

# Catering, lecture theatres, sports and amenities facilities

## 膳食、演講室、運動及文娛設施

### Catering 膳食

- There are 3 catering outlets on the campus  
校園內有三間食肆提供膳食服務
- Choices include both oriental and western food  
中西菜式選擇
- Enquiry & booking 查詢及預訂：2948-0310

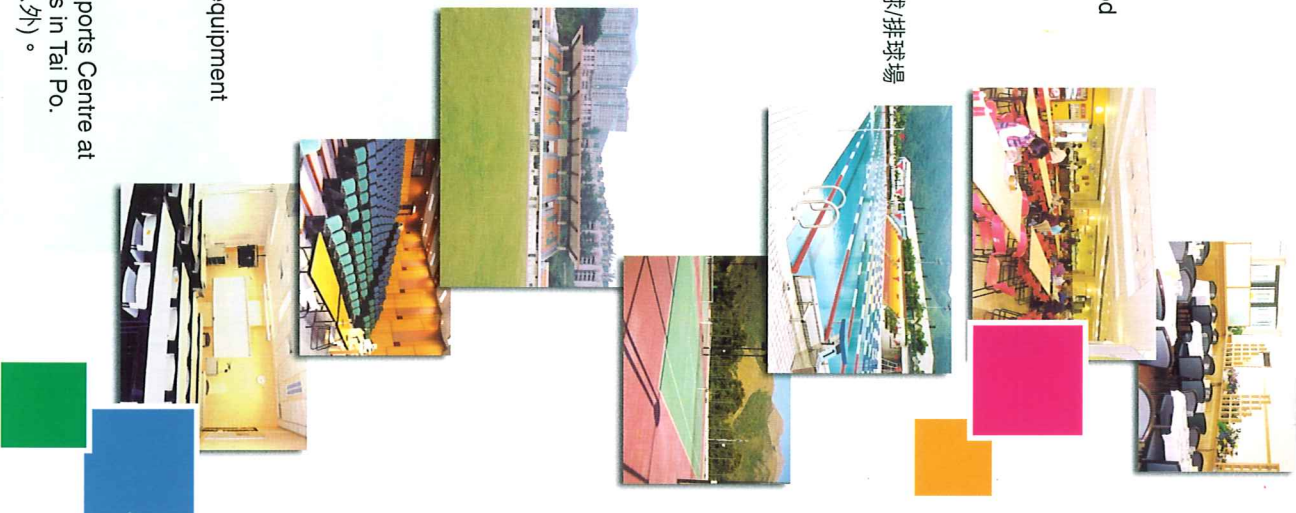
### Sports Facilities 運動設施

- Badminton Court 羽毛球場
- Basketball / Handball / Volleyball Court 籃球/手球/排球場
- Dance Studio 舞蹈室
- Gymnasium / Hall 體育館
- Multi-purpose Room 多用途活動室
- Soccer Pitch 足球場
- Squash Court 壁球場
- Swimming Pool 游泳池
- Table-tennis Room 乒乓球室
- Tennis Court 網球場
- Athletic Track 跑步徑\*
- Grass Soccer Pitch 草地足球場\*
- Enquiry & booking 查詢及預訂：2948-8230

### Teaching Rooms & Lecture Rooms 班房及演講廳

- General Teaching Room (40 seats)  
班房(40座位)
- Lecture Theatre (from 100 - 600 seats)  
演講廳 (由100至600座位)
- All rooms are well equipped with multimedia equipment  
附設多媒體影音設備
- Enquiry & booking 查詢及預訂：2948-6203

Items marked with \* are located in The HKIEd Sports Centre at Pak Shek Kok which is outside the main campus in Tai Po.  
\* 位於白石角香港教育學院運動中心(大埔校園以外)。



## Letting of Student Accommodation

### 租住學生宿舍

Tai Po, Hong Kong 香港大埔

Ideal for workshops, educational gatherings, conferences, seminars, research activities, retreats, sports camps...

適合舉辦工作坊、教育活動、會議、研討會、研究活動、退修、運動訓練營……



### Environment 環境

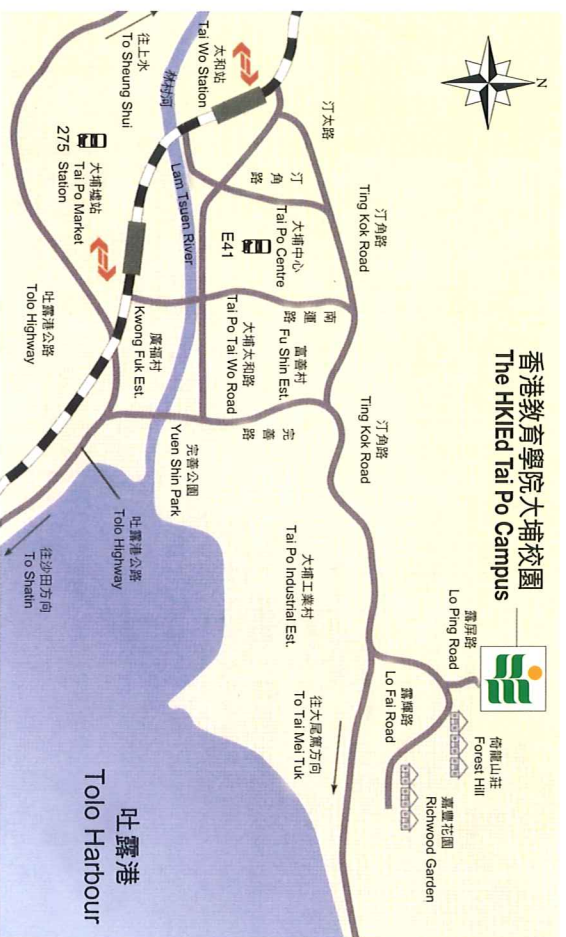
- in the midst of greenery and gentle air surrounded by academic atmosphere  
翠鬱薰風、博文儒雅
- non-smoking campus  
一個不准吸煙的校園

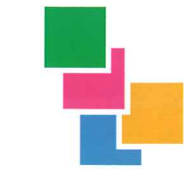
### Access 交通

From HK International Airport to HKIEd 由香港國際機場往香港教育學院：  
Airport Bus No. E41 → Tai Po Centre (Change to KMB / Green Minibus No.26 / Taxi)  
機場巴士E41號 → 大埔中心(轉乘巴士275 / 275s或專線小巴26號線)

From Tai Po to HKIEd 由大埔中心往教育學院：

- KMB Bus no. 275 / 275S : Tai Po Market KCR Station (15 mins) → Tai Po Centre (10 mins) → HKIEd  
巴士275 / 275S號：大埔墟火車站(15分鐘) → 大埔中心(10分鐘) → 香港教育學院
- Green Minibus no. 26 : Ma On Shan → Kwong Fuk Road → Tai Po Centre → HKIEd  
專線小巴26號線：由馬鞍山 → 廣福道 → 大埔中心 → 香港教育學院
- Taxi 的士
- Self-arranged coach / private car (prior approval from the Estates Office is required)  
自行安排之旅遊巴士 / 私家車(必須事先獲得物業處之批准)

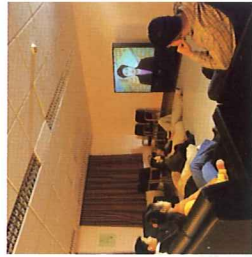




**Northcote Hall**  
羅富國堂

**Grantham Hall**  
葛量洪堂

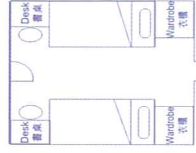
**Robert Black Hall**  
柏立基堂



**Communal facilities 公用設施：**

- toilets and showers  
洗手間及浴室
- large terraces  
平台
- public phones for local calls and overseas calls on G/F and activity rooms floor  
本地及長途公用電話設於地下及活動房樓層
- a lounge / pantry with fridge, microwave oven and drinking machine on each residential floor  
每層設有茶水間，內有雪櫃、微波爐及飲水機

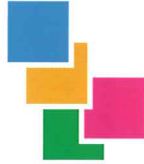
- a laundry room with electric irons, pay-washers and dryers  
洗衣房及電熨斗、收費洗衣及乾衣機
- air-conditioned TV, music, study and multi-purpose rooms (Prior booking of rooms / facilities is required)  
冷氣電視室、音樂室、溫習室及多用途活動室 (使用此等房間/設施須預訂)



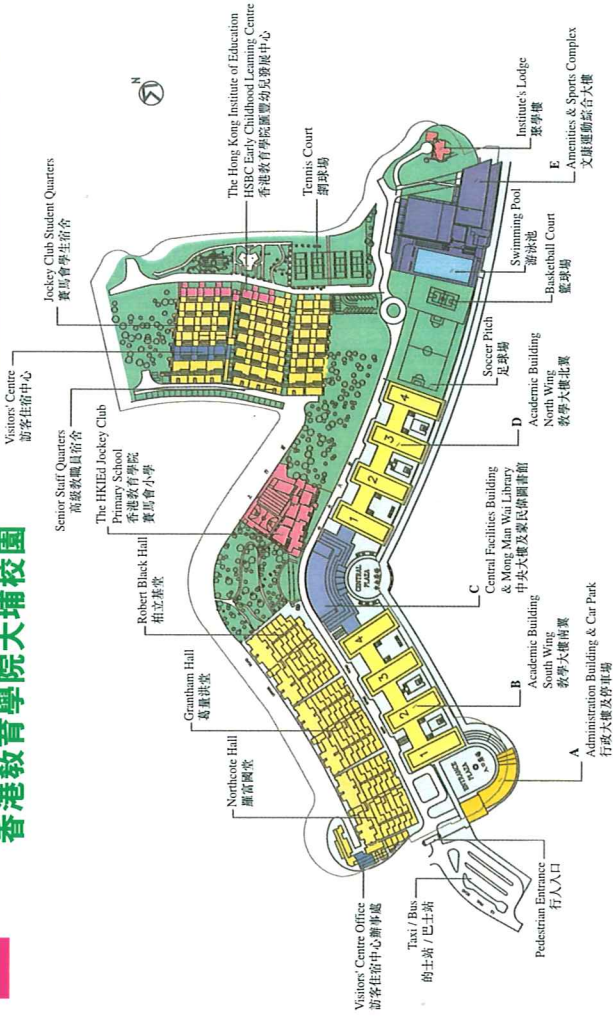
**Double rooms for residents of the same sex  
供同性別住客使用之雙人房間：**

- air-conditioned  
冷氣裝置
- 2 sets of bed, writing desk, chair and wardrobe  
兩套單人床、書桌、書架、椅子及衣櫃
- a telephone for local calls and two computer ports that connect to world wide web  
一個本地電話及兩個連接至萬維網之電腦網絡插座

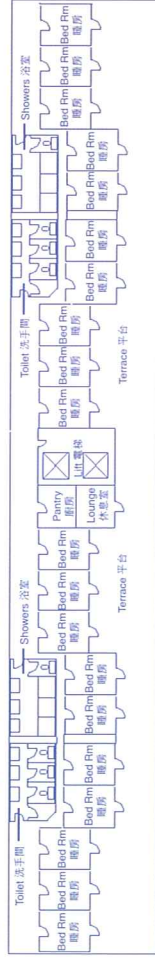
**Typical room layout  
房間平面圖**



**The Hong Kong Institute of Education Tai Po Campus  
香港教育學院大埔校園**



**Typical floor layout 樓層平面圖**





## Booking Procedures 訂房手續

- The Student Affairs Office (SAO) is responsible for the booking of accommodation only.  
學生事務處只負責辦理租住學生宿舍之手續。
- Only group booking is accepted. All lettees must be adults or children over 9 years old.  
只接受團體名義之訂房，住客必須是成人或九歲以上之小童。
- Advance booking is required and reservation may be made up to six months in advance.  
租住宿舍必須預訂房間，最早可於入住前六個月辦理。
- Once the booking has been confirmed, a deposit of 50% is required to be paid within the following fortnight. The balance should be settled 2 weeks before checking-in.  
訂房確認後，租住團體必須於兩星期內繳交百分之五十的租金為按金，餘額須於入住前兩星期繳付。
- All charges are non-refundable unless a 2-month notice is received from the check-in date is made: 50% of the deposit may be refunded.  
除租用團體於入住前兩個月前書面取消營期，可退回五成訂按金外，所有已繳付之租金將不會退還。
- Cancellation or adjustment of booking within 2 months before checking-in, deposit of the cancelled room(s) / flat(s) will be forfeited.  
如租用團體於入住前兩個月內取消或更改營期，所有已繳付的按金將不會退還。

<http://www.ied.edu.hk/sao/>

### Enquiry & Booking 查詢及訂房

Tel電話：(852) 2689 6000 Miss. Lee 李小姐  
(852) 2689 6001 Mr. Wong 黃先生

Fax傳真：(852) 2689 6342

Email電郵：[jcsq@ied.edu.hk](mailto:jcsq@ied.edu.hk)

Address地址：101, Jockey Club Student Quarters Management Office,  
The HKIEd, 10 Lo Ping Road, Tai Po, N.T., Hong Kong  
香港新界大埔露屏路十號 香港教育學院  
賽馬會學生宿舍管理處 (101室)



## Liability 責任

- The lettee organization  
租住宿舍之團體
  - must agree to abide by the rules & regulations for student accommodation  
必須願意遵守宿舍章程
  - must undertake the sole responsibility for the safety of its participants  
必須負責團體成員之安全
  - will be held responsible for paying the damage done to any facilities or equipment according to the price quoted by the management  
必須根據管理處所計算之金額，賠償損壞之設施或器具
- The HKIEd will not be held responsible for any loss / damage / injury incurred while the lettee is at the HKIEd  
香港教育學院不會負責租住團體於教院內之損失/損壞/損傷
- If a lettee fails to observe any of the rules and regulations for student accommodation, the Management may terminate his / her hall residence immediately  
若租住團體不遵守宿舍的章程，管理處有權即時終止其住宿



## Arrangement during Bad Weather 惡劣天氣下之安排

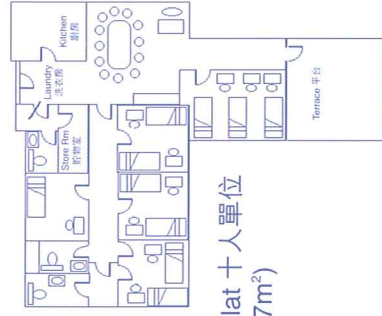
- Typhoon Signal No. 8 or Black rainstorm hoisted at 9:00am on check-in day:  
booking will be cancelled and refund be made in full.  
如天文台於入營當日上午九時正仍懸掛八號強風訊號或黑色暴雨警告，營期將會取消。租金將全數退款。
- Typhoon signal No. 8 hoisted during period of stay:  
Group leader shall decide to cancel the booking or not within an hour. Refund will be made on pro-rata basis.  
住宿期間，如天文台改掛八號強風訊號，領隊須於一小時內決定是否離營。如決定離營，租金將按比例退還。
- Typhoon signal No. 3 or Red / Amber rainstorm hoisted on Check-in date or one day before check-in, re-fund will be made in full if immediate notification is made to the SH/JC Office before 10am of Check-in day.  
如天文台於入營前一天或入營當日上午九時前仍懸掛三號強風訊號、黃色 / 紅色暴雨警告，領隊可於入營當日上午十時前決定入營與否。如取消營期，租金將全數退還。



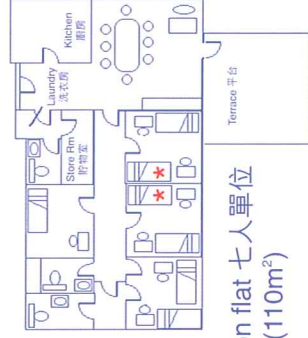
**Air-conditioned flats for 7 or 10 persons:**

**7人或10人單位：**

- 4 or 5 bedrooms  
4或5間睡房
- 3 bathrooms  
3間浴室
- a large sitting, dining area and terrace  
舒適的客廳、飯廳及平台
- a laundry room, store and spacious kitchen  
寬敞的廚房、洗衣房及貯物室



10-person flat 十人單位  
(147m<sup>2</sup>)



7-person flat 七人單位  
(110m<sup>2</sup>)

\* Bunk bed with closet & underneath\*  
 高架床及衣櫃

Typical floor plans in The JCSQ  
 賽馬會學生宿舍單位平面圖

- Lettee must carry a valid resident card at all times  
住客須隨身攜帶有效的住客証
- The management reserves the right to check the resident card whenever necessary in any situation, management has the right to check the resident card  
在有需要的情況下，管理處有權檢查住客的住客証
- Lettee shall be responsible for all the keys / smartcards assigned for his/her use  
住客必須對所分派使用之鎖匙或聰明卡負責
- A charge of HK\$50 will be levied on a lettee for any piece of lost key / smartcard  
住客遺失鎖匙或聰明卡需付罰款，每條鎖匙或聰明卡之罰款為港幣五十元
- Noise and rowdy games are not allowed, especially from 11:00 p.m. to 9:00 a.m.  
禁止一切嘈吵及滋擾性活動，特別在晚上十一時至翌日早上九時期間
- No smoking in all the outdoor & indoor areas of HKIEd, or else will be liable to a maximum fine of \$5,000  
教院之室外及室內範圍均嚴禁吸煙，否則可被罰款\$5,000元
- Drinking of alcoholic beverages are strictly prohibited  
嚴禁飲用含酒精飲品
- Any kind of gambling is prohibited  
禁止任何形式的賭博活動
- Illegal or dangerous drugs are not allowed to bring into the hall  
不得將違禁或危險藥物帶進學生宿舍
- Pets or animals are not allowed  
不准飼養寵物或動物
- Hanging of clothes or banners at windows is not allowed  
不得在窗門懸掛衣服或橫額
- Placing personal belongings or drying of clothes on the terraces is not allowed  
不得在露台晾曬衣物或擺放個人物件
- Furniture and equipment must not be removed  
禁止搬移傢俬及設施
- Lettee must follow the safety guidelines set by management  
住客必須遵守管理處所定之安全指引
- In Northcote, Grantham & Robert Black Hall, cooking by open flame is not allowed  
羅富國堂、葛量洪堂及柏立基堂內不得使用明火煮食
- Dirty or affix things on the wall is not allowed  
禁止塗污牆壁或在牆壁上張貼物件
- Garbage must be placed properly  
必須適當地處理垃圾
- Proper dressing with minimum requirements of T-shirt, shorts and sandals is required  
服飾的最低要求包括穿著T恤、短褲及拖鞋
- Visiting hour is from 9:00 a.m. to 10:00 p.m.  
探訪時段由上午九時至晚上十時
- Overstayed visitors will face immediate expulsion and will be charged HK\$200 per head  
逾時訪客會被即時逐出宿舍，訪客每人須繳付罰款港幣二百元

RECEIVED  
-2 MAY 2007

The Hong Kong Institute of Education 香港教育學院  
Student Affairs Office 學生事務處  
Student Accommodation (External Groups Rates) 學生宿舍 (校外團體收費)

BY: .....

	Northcote Hall 羅富國堂	Grantham Hall 葛量洪堂	Robert Black Hall 柏立基堂	JCSQ 賽馬會學生宿舍
Type of Accommodation 住宿種類	Twin Bedrooms 雙人房間	7-person flat 7人單位	10-person flat 10人單位	7-person flat 7人單位
Max. Capacity per unit 住宿名額	2 persons <sup>1</sup> 2名	7 persons 7名	10 persons 10名	7 persons 7名
Daily Rate per unit <sup>2</sup> 每晚收費	HK\$280	HK\$1,300	HK\$1,800	HK\$1,300
Hired Facilities <sup>3</sup> 收費設施	Washer: HK\$5.00 per cycle Dryer: HK\$2.00 per 10 minutes Activities Rooms of various sizes	洗衣每機港幣五元 乾衣每十分鐘港幣二元 不同大小之活動室	N/A 不適用	N/A 不適用
Free Facilities 免費設施	Computer LAN Ports and PABX Phone for each bedroom 每房間均設有電腦插座及電話分機	Communal pantries, TV Room 共用茶水間、電視房	Each flat is equipped with Washer/Dryer and simple Cooking Utensils 每單位均有洗衣乾衣機及少量食具供應	
Security Deposit per application 按金 (按每次申請計算)		HK\$500		

\* Price valid until 30 June 2008 收費適用至 2008 年 6 月 30 日

\* All prices are subject to change without prior notice 收費如有更改，恕不另行通知

<sup>1</sup> For same gender occupancy only. 只供同性別申請者入住。

<sup>2</sup> Utility charges and beddings are included. Beddings will be cleaned once every four nights. 包括公用設施及床單被褥費用，床單被褥每四晚清洗一次。

<sup>3</sup> A value card could be bought from a Value-Added machine in campus with HK\$20 deposit. Deposit of HK\$20 and amount of balance can be refunded when user check-out. The card should be encoded in Hall Management Office before using hostel facilities. 住客可於校園內的增值機購買增值卡，每張按金港幣 20 元，住客需於使用前到管理處啓用增值卡。增值卡之餘額及按金均可退回。

# The Hong Kong Institute of Education 香港教育學院

## Student Affairs Office 學生事務處

### External Booking for Student Accommodation (Application and Payment Method)

#### 校外團體租用學生宿舍 (申請及付款方法)

	External Booking 校外團體
<b>Booking Procedures, Terms &amp; Conditions</b> 訂房條款及手續	<ol style="list-style-type: none"> <li>1) All groups must have a group leader who holds a responsible position in the organization;</li> <li>2) The group leader is responsible for booking, for check-in and check-out procedures, and for monitoring the behaviour of participants during the period of stay;</li> <li>3) All guests should be aged over 9;</li> <li>4) All guests are abide by the hall rules and regulations.</li> </ol>
<b>Booking Schedule</b> 預約訂房	<ol style="list-style-type: none"> <li>1) From September to mid-June;</li> <li>2) Advance booking is accepted from early September onwards;</li> <li>3) Booking can be made up to 4 months in advance.</li> </ol>
<b>Payment Schedule</b> 付款日期	<ol style="list-style-type: none"> <li>1) From late-June to mid-August;</li> <li>2) Advance booking is accepted from mid-April onwards;</li> </ol> <p>Down payment: 50% within 2 weeks from issuance of payment notice Balance: 2 weeks before check-in day</p> <ol style="list-style-type: none"> <li>1) HK\$500 per booking is to be made upon check-in time;</li> <li>2) Refund will be made by the Institute within 2 weeks from the check-out date if no damage and/or outstanding payment is incurred.</li> </ol>
<b>Payment Method</b> 付款方法	<p>By cheque / bank draft in Hong Kong Dollars made payable to "The Hong Kong Institute of Education". In cash or by bank draft in Hong Kong Dollars made payable to "The Hong Kong Institute of Education".</p>
<b>Cancellation Procedures</b> 取消訂房	<ol style="list-style-type: none"> <li>1) Cancellation must be made in writing with at least 2 months' prior notice and 50% of the down payment paid will be refunded. Otherwise, all fees paid will be forfeited.</li> <li>2) For partial cancellation with less than 2 months' prior notice, deposit paid for the cancelled room(s)/flat(s) will be forfeited. 50% of the adjusted lodging charge has to be settled 2 weeks before the check-in date.</li> </ol> <ol style="list-style-type: none"> <li>1) Typhoon signal No. 8 or black rainstorm hoisted on check-in date: Booking will be cancelled and refund be made in full;</li> <li>2) Typhoon signal No. 8 hoisted during period of stay: Refund on pro-rata basis;</li> <li>3) Typhoon signal No. 3 or Red / amber rainstorm to be hoisted on check-in date or one day before check-in, refund will be made in full if immediate notification is made to the hall office.</li> </ol>

\* The Student Affairs Office reserves the right to change the above information without prior notification.

For Office Use			
Application No.:			

**The Hong Kong Institute of Education  
Student Affairs Office**

**Booking Form for Accommodation Service in Student Halls & Quarters**  
(All data collected will be used for letting of accommodation and related statistics only)

- 1) This application is for use of accommodation services and facilities in student halls & Quarters only.
- 2) All groups must have a **group leader** who holds a **responsible position** in the organization. The group leader must undertake the sole responsibility for the safety of its participants and for monitoring the behavior of participants while they stay at the Institute. All lettees must be adults or children over 9 years old.
- 3) The contact person is responsible for booking, for the check-in and check-out procedures. Booking **can only be confirmed** upon receipt of a properly completed booking form. Once the booking has been confirmed, a deposit of 50% is required to be paid within the following fortnight. The balance should be settled 2 weeks before checking-in.
- 4) A security deposit of HK\$500 is required to be paid at check-in time. Refund will be made in two weeks' time in full by mail if no outstanding charge and/or damage of facilities is incurred.
- 5) Separate applications to relevant departments are required for use of other institute facilities.
- 6) Please make payment by Cheque / bank draft in Hong Kong Dollars payable to "The Hong Kong Institute of Education".
- 7) Check-in time from 14:00 and Check-out time before 12:00
- 8) A list of participants with name, age and room number should be forwarded to the management at check-in time.
- 9) Please **mail** the completed form to 1/F Jockey Club Student Quarters Management Office, the HKIEd, 10 Lo Ping Road, Tai Po, N.T. or **fax** to 2689-6342

**Cancellation Procedure:**

Under normal circumstances, all charges are non-refundable.

- 1) Cancellation must be made in writing with at least 2 months' prior notice and 50% of the down payment paid will be refunded. Otherwise, all fees paid will be forfeited.
- 2) For partial cancellation with less than 2 months' prior notice, down payment paid for the cancelled room(s)/flat(s) will be forfeited. 50% of the adjusted lodging charge has to be settled 2 weeks before the check-in date.

**Cancellation Procedure due to Bad Weather:**

- 1) In case typhoon signal No. 8 or black rainstorm is hoisted on the check-in day before check-in, the booking will be cancelled automatically and the charges paid will be refunded accordingly.
- 2) Typhoon signal No. 8 hoisted during period of stay: Group leader shall decide to check-out or not within an hour. Refund will be made on pro-rata basis if organization check-out immediately.
- 3) In case of the hoisting of red rainstorm signal, or the amber rainstorm signal, or the typhoon No. 3 signal, just one day before the check-in or on the day of check-in, the organization may decide whether to check-in or not; if decide not to check in, the organization has to inform the hall office **before 10am on the Check-in day**, and the charges paid will be refunded in full.

**PART I APPLICATION FOR ACCOMMODATION**

**A. Particulars of Organization**

Name in English:	<input type="text"/>	Chinese:	<input type="text"/>
Address:	<input type="text"/>		
Nature of Organization:	<input type="text"/>		

**B. Particulars of Group Leader**

Name of Group Leader	Prof. / Dr. / Mr. / Mrs. / Miss *	<input type="text"/>	(Chinese, if any)	<input type="text"/>
		<small>(Surname)</small>	<small>(Given Name)</small>	
Position:	<input type="text"/>	Tel. No.:	<input type="text"/>	Fax No.:
			<input type="text"/>	Email:
			<input type="text"/>	<input type="text"/>
Name of Contact person (if different from above)	Prof. / Dr. / Mr. / Mrs. / Miss *	<input type="text"/>	(Chinese, if any)	<input type="text"/>
		<small>(Surname)</small>	<small>(Given Name)</small>	
Position:	<input type="text"/>	Tel. No.:	<input type="text"/>	Fax No.:
			<input type="text"/>	Email:
			<input type="text"/>	<input type="text"/>

**C. Accommodation Details**

Please use separate form(s) for participants with different arrival/departure date(s). Please make copies as necessary.

<p><b>No. of Double Bedroom in NH, GH and RBH</b></p> <p><input type="text"/> No. of Male: <input type="text"/> No. of Female: <input type="text"/></p>	<p><b>No. of Nights</b></p> <p>Arrival Date (dd/mm/yyyy)</p> <p><input type="text"/> / <input type="text"/> / <input type="text"/></p> <p>Departure Date (dd/mm/yyyy)</p> <p><input type="text"/> / <input type="text"/> / <input type="text"/></p> <p>No. of Nights (N)</p> <p><input type="text"/></p>	<p><b>For Office Use:</b></p> <div style="border: 1px solid black; height: 100px;"></div>
<p><b>No. of 7-person flat in JCSQ</b></p> <p><input type="text"/> No. of Male: <input type="text"/> No. of Female: <input type="text"/></p>		
<p><b>No. of 10-person flat in JCSQ</b></p> <p><input type="text"/> No. of Male: <input type="text"/> No. of Female: <input type="text"/></p>		

**D. Facilities – Furniture**

Description (free of charge)	Room Type (see overleaf)	Quantity Required	Date (dd/mm/yyyy)	Time (09:00 to 21:00 only)	No. of Participant s	Nature of Activities	For Office Use	
							Room Number	Availability
Stacking Chair (max. quantity: 100)			/ /	:00 to :00				
Folding Table 1m x 2m (max quantity: 10)			/ /	:00 to :00				
A Portable Whiteboard			/ /	:00 to :00				

**E. Facilities - Room**

Type	Description	Capacity (Person)	Hourly Rate	Date (dd/mm/yyyy)	Time (09:00 to 21:00 only)	No. of Participants	Nature of Activities	For Office Use	
								Availability	Charges
I	Karaoke Room / Karaoke Equipment Required / Not required* A0707 / B0003 / C0007	20	\$50 for room / \$50 for Karaoke Equipment	/ /	:00 to :00				\$
				/ /	:00 to :00				\$
				/ /	:00 to :00				\$
II	TV Room / TV, VCR, DVD Equip. Required / Not required* A0703 / B0703 / C708	50	\$100 for room / \$50 for AV Equip.	/ /	:00 to :00				\$
				/ /	:00 to :00				\$
				/ /	:00 to :00				\$
III	Activity Room A0705/ B0708	40	\$100 for room	/ /	:00 to :00				\$
				/ /	:00 to :00				\$
				/ /	:00 to :00				\$
IV	Multi-Purpose Room / LCD Projector, VCR, DVD Required / Not required* A0717 / B0705 / C0705	100	\$150 for room / \$50 for AV Equip.	/ /	:00 to :00				\$
				/ /	:00 to :00				\$
				/ /	:00 to :00				\$

\* Please circle as appropriate

**PART III DECLARATION**

**Declaration of Group Leader**

On behalf of the above-named organization, I declare that the information in this application is correct. Otherwise, the Student Affairs Office of the HKIED has every right to rescind my application and all fees paid will not be refunded. We agree to abide by the hall regulations and pay charges that incurred from damaged facilities. We undertake sole responsibility for the safety of our participants while they are at the HKIED. The Student Affairs Office of the HKIED will not be held responsible for any loss/damage/injury occurred.

Signature of Group Leader:  Organization Chop:  Date:  /  /  20

dd / mm / yyyy

*For Office Use Only*

**PART II FOR JCSQ MANAGEMENT OFFICE**

(1) Application Approved / Rejected\* by \_\_\_\_\_  
(dd/mm/yyyy) Name Signature

(2) Booking to be received by: NH / GH / RBH / JCSQ\* by \_\_\_\_\_  
(dd/mm/yyyy) Name Signature

**PART III FOR HALL MANAGEMENT OFFICE**

(3) Accommodation Charges HK\$ Facilities Charges HK\$

(4) Deposit HK\$ To be paid by \_\_\_\_\_  
(dd/mm/yyyy) Name Signature (dd/mm/yyyy)

(5) Balance HK\$ To be paid by \_\_\_\_\_  
(dd/mm/yyyy) Name Signature (dd/mm/yyyy)

Remarks:

Remarks: