if there

is specific request for the recipient (HKFYG Leadership Institute reserves the rights for final decision). No changes can be made after the receipt is issued.

## **(II) Lodge Rules and Regulations**

2.1 Every Guest must make application before they can stay in the Lodge. Offenders will be directed to the police or other government officials. The applicants/ person-in-charge shall also bear relevant legal liability.

2.2 Please be punctual for check-in. The check-in time is from 3pm to 4pm. (The actual check-in time will be notified by the Institute.) Approval from the Institute must be obtained if you delay the check-in time for more than 2 hours, otherwise you will be considered as giving up the booking and the fee will not be refunded.

The check-out time is before 12noon. Guests must return the room card on or before 12pm on the day of departure, otherwise each card will charge HK\$200 per hour (If the overtime is less than 1 hour, it will count as 1 hour).

Each room is provided with one or two room cards (depending on room types). The applicant/ person-in-charge must remind Guests to keep the room cards carefully. If they are lost, HKD\$500 for each room card will be charged. For security reason, the staff on duty will not open the room door, and Institute will not keep the room card for them. The applicant/ person-in-charge must bear full responsibility for any loses caused by the Guests.

2.3 Guests must present the “entry permit” for identification when they enter the lodge area. If they fail to present the “entry permit”, the applicant/ person-in-charge must go to the reception desk of the Institute to confirm the identity of the Guest.

2.4 Guests are requested to have their meals punctually everyday with the following schedule: Breakfast 8am; Lunch 12pm and dinner 6pm. We will not wait for the late comers, and the meal payments will not be refunded. If the meal time has to be adjusted, please apply beforehand and get the approval from the Institute.

2.5 All ordered food must be served in the restaurant or other designated area. No take-away services or payment refund will be entertained.

2.6 Guests are not allowed to enter or leave the Lodge during 11pm to 7am. If Guests have to leave the Lodge temporarily in this period, they must get an approval in advance from the person-in-charge. Guests are responsible for all safety issues after leaving the Lodge.

- 2.7 All programmes/activities must stop after 11pm. Guests must return to the rooms for rest and keep quiet.
- 2.8 There are lockers in each room. The Institute will not be responsible for any losses for all items brought by the Guests. Guests must take good care of their personal belongings.
- 2.9 The Institute allocates the rooms according to the room number reported by the applicants. The rooms cannot be swapped with the other organisations without permission by the Institute. If the number of Guests exceeds the originally stated number, they must get the consent from the Institute before entering the Lodge and pay the additional charges. The Institute reserves the rights for final decision.
- 2.10 Except for family members, men and women cannot stay in the same room. Children under 3 years old must be accompanied by an adult relatives and the children will also be counted as Guests.
- 2.11 Organisation can apply to rent the venue and equipment in advance. If not, the Institute reserves the right to prohibit their use. If the space, venue or equipment is damaged or loss due to the unauthorized use by the organisations or individuals, they shall be responsible for compensation.
- 2.12 If applicants wish to conduct activities in the garden of the Institute, they must apply and get approval before their Stay Period. Offenders will be required to leave the Lodge and bear all the consequences; the fee paid will not be refunded.
- 2.13 Guests are not allowed to use the power supply and the AV system without prior approval. They are also not allowed to connect or replace such system without authorisation. In case of damage or lost, compensation by the organisations/ individuals shall be made.
- 2.14 To avoid wasting water, Guests are not allowed to use water in the Institute for activities. For special circumstances, application should be made to the Institute in advance. If accident occurs due to unauthorised use of water or in inappropriate venue, or affecting other Guests or visitors, the offender shall be responsible for all consequences, including orders to leave the Lodge. The paid fee is also non-refundable.
- 2.15 All decorations, banners, stickers, flags, displays and suchlike must be approved by the Institute before displaying in the Institute.

2.16 Guests must follow instructions of the staff or the authorised body. The applicant or person-in-charge is responsible to maintain good order and safety of the Guests.

2.17 Guests must dress neatly in public places of the Institute.

2.18 Guests must take care of the properties and maintain good hygiene. If the equipment or items are damaged or lost, Guests should notify our staff as soon as possible. The Institute reserves the right to request the applicant/person-in-charge and Guests to make compensation for the damaged or lost items.

2.19 The bedding and the pillows cannot be removed from the beds, placed on floor or move to the other rooms, otherwise extra HK\$3,000 cleaning fee will be charged. Before leaving the room or end of Stay Period, the Guests are requested to remove the used pillowcases, quilts and bed sheets, and put them neatly on the beds.

2.20 There is no laundry or cloth drying facilities at the Lodge. Guests are not allowed to hang the personal clothes in the public places or windows in the rooms.

2.21 Guests are not allowed to move the facilities or furniture of the Lodge, also it is strictly prohibited to take them outdoors. Compensation must be paid by the organisation/individual in case of damage.

2.22 There is no visitor's parking space in the Institute. Coaches, rehabuses or disabled vehicles can only pick up and drop off passengers at designated places in the Institute, and must make applications to the Institute in advance.

2.23 No smoking, drinking alcohol, gambling, cooking or fire making in the Institute (including the lodge area). Besides, pets are not allowed to enter the Institute or lodge area (except guide dogs).

2.24 All activities that violate Hong Kong Laws and Regulations are strictly prohibited. Offenders will be ordered to leave the Lodge and bear all consequences. The fee paid will not be refunded.

### **(III) Application for Early Entry or Delayed Departure**

3.1 An organisation/ individual who wishes to apply early entry or delayed departure must indicate in the "Lodge Application Form" or apply to Institute in writing one month before the proposed Stay Period.

3.2 An organisation/ individual who wishes to apply early entry or delayed departure must pay additional fee, food expenses and suchlike.

**(IV) Arrangement for bad weather**

4.1 Guidelines for bad Weather

Type of applicants	Hoisting Time	Warning Signal	Arrangements
Schools and Non-profit organisations	12 noon	Typhoon Cyclone Warning Signal No.3 or above, Red Rainstorm Warning	May cancel the booking and apply for rescheduling or refund of all/ partial fee (No refund if the remaining Stay Period is less than one day)
Organization/Applicants except Schools and Non-profit organisations		Typhoon Cyclone Warning Signal No.3, Red Rainstorm Warning	Proceed as usual
All Groups and Applicants		Typhoon Cyclone Warning Signal No.8 or above, Black Rainstorm Warning	Should leave the Institute and apply for rescheduling or refund of all/ partial fee (No refund if the remaining Stay Period is less than one day)

4.2 If Tropical Cyclone warning signal and the Rainstorm warning are cancelled before 12 noon, the applicants should contact the Administrative Department of the Institute or the staff on duty at (852) 6707-7934 for the Lodge arrangements. Applicants can apply for rescheduling the booking within 30 days for a new Stay Period within six months. If the organisation gives up to reschedule the Lodge, the fees paid will not be refunded.

4.3 If Strong Monsoon signal, Thunderstorm Warning, Rainstorm Warning, Typhoon Cyclone Warning Signal is hoisted or the weather is bad, Guests should stop all outdoor activities immediately. If Typhoon Cyclone Warning Signal No.3 or above, Red or Black Rainstorm Warning Signal is hoisted, the duty staff will decide whether Guests should leave the Lodge immediately according to the actual situation.

4.4 For those who has already lived in the Lodge but are ordered to leave because of Rainstorm Warning, Typhoon Cyclone Warning Signal, their fee will not be refunded. However, if the Lodge is closed or service is stopped due to the weather or other situations before their Stay Period, the organisation can request refund of the Lodge fee within 30 days.

**(V) Rights to amend the rules and regulations**

5.1 The Institute reserves the right to change, cancel or supplement any terms and conditions relating to the rules and regulations without prior notice.

5.2 In case of disputes, the Institute reserves the rights of final decision.