

CYCU Governing Management of the Dickson Lee Hall and Guest House

Approved at the 1009th School Administration Council on March 2, 2023

Article 1. In order to effectively manage the Dickson Lee Hall and Guest House of Chung Yuan Christian University (hereinafter referred to as "the University" or "the Institution"), the "CYCU Dickson Lee Hall and Guest House Management Regulations" (hereinafter referred to as "these Regulations") are hereby established.

Article 2. The management unit of the Institution is the General Service Division of the Office of General Affairs.

Article 3. The services of the Institution are provided to the following:

1. University dignitaries and alumni in need of temporary accommodation.
2. Individuals requiring temporary accommodation for the purpose of supporting courses.
3. Short-term accommodation for visiting scholars and experts (including their dependents) who come to the University for short-term academic activities and have not been able to find accommodation.
4. Relatives and friends of the University's faculty and students who visit the campus and require temporary accommodation.
5. Individuals requiring temporary accommodation in accordance with the relevant University policies.
6. With special circumstances passed by evaluation and approved by the Dean of Student Affairs.

Article 4. The use of the Institution shall be subject to charges for water, electricity, cleaning, and maintenance fees. The fee schedule is as follows:

1. General Fees:

Range		Room Rates for Dickson Lee Hall			Room Rates for the Guest House	
		City view room	Elegant room	Deluxe room	Elegant room	Deluxe room
Pricing		4,200	4,800	6,400	2,400	3,000
Discount Category	Discount Percentage					
Discount 1	55%	2,310	2,640	3,520	1,320	1,650
Discount 2	60%	2,520	2,880	3,840	1,440	1,800
Discount 3	65%	2,730	3,120	4,160	1,560	1,950
Discount 4	70%	2,940	3,360	4,480	1,680	2,100

Explanation of the Different Discount Types:
 Discount 1: Full-time staff of Chung Yuan Christian University, invited visiting scholars, dignitaries, alumni with Silver Card or above, and their relatives.
 Discount 2: Part-time staff, retired personnel, alumni, and their relatives of Chung Yuan Christian University.
 Discount 3: Students, student family members, and their relatives of Chung Yuan Christian University.
 Discount 4: Groups participating in intercollegiate cooperation or student club

activities as introduced by the relevant personnel.

Discount 5: Accommodation vouchers as regulated by the "Chung Yuan Christian University Alumni Card and Friends of Chung Yuan Card Holder Benefits Regulations".

Regular Pricing: Excluding guests staying under Discount Categories 1 to 5.

2. Long-term Stay Fees:

- (1) For consecutive stays of 2 weeks or more, a 30% discount on the Discount 1 price applies.
- (2) For consecutive stays of 3 weeks or more, a 40% discount on the Discount 1 price applies.
- (3) For consecutive stays of 1 month or more, a 50% discount on the Discount 1 price applies.
- (4) For consecutive stays of 2 months or more, a 60% discount on the Discount 1 price applies.
- (5) For consecutive stays of 6 months or more or other special circumstances, charges will be determined through project approval.

Article 5. Accommodation Regulations and Management Restrictions:

1. Check-in time is after 3:00 PM daily, and check-out time is before 11:00 AM daily.
2. During the stay, the guest is responsible for the proper use and maintenance of the door lock keycard, furniture, and equipment. Except for circumstances beyond one's control, if there is any improper use or damage, the guest or the applying unit shall be liable for compensation.
3. Personal belongings or valuable items should be properly safeguarded by the guest, and cooperation with door and property security management is required. The University shall not be held responsible for any loss or damage.
4. Smoking is strictly prohibited in the Institution. Gambling and the placement of prohibited or dangerous items are also prohibited.
5. Except with approval, guests are not allowed to accommodate other individuals, nor are they allowed to lend or transfer the accommodation to others.
6. During the stay, guests should maintain a peaceful environment, be mindful of noise levels, dress appropriately, and respect the privacy and rights of others.
7. Long-term guests are not provided with breakfast or cleaning supplies. Bed sheets, pillowcases, and bathroom facilities are changed and cleaned on a regular basis, typically once a week.

Article 6. Facilities:

1. The Institution provides bedding sets (including blankets, sheets, and pillows), desks, wardrobes, keycard access locks, air conditioning, television, internet, telephone, refrigerator, washing and drying machine, microwave, electric kettle, desk lamp, hairdryer, cookware and tableware, as well as towels, shampoo, conditioner, body wash, and other amenities.
2. In compliance with government environmental policies, single-use packaged liquid toiletries and skincare products (such as shampoo, conditioner, body wash, and lotion), personal hygiene items (combs, toothbrushes, toothpaste, razors, shaving foam, and shower caps), and disposable slippers are not provided.

Article 7. The Regulations are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Regulations are amended.