

中国地质大学（武汉）国际学生公寓住宿管理办法

International Student Apartment Administration Measure of China University of Geosciences (Wuhan) (CUG)

一、总则

Chapter 1 - General Principles

1、为规范国际学生住宿管理，创造和谐安全、整洁舒适的学习和生活环境，保障国际学生的权益，依据有关法律法规、政府行政规章和《中国地质大学（武汉）学生公寓住宿管理办法》等有关文件规定，结合我校实际情况，特制定本办法。

1. The regulations are stipulated, in accordance with the law, the administrative regulations of the government, and the International Student apartment Administration of China University of Geosciences (Wuhan) (CUG), in order to maintain the regular order in teaching, studying and living, and to provide a good environment for studying and living for international students, as well as to protect the legal benefits of both the university and the students.

2、中国地质大学（武汉）注册的正式国际学生，可以入住国际学生公寓。住宿时间不得超过国际教育学院批准的时间。

2. Registered students are admitted to live in the International Students apartment only within the permitted time of the International Education College.

3、丹桂苑国际学生公寓所有权属于中国地质大学（武汉）。中国地质大学（武汉）国际学生宿舍由国际教育学院负责国际学生住宿管理及相关入住安排。学校委派后勤保障处物业服务中心开展物业管理与服务工作，维护国际学生公寓正常秩序，保障国际学生公寓的正常使用。

3. The ownership of the Dangui International Students apartment building belongs to the university. The Property Service Center of CUG is responsible for the management and service of the building. International students who live in dormitories shall comply with the administrative regulations and coordinate with the administration. The University assigns the property management and service work to the Property Service Center in the logistics office, with a view to maintain the normal order of the International Students apartment in order to ensure the normal use of the accommodations.

4、国际学生入住国际学生公寓，须严格遵守本办法，并按照相关程序办理住宿手续，服从管理，配合物业服务中心工作。

4. An international student who lives in the International Students apartment must strictly abide by the rules and regulations, and follow the check-in process in accordance with the relevant procedures for apartment. International students must obey the management rules and cooperate with the Property Service Center.

二、入住和退房管理规定

Chapter 2 - Check-in and Check-out

5. 入住国际学生公寓，凭《中国地质大学（武汉）录取通知书》、本人有效证件和国际教育学院文件到前台办理住宿手续，领取钥匙。

5. International students can register for check-in and receive the key at the reception desk of the International Students apartment building with their valid ID and their relevant documents for the International Education College.

6. 国际教育学院负责房源的管理和住宿的统一安排，任何单位或个人不得擅自占用学生宿舍资源。

6. The International Education College is in charge of the apartment resources management and accommodation arrangements and any other unit or individual must not occupy any dormitories outside of the period approved by the university.

7. 中国地质大学（武汉）国际学生公寓分双人间和单人间两种房型。享受中国政府奖学金全额资助和免学费资助的本科生及硕士研究生（普通进修生）住宿标准为双人间，博士研究生（高级进修生）住宿标准为单人间。

7. There are two kinds of bedrooms in the China University of Geosciences (Wuhan) International Students apartment: two beds bedrooms and single bed bedrooms. The accommodation standard for bachelor and master degree students (Junior scholars), who enjoy the Chinese government full scholarship, including a tuition fee funding, will share a two beds bedroom and doctoral students (senior scholars) will have a single bed bedroom.

8. 所有国际学生原则上统一安排校内住宿，一切校外住宿引起的不良后果由学生自行承担。住宿者须服从管理人员安排，按指定房间入住，不得私自搬迁或占房。

8. All the international students must live in the International Students apartment; any negative consequences caused by living off campus must be borne by the students themselves. Students who live in the International Students apartment must be subject to the arrangement of the management personnel, and move into their specified room. Private relocation or squatting is not allowed.

9. 国际学生肄业、因其他原因失去我校学生身份者或被学校取消学习资格者，应在规定的期限内离校，逾期学校不再提供住房。

9. International students without completion study period or are disqualified due to any other reason from the university must leave the apartment within the prescribed time limit, and the apartment will be no longer provided for anyone overdue.

10. 房间物品如有损坏或遗失者须照价赔偿。

10. If there is any damage or loss in the room, students must compensate for that.

11. 国际学生入住时，须签字认定《中国地质大学（武汉）国际学生公寓住

宿管理办法》和《中国地质大学（武汉）国际学生公寓安全责任书》，及《房间物品及设施明细清单》，认真核对房间内的家具和物品，如有缺损，须及时通知前台。办理退宿时，物业服务中心将以此为据清点家具物品。

11. International students must sign the *International Student Apartment Administration Measure, A Guarantee Letter for the International Students Apartment (Dangui Plaza) Security and The Room Items and Facilities List*. Before check-in, students must carefully check the furniture and items in the room, if there is any damage or items missing as per the list, students must timely notify the reception desk. The Property Service Center will check all the furniture and items in the room based on the Furniture and Goods Compensation Price List when students check out.

12. 入住双人间的学生，个人私人物品严禁挤占室友的生活空间及资源；冬季毕业生须在1月20日前搬离公寓，夏季毕业生须在7月20日前搬离公寓。

12. For students, who have a roommate, living in double bed rooms, one's personal belongings are prohibited to divert or constrict the roommate's living space and resources. Graduates are required to check out from the international apartment before January 20th in the winter, and July 20th in the summer.

13. 退房手续在工作日办理，退房学生应提前三天通知前台，到物业服务中心办理退房手续。退宿前应搬走所有个人物品，并确保房间整洁。退房检查时房间物品如有损坏，按宿舍物品价目表赔偿。

13. Students are required to register three days in advance for check-out at the reception desk, and can only come to the Property Service Center for check-out during working hours. All personal belongings must be moved out and the room must be left clean before check-out. Students also must pay the full price for anything damaged or missing according to the "Furniture and Goods Compensation Price List".

14. 退房时间以交还钥匙和门卡时间为准，如遗失钥匙和门卡，须及时带有效证件到国际生物业服务中心登记补办并赔偿相关费用。学生退房时，须结清学生宿舍的住宿费，水电费，家具赔偿等费用后方可办理离校手续。

14. The check-out time will be based on the return time of the room key and door card. In case of a lost room key or door card, students must come to the Property Service Center for post-registration with a valid ID and pay for anything damaged or missing. All the fees must be paid before leaving the school when checking out, including the accommodation fee, water and electricity fee and any damaged or missing furniture compensation, etc.

15. 退房后或学校取消住宿资格后，勿将私人物品滞留在宿舍内，否则视为无主物品予以处理。

15. After a check-out or after being disqualified from university accommodation, students must have removed all belongings. Any personal belongings left in the room will be disposed of as ownerless items.

16. 遇到特殊情况不能按时退房者，应及时与物业服务中心取得联系。未在

规定时间内退房且未与物业服务中心取得联系者，物业服务中心将为其保留房间 3 天；3 天后仍未退房且未与物业服务中心取得联系者，其房间物品视为无主物品予以处理。

16. If you cannot check out on time in case of special circumstances, students must timely contact the Property Service Center. For anyone who do not check-out on time and do not timely contact with the Property Service Center, the Center will allow up to three days for their rooms; after three days, if the students still have not checked-out nor contacted the Center, the personal belongings left in the room will be disposed of as ownerless items.

三、日常管理规定

Chapter 3 - Daily Administrative Regulations

17. 严禁在公寓内携带或私藏有毒、易燃、易爆物品及国家法律法规禁止的其他物品；严禁聚众滋事、赌博、吸毒、嫖娼、张贴淫秽图片和传播淫秽录音、录像及 VCD、DVD 等媒介物质，如有违反行为，将移送公安机关依法处理。

17. It's forbidden to carry or keep anything which is against the laws and regulations, for example poisonous or flammable items, etc.; It's forbidden to cause a disturbance, gamble, take drugs, whoring, produce or circulate porn video and media like VCD, DVD etc. Anyone who violates the above rules will be punished by the police bureau.

18. 尊重国际学生公寓工作人员，文明礼貌，穿着得体。国际学生应妥善保管自身财物及学校公物。不得阻碍宿舍管理人员按规定行使管理权，在重大事故中必须服从指令。

18. Respect the dormitory administrative staff, be civilized and polite, and dress appropriately. International students must take good care of their own possessions and public facilities as well. Don't defy administrative authority used by the administrative staff. Obey orders completely during emergent accidents

19. 宿舍的钥匙和门卡不得随意转借他人，严禁私自换锁、配钥匙或另加门锁。住宿期间请自行保管好房间门卡和钥匙。如有遗失，须及时告知前台，并带有效证件到前台登记补办，经赔偿后予以换锁、发卡。

19. it's forbidden to lend your room key or room card to other people. It's forbidden to change a lock, copy keys or add a new lock. Please take good care of your room key or room card. Once lost, please report to the reception desk timely and apply for a new one with a valid ID. After compensation, you'll get a new key or card.

20. 不得使用宿舍从事违反我国法律法规和校纪校规的活动，严禁私自转让、转租房间或留宿他人。爱护公物，正确使用房间内及公用区域的各类设施，发现设备设施运行不正常，应及时到前台报修。严禁人为污染、损坏、私自拆卸、

改装宿舍内设施设备。如有人为损坏或遗失，须照价赔偿；房间内如损坏物品无人认可，则由宿舍内学生共同承担。

20. Dormitory activities which are illegal and violate the university's regulations are not allowed. It's forbidden to privately sell, rent the room or lodge someone. Protect public properties. Correctly use the various facilities in the public areas and in the room. Students must timely report required repairs, or when you discover anything irregular within the facilities. It's forbidden to pollute, damage, privately dismantle, or modify the room facilities. Students sharing one room must pay the full price for any damage or loss of room items in their room if nobody admits fault.

21. 禁止在宿舍内使用洗衣机、电炉、热得快、电饭煲、电磁炉、微波炉、电热毯、取暖器等会损坏房间设施的电器和大功率电器。禁止私接电线、乱拉网线。如违反规定对人身和公共财产造成损失的须照价赔偿，情节严重者将由司法机关追究法律责任。

21. It's forbidden to use an electric appliance or high-power electrical appliance which may damage the room facilities, such as washing machine, electric stove, heater, rice cooker, induction oven, microwave, electric blanket, heating apparatus, electrical power bars, etc. Anyone who causes a fire by violating the above must repay all damages. Severe violation resulting in damage to personal or public property will be transferred to judicial authorities.

22. 遵守防火规定，严防火灾。严禁私自拆取配电箱、消防器材等。室内禁止存放易燃易爆物品，不得使用明火。违反上述规定酿成火灾者，须赔偿一切损失，情节严重者将由司法机关追究法律责任。请自觉做好安全防范工作，加强安全防范意识。离开宿舍房间时应关好门窗，关闭水源、电源；贵重物品应妥善保管，大量现金存入银行。发现可疑人员应及时通知楼内前台或保安。

22. Obey the fire prevention regulations and prevent fires. It's forbidden to dismantle distribution boxes, fire-fighting equipment, etc. Indoor storage of flammable and explosive materials is prohibited and you may not use any open flames. Anyone who causes fire by violating the above must repay all damages. The severe violations will be transferred to judicial authorities. Please strengthen the awareness of safety prevention. Before leaving the room, close the door and windows, and turn off the water and power. Properly look after your valuable possessions. Big amount of cash must be kept into the bank. Report anything suspicious to the reception desk or a security guard.

23. 严禁在房间内做饭。国际学生使用公共厨房时，应规范操作，并安全使用各类电器，自觉维护厨房清洁，使用后必须关闭电源、水源，将垃圾清理干净。烧煮时须在场照看，防止食物溢出和烧干，损坏电器或引起火灾。如违反规定造成损坏或事故的，须负责赔偿并承担相关法律责任。

23. it's forbidden to cook in the room. When using the public kitchen, you must follow standard operations and use the various electric apparatus carefully. Keep the kitchen clean. Turn off the power and water and clean the rubbish after use. Always be present while cooking and prevent fire, spills, over flow,

dry out and electrical apparatus damage. You will be liable and bear the legal liability for any violation resulting in damages or accidents.

24. 严禁在公寓内饲养宠物、高空抛物；保持室内外清洁，严禁在走廊等公共区域堆放杂物或私人物品，在走廊墙壁处随意涂划、张贴，向窗外和公用部位吐痰、倒水、乱扔瓜皮果壳、纸屑、烟头、酒瓶等，各宿舍内垃圾由国际学生自行带到一楼指定地点。

24. Keeping pets is forbidden. Tossing anything out of your windows is forbidden. Keep everything tidy and clean inside and outside of your room. It's forbidden, in public areas like corridors, to leave sundries or private things, to write or put up anything on walls, to spit, or pour water. All rubbishes, including fruit peels, used papers, cigarette butts, wine bottles, etc. must be taken to the designated space on the 1st-floor by the international students themselves.

25. 国际学生入住宿舍时需自备生活用品。国际学生公寓内公用区域卫生由保洁员负责清扫，宿舍房间内卫生由国际学生自己打扫。所有车辆严禁进入公寓。

25. International students are required to bring their own life necessities when checking in. The cleaning staff is responsible for the cleaning of the public areas. The students are responsible for their rooms' cleanliness. All vehicles are prohibited in the building.

26. 严禁在宿舍或附属建筑内吸烟，包括学生个人房间及公共场所。严禁携带整件（箱）酒精类饮品进入公寓；严禁在公寓内集会、酗酒、吵闹、扰民。

26. Smoking is prohibited in the dormitories and its surroundings including the individual room and public area. Box of alcohol drinks are forbidden to enter. It's also forbidden to hold a gathering, be drunk, make noise and to disturb others' rest.

27. 因维修和检查要进入学生房间，物业服务中心会提前告知学生。遇到紧急情况（如火灾、医疗急救、抢险等），公寓工作人员可用备用钥匙打开房间。对于发现的违反住宿管理制度的行为和安全隐患，物业服务中心将采取必要措施予以制止和消除。

27. Students will be informed ahead of time upon room maintenance and room inspection. In case of emergency (like fire, medical emergency, danger, etc.), the apartment administrative staff can open the room with a spare key. The Property Service Center will take necessary measures to stop and eliminate safety hazards or acts which violate regulations

28. 学生必须严格遵守学校的作息制度和会客制度。作息时间为 6:00 am-23:30 pm；来访时间为 08:00 am -22: 30 pm。来访人员必须出示有效证件并登记。来访人员不得在国际学生公寓留宿，必须于当日 22: 30 前离开。被访人离开公寓时，来访人员必须同时离开，否则公寓管理人员有权通知访客离开。

28. Students must strictly obey university work and rest times and regulations for

visitors. The opening time of the international apartment is 6:00 AM, and closing time is 23:30 PM. Visiting times are from 8:00 AM to 22:30PM. Visitors are required to show a valid ID for registration at the reception desk and must leave before 22:30 PM on the same day. No visitors are allowed to stay overnight. When the visited students leave their rooms, the visitors must leave at the same time; otherwise, the international apartment administrative staff has the right to inform the visitors that they must leave.

29. 预售电账户内电量低于报警电量时，房间将自动断电，须及时到水电与节能管理中心进行充值。

29. If your pre-purchased electricity falls below the limit, your room will suffer a power outage automatically. Students have to go to the Water-Electricity and Energy Saving Management Center for a refill.

四、公寓房间调换及校外住宿

Chapter 4 - Room Change and Off-campus Accommodation

30. 在有空余房源情况下，符合条件的中国政府奖学金生可提出申请入住单人间或单人入住双人间，原则上须一次性补足一年（12个月）房间差价；入住自费国际学生须按规定一次性至少缴纳一学期的住宿费。

30. In the case of vacant apartment situation, the qualified students with a Chinese government scholarship can apply to live in a single bed room or to live alone in a double bed room, but one year (12 months) of the room price difference must be paid in one time. Self-supported students must pay in one time at least one semester of the accommodation fee.

31. 有空余床位的双人间，如学生拒不接受安排室友的，将默认为该生同意补交房间差价，单人入住双人间。

31. If there is a vacant bed in a double bed room, and the student refuses to accept a roommate, the price of the room will default to the agreement of the room's price difference of when a single student lives in a double bed room.

32. 如有特殊原因需要校外住宿的，须按照以下程序向留学生办公室提出申请，并在申请获得批准后方可办理校外住宿的相关手续。

(1) 申请时间：每年6月1日至6月30日；

(2) 申请条件：二年级以上（含二年级）硕士研究生和博士研究生，无上课缺勤，无考试不及格，无违法违规不良记录且平时表现良好，通过学校年度评审。

32. Students, who are going to apply for an off-campus accommodation in case of a special cause, must submit an application to the International Education College according to the following process, and can only start living off-campus after completing the relevant procedures and obtaining the permission of the International Education College.

(1) Application time: June 1 to June 30 each year

(2) Application conditions: Second grade or higher (including second grade) master and doctoral students, who have no absences from classes, passed

all exams, perform well and have no illegal or bad record, and pass the university annual review are qualified to apply.

33. 国际学生校外住宿，须办理以下手续：

(1) 与房东签订《租房合同》；
(2) 凭《租房合同》到租房所在地的派出所办理《临时住宿登记表》，并将复印件提交国际教育学院。

(3) 如更改住宿地址，须及时将更改情况告知外国留学生办公室并办理相应的住址变更手续。

33. The following processes are for students who are going to apply for an off-campus accommodation.

(1) Make a contract with the house owner.

(2) Register at the local police station for the “Registration Form Of Temporary Residence”, and you must submit a copy to the International Education College.

(3) Submit a new “Registration Form Of Temporary Residence” to the International Education College as well if the students change accommodation.

34. 中国政府奖学金生校外住宿补助标准：本科生和硕士研究生每月 700 元、博士生每月 1000 元。国际教育学院将根据该标准为提出申请，并被学校批准校外住宿奖学金生按月发放校外住宿补助。

34. The apartment subsidies for the standard student with a Chinese government scholarship applying for an off-campus accommodation is: 700 RMB/Month for bachelor & master students or 1000 RMB/Month for Ph.D. students. The subsidy will be paid monthly to applicants approved according to this standard.

五、 处罚

Chapter 5 - Penalty

35. 违反上述规定者：

第一次违反，物业服务中心书面警告整改；
第二次违反，留学生办公室约谈，限期改正；
第三次违反，取消校内住宿资格。

35. Violation of the above mentioned regulations:

(1) First violation: The Property Service Center administrative staff will give the violator a Written Rectification Warning.

(2) Second violation: The International Education College will talk with the violator and the student has to make corrections within a time limit.

(3) Third violation: Violators will be disqualified from any campus accommodations.

36. 如有违反中国相关法律，将移交司法机关依法进行处理。

36. Any violation of a Chinese law will be transferred to judicial organs and be handled in accordance with the law.

六、附则

Chapter 6 - Supplementary Provisions

37. 本办法自 2015 年 8 月 1 日起执行。

37. The regulations will be implemented from August 1, 2015.

38. 本办法解释权归国际合作处、国际教育学院。

38. The International Cooperation Office and the International Education College reserve the right of interpretation of these regulations.

中国地质大学（武汉）

国际教育学院

2015 年 8 月 1 日

International Education College, CUG

2014/2015 学年在校生住宿安排补充说明

- 1 现已在校的学生家属，允许家属入住国际学生公寓；
- 2 入住单人间的学生携带家属的，需加收 20% 房费，须一次性交齐一年费用；
- 3 申请入住双人间的房间差价减免 10%，须一次性交齐一年费用。

Supplementary Specification to the

Accommodation Arrangements of Year 2014/2015 Enrolled Students

1. For current enrolled students, whose family members are already in China, are permitted to live with family members in the international student apartment.
2. The room fee will be increased by 20% for students who live with their family members in a single room when the student can pay in one time the accommodation fee for one-year (12 months).
3. For students who are going to apply for a double bed room, a 10% discount of the room price difference fee will be given only when he or she can pay in one time the accommodation fee for one-year (12 months).

附表：房间差价表 **Room Price Difference**

学生类型/Student Type	房间类型/Room Type	房间差价标准（元/年） Price Difference (RMB/Year)
硕士/本科/普进 Bachelor/master/Junior scholars	单人间 Single room	3600
硕士/本科/普进 Bachelor/master/Junior scholars	单人入住双人间 Single student lives in one double room	8400
博士/高进 doctoral students / senior scholars	单人入住双人间 Single student lives in one double room	4800

承诺书

Letter of Commitment

Date: Y M D

Passport Name:		Nationality:	
Room Number:		Student Number:	
Telephone NO.:			
Study Duration:	From Year to Year		

我已清楚阅读并明确理解上述《中国地质大学（武汉）国际学生公寓住宿管理办法》和《2014/2015 学年在校生住宿安排补充说明》，我自愿承诺严格遵守。如有违反，本人承担所有责任。

I have a clear understanding of the above *International Student Apartment Administration Measure of China University of Geosciences (Wuhan) (CUG)* and *Supplementary Specification to the Accommodation Arrangements of Year 2014/2015 Enrolled Students*. Hereby I Promise to strictly abide by the regulations. I am willing to take the full responsibility when breaking the above.

学生签字：
Student Signature:

中国地质大学（武汉）国际学生公寓（丹桂苑）安全责任书

A Guarantee Letter for the International Students Apartment (Dangui Plaza)

Security

为了保证国际学生宿舍安全管理工作的顺利开展，预防各类安全事故的发生，保障国际学生人身、财产安全，促进安定团结、文明和谐的校园建设，根据学校安全保卫的有关要求，结合我校校规、校纪特制定本安全责任书。责任人（住宿人）保证做到以下各项：

For a better management in international students apartment, to prevent various accidents, secure students personal and property security and promote a stable and harmonious campus building, hereby is this guarantee letter for the International Students apartment made based on University Security regulations and disciplines. The tenant promises to abide by the following items:

一、中国地质大学（武汉）国际学生公寓属于学校公共财产，公寓只能分配给在校学习的国际学生居住，其他任何人员在未经国际学生办公室允许的情况下均无权居住。入住者应自觉遵守校纪校规及宿舍相关管理规定，按指定的房间住宿，未经批准不得私自调换。宿舍楼内空房间、空床位由国际学生办公室统一计划管理，不准擅自占用床位。经学校批准学生宿舍需要调整时，入住者必须予以配合。

1. The international apartment is university's public property. The room can only be allocated to university's international student. The other people have no right to move in without permission. Students need to abide by the university's and apartment's relative discipline and regulations, need to live in the appointed room, and cannot change the room without approval from the office. The office will allocate the empty room and the room tenant is supposed to accept the room adjustment from the office in some special circumstances.

二、国际学生公寓房间仅限于学校提供具有入学资格的住宿学生使用，住宿学生不得将宿舍房间转借、转租或留宿他人。若有违反，国际学生办公室将收回住房，并根据学校规定视情况给予相应的处分和掉销入住资格。

2. The rooms are allocated to qualified students only. The tenant cannot borrow, rent the room or stay other people in it. Once discovered, the office will take back the room and discipline the student according to the relevant university regulations.

三、自觉维护公共场所卫生环境，养成良好的卫生习惯。禁止往楼梯走廊内泼水、堆放垃圾，垃圾投放至指定垃圾桶；禁止使用各类电器、气瓶在房间内做饭，禁止将剩饭菜倒入盥洗池内，禁止在阳台、走廊内堆放废弃物和悬挂障碍物品；养成良好生活习惯，做到离开宿舍闭电源、关紧窗、锁好门，妥善保管好贵重物品；未经批准宿舍内不留宿外来人员。

3. Maintain tidiness and cleanness in public area; form a good habit of personal hygiene. No dirty water and trash is poured in apartment corridor, rubbish should

throw into designated trash can; No cooking with electronic appliances and gas container in the room; Leftover such as vegetables, bones etc is prohibited to pour into bathroom sink. No personal staffs take up the public balcony and corridor; Form a good life habit. Shut down the power, close the window and lock the door before leaving. Take good care of your own valuable staffs and don't stay strangers.

四、加强安全防范和自我保护意识，注意防火、防盗。在宿舍楼内严禁存放各种有毒、易燃、易爆物品，不携带或私藏国家法律法规禁止的物品。禁止饲养宠物。严禁焚烧物品，禁止酗酒、赌博、打架斗殴，禁止大声喧哗以及其他各种有碍他人学习休息的活动。

4. Please pay attention to the security and self-protection such as fire prevention and theft prevention. Poisonous, inflammable and exploded items are prohibited in apartment as well as the objects which are prohibited by Chinese law and regulations. Pets are strictly prohibited in the building. Burning is absolute forbidden in the apartment. No activities which disturb other students' study and rest such as drunk, bribe, fighting and loud noise.

五、禁止在宿舍内使用洗衣机、电炉、热得快、电饭煲、电磁炉、微波炉、电热毯、取暖器等会损坏房间设施的电器和大功率电器。禁止私接电线、乱拉网线。如违反规定对人身和公共财产造成损失的须照价赔偿，情节严重者将由司法机关追究法律责任。

5. It's forbidden to use an electric appliance or high-power electrical appliance which may damage the room facilities, such as washing machine, electric stove, heater, rice cooker, induction oven, microwave, electric blanket, heating apparatus, electrical power bars, etc. Anyone who causes a fire by violating the above must repay all damages. Severe violation resulting in damage to personal or public property will be transferred to judicial authorities.

六、使用空调时，空调温度不宜和室外相差太大，以防长期运行过热，缩短空调使用寿命；使用热水器时应先将水箱注满水后，再插电源，以防空烧时发生火灾；洗澡时，应注意通风。

6. Please use the air conditioner properly for environment and long term service life protection. Fill the water heater in the bathroom before plugging as the empty water use may cause fire. Make sure there is enough ventilation when take shower.

物业服务中心

Property Service Center

2015年8月1日

承诺书

Letter of Commitment

Date: Y M D

Passport Name:		Nationality:	
Room Number:		Student Number:	
Telephone NO.:			
Study Duration:	From Year to Year		

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I have a clear understanding of the above *A Guarantee Letter for the International Students Apartment (Dangui Plaza) Security*. Hereby I Promise to strictly abide by the regulations. I am willing to take the full responsibility when breaking the above.

学生签字：
Student Signature:

房间物品及设施明细清单（单人间）

The Room Items and Facilities List (Single Room)

学号 Student No.:		学生姓名 Passport Name:		国籍 Nationality:		房间号码 room No.:	
序号 No.	物品名称 ITEMS	单位 UNIT	数量 NUMBERS	序号 No.	物品名称 ITEMS	单位 UNIT	数量 NUMBERS
1	防盗门 Security Door	扇	1	13	插座 Adapter	个	6
2	卫生间玻璃门 Toilet Glazed Door	扇	1	14	地漏 Floor Drain	个	2
3	衣柜 Wardrobe	个	2	15	日光灯管 Daylight Fluorescent Lamp Tube	根	2
4	桌子 Desk	把	1	16	内阳台灯 Inner Balcony Lamp	顶	1
5	椅子 Chair	把	1	17	卫生间灯 Bathroom Light	顶	1
6	面盆 Basin	个	1	18	床 Bed	张	1
7	水龙头 Water Tap	个	1	19	床垫 Mattress	个	1
8	镜子 Mirror	面	1	20	开关 Switch	个	3
9	马桶 Closestool	个	1	21	网线接口 Internet Cable	个	2
10	花洒 Shower Nozzle	个	1	22	电视接口 Television Cable	个	1
11	空调 Air-Conditioner	个	1	23	窗户 Window	扇	3
12	遥控器 Remote Control	个	1	24	钥匙 Key	把	1
其他备注 Others:							

承诺书

Letter of Commitment

我已确认过房间物品，自愿承诺爱护房间内物品及公寓楼内的公共设施，如有丢失或损坏物品和设施，我愿意照价赔偿。

I have confirmed the above mentioned room items, and I take voluntary commitments here that I will take care of the public facilities in the room and the apartment.

If there is any damage or loss of these items and facilities, I will pay the full price for anything damaged.

学生签字(Student Signature):

日期(Date):

房间物品及设施明细清单（单人间）

The Room Items and Facilities List (Single Room)

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