**NYCU application for short-term guest house accommodation\_** **Guangfu Campus**

**Version: 2023/6/27**

Date of application: yyyy mm dd Receipt date: Receipt No. :

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| Occupant name |  | Service unit | | |  | | | Nationality |  | Departure | |  | |
| Sex |  | Phone number | | |  | | | Transfer | |  | |
| Date and duration of stay | yy mm dd to yy mm dd  (total of nights) | | | | | | | Reason for accommodation request | □ Teaching □ Visit □ Exam  □ Academic exchange □ Internship (class) □ Activity □ Research (experiment) | | | | |
| Housing type | □Single room (room); tenants in total  □1 bed room (room); tenants in total  □Family room (room); tenants in total | | | | | | |
| Applicant/  student No. or HR code | | | |  | | | | Applying unit | |  | | | |
| Phone No. | | | |  | | | | Signature of  the applying unit director | |  | | | |
| 1. The applying unit shall inform the resident of the following terms:   (1) On the check-in day, from 14:00 to 22:30, pick up the key by presenting the receipt at the guest house at the specified time and location, thereby avoiding check-in failure.  (2) When checking out , please leave the key in the room or return it to the guest house custodian before 11:00 am on the check-out day. Otherwise, the check-out is invalid and the lease automatically renewed. You will be charged an exorbitant fee of NT$1000 for failing to return the key or losing it.  (3)Any appointment made without confirmation will be canceled by the guest house. If an applicant intends to cancel an approved application, he or she shall do so 3 days before check-in. Otherwise, NYCU will not refund the cleaning fee paid. Cancelling an application later than said deadline without paying the cleaning fee entails a 6-month suspension of accommodation rights; in addition, the guest house shall keep a record and file a report.  (4)If the information filled out by the applicant appears to be false or that the applicant fails to comply with the accommodation regulations, the guest house shall immediately cancel the applicant’s right to stay and hold the applicant liable for relevant legal liabilities.  (5)There is no disposable toiletries and no parking. If you need parking, please provide the vehicle’s registration number and submit an application to the campus security team of NYCU 2 business days before check-in and complete the payment process (an additional fee is applied). From midnight to 6 am every day, the large parking lot next to the auditorium is not open for parking. A penalty is enforced for overtime parking.  (6)Occupants shall ensure that, during their stay at the guest house, they are not the subjects of home isolation, home quarantine, or self-health management as announced by the CDC. Those required to adopt said quarantine measures may not check into the guest house. A full refund can be made if a declaration is filed and supporting documents are provided before check-in.  **□**I am required to adopt the quarantine measures **□**I am not required to adopt the quarantine measures  Upon discovering any false declaration, the applicant shall be listed as a person to be reported. The applicant shall bear the cost of disinfection, may not apply for guest house accommodation for following 6 months, and shall still pay for the management fee for the duration of his/her stay as stated in the application  2. For management, NYCU must inquire the applicant and the resident about their unit, title, name, phone number, and other information. The collected information is necessary for contacting the applicant regarding accommodation allocation and management during the application period in the given region. After your stay at the guest house, you have a legal right to request to inquire, read, supplement, and correct the contact information; request a duplicate; and request the termination of data collection and the processing and use of data. To request deletion of personal data, please contact the Property Management Division of the Office of General Affairs 03-5712121 ext. 51912.  □I have read and agreed to be bound by the above terms. Occupant/Applicant signature: | | | | | | | | | | | | | |
| Accommodation of choice | | | | Room number | | Standard charge | | | | | | | Note |
| □Chufeng Guest House | | | |  | | Single: \* (room)\* (day) = $NTD | | | | | | |  |
| □Chuhu Guest House (Third tier) | | | |  | | Single: \* (room)\* (day)= $NTD  1 bed room: \* (room)\* (day)= $NTD  Family room: \* (room)\* (day)= $NTD | | | | | | |  |
| Signature  for key pick-up | | | Reservation Manager | | | | Cashier Division II | | | | President or personnel authorized by the unit | | |
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