

National Yang Ming Chiao Tung University Guest House Accommodation Regulations

Approved by the Dean of General Affairs on November 26, 2021

1. To maintain safety and improve the quality of the accommodation of the guest house of National Yang Ming Chiao Tung University (hereafter “the University”), these regulations are established in accordance with Article 6 of National Yang Ming Chiao Tung University Guidelines for Guest House Management.
2. These regulations are applicable to the Yangming Campus and Guangfu Campus. The management authority is the 1st and 2nd Divisions of Property and Business Management.
3. Temporary accommodation
 - (1) Reservations and cancellations:
 - a. The applicant shall telephone the management unit to confirm that a room is available (see attached contact information document). After the management unit verifies the availability of a room, the applicant must complete an application form and provide payment for the accommodation to complete the reservation process.
 - b. If the applicant requires parking at the guest house, the applicant must inform the management unit 2 days prior to the date of check-in. An additional charge will be applied.
 - c. If an applicant cancels the accommodation application within 3 days prior to the date of check-in, the University will not refund the applicant’s cleaning fee. If the applicant or applying unit does not provide payment, the applicant or applying **unit** will be banned from filing another accommodation application for 6 months.
 - (2) Check-in
 - a. The guest may check in after 2:00 p.m. on the check-in date. They must

present their payment receipt and valid identification certificates or documents to receive a room key. Guests should consult the management unit or the websites of each campus before check-in.

- b. No additional guests or beds are allowed in temporary accommodation. If the applied for number of guests differs from the actual number of guests, an additional charge of NT\$1000 per day will be applied for each additional guest.

(3) Check-out

- a. Before 11:00 a.m. on the date of departure, the guest must return the key to the designated location or to the management unit/management personnel to check out. If they do not, the guest will be considered to be staying for an additional day.
- b. If a guest must check out later than the specified check-out time, the guest must inform the management unit 1 day prior to check-in and obtain approval from the management unit. Guests who check out after 12:00 p.m. and before 6:00 p.m. will be charged a half-day fee. Guests who check out later than 6:00 p.m. will be charged a full-day fee.
- c. For keys that are lost or are not returned to the designated locations or the management unit, guests must pay a NT\$1000 fee to cover the cost of changing the keys and locks.

4. Long-term accommodation

(1) Reservation and accommodation periods

- a. Applicant must telephone the management unit to determine if rooms are available (see attached contact information document). Applications for long-term accommodation must have signed approval.
- b. Applicant who requires parking must submit applications to the parking lot management unit directly.
- c. If the applicant must end their stay earlier than applied for, the applicant must submit a written application 1 month prior to the departure date. If the

applicant fails to submit an application for an early departure in time, the applicant will be required to make a payment equal to the cleaning fee for 1 month, with the 1 month starting from the date on which the application is submitted. In cases in which the accommodation period is shorter than 1 year, failure to submit an early departure application 1 month prior to the departure date will necessitate a payment equal to the cleaning fee for 2 months, with the months starting from the date on which the application is submitted.

(2) Check-in:

- a. After 2:00 p.m. on the date of check-in, the guest house manager will review the property of and items in the accommodation that are included on the location's equipment list with the guest.
- b. A set of keys or a key card or key fob is provided for suites, and two sets of keys are provided for family suites.

(3) Check-out:

- a. Before 11:00 a.m. on the departure date, the guest house manager will review the property and items in the accommodation that are included on the location's equipment list with the guest. Utility fees must be paid before departure.
- b. Late check-out: Guests who check out after 2:00 p.m. will be charged for the full day.
- c. Guests who do not vacate the guest house after the applied for period will be asked by the University to leave. If the guest does not return the keys to the room after receiving two notifications from the management unit, the University will seek assistance from the relevant management department or authority. In addition, the guest will not be permitted to apply for another stay in the guest house.
- d. For keys that are lost or not returned to the designated locations or the management unit, the guest must pay NT\$1000 to cover the cost of changing the keys and the locks.

- (4) Long-term accommodation fees will be deducted from the guest's monthly wages or paid independently. In addition, the guest must independently purchase and replace consumables (e.g., light bulbs, batteries, and sanitary items) and complete basic maintenance of the guest house.
- (5) If the accommodation period must be extended, the guest must verify with the management unit that the room will be available. The application for an extension must be signed and approved 2 months prior to the end of the original accommodation period. If no room is available, the guest will still be required to vacate by the end of the original applied for period.

5. Accommodation rules

- (1) No smoking is allowed in the guest house.
- (2) For the sake of ecofriendliness, the guest must prepare their own toiletries and necessities.
- (3) The guest must lock their door after leaving the room, and guests will be responsible for ensuring their valuables are kept safe.
- (4) During the accommodation period, the guest must preserve the quality of all equipment and supplies in the guest house. The guest will be expected to provide compensation for any damages or losses.
- (5) The guest must not allow others to stay in the guest house overnight and may not gamble or become intoxicated in the room.
- (6) The guest must not keep pets or bring dangerous items into the guest house.
- (7) For safety reasons, no cooking is allowed in the room, except for family suites with kitchens.
- (8) The guest must preserve the cleanliness, quietness, and safety of the guest house.
- (9) The guests must not change the house's compartments or renovate the interior space.
- (10) Facilities in public areas, such as the lounge, are open between 8:00 a.m. and

10:00 p.m.

- (11) Staircases serve as emergency exits in the case of a fire and should not be blocked.
 - (12) The guest is responsible for cleaning and completing basic maintenance of furniture in the room. Any damage to the equipment incurred through normal use may be reported to the University, which will then complete maintenance.
 - (13) Unauthorized entry into the engineering room is prohibited.
 - (14) If a guest has special accommodation habits or requirements that may affect others' daily activities and the management unit process or if the individual living in the guest house is not an approved guest, the management unit reserves the right to terminate the guest's right to use the accommodation.
 - (15) Additional rules are provided in the University's Guest House Management Guidelines, on the bulletin boards of each guest house, or announcements on the guest house websites.
6. Each campus may adjust its operations in accordance with the conditions of its guest house.
 7. Contact phone numbers
 - (1) Yangming Campus: (02)28267000 extension:62219, nighttime call extension:62300
 - (2) Guangfu Campus: (03)5712121
 - a. Reservation line: extension:51912
 - b. Check-in, check-out, and room services:
 - (a) Zhufeng Guest House: extension:59060
 - (b) Zhuhu Guest House: extension:89100
 - (c) Guest house on Shipin Road: Extension: 51913 or 53210
 8. Regulations and amendments to the regulations are implemented after receiving approval from the Dean of General Affairs.