



# St. Stephen's College Alumni Association Limited

## Homecoming 2015 (August 8th-9th 2015)

### Important Notice to the Attendees

#### General College Rules and Regulations

1. Please respect College property and rules.
2. Be responsible for safety of your own and others.
3. Smoking, cooking (except in cooking class) or igniting fire is strictly prohibited in the College.
4. All kinds of gambling are prohibited in the College.
5. Campers are not allowed to enter the kitchen, staff quarters and store rooms.
6. Campers must keep the College silent and not make disturbing noises. Radio, tape recorder etc. can only be used where the peaceful enjoyment of the other campers is not affected.
7. Campers must put all rubbish into dustbins to keep the College clean and tidy.
8. Campers must not cut, pick or damage any tree and plant within the College area.
9. Campers are not allowed to raise any flag or post any poster within the College area without the College's permission.
10. Campers must dress neatly in the College area. Pajamas and slippers can only be dressed inside the hostel.
11. Campers are responsible for compensatory payment of damaging or losing any College property.
12. Campers are responsible for taking care of their own properties and belongings. The College and SSCAA are not to be held liable for any loss of or damages to the campers' properties and belongings.
13. Campers shall clean up all used venue, furniture, equipment, bedding and rubbish.
14. Campers are not allowed to use any audio and/or video equipment which cause distributing noise.
15. Campers are not allowed to play and make disturbing noises.
16. Campers shall return and put back all equipment, devices and facilities to where they were taken or hired. Campers are responsible for compensatory payment if there is any loss or damage.
17. Campers are not allowed to bring any food or drink into the function room or the College hall.
18. Campers must keep all the pianos in its position. Campers are responsible for toning charges and compensatory payment if there is any damage.
19. No unauthorized installation or usage of any equipment or recreational facilities is allowed.

The College has the right to add new rules and regulations or to amend or delete the above rules and regulations without notice.

The College will report to the police anyone who has acted or is acting in breach of any laws of Hong Kong or against the public safety. Offender will be ordered to leave the College and be liable for all the consequences. In addition, all the payment(s) made will be forfeited.

#### Gate Entrance Security and Parking

- Valid membership card OR preregistration is needed to enter the campus
- License plate numbers stated on all application forms are already pre-registered. Campers should follow College's instruction for parking and no vehicle is allowed to enter or park at the Campus without authorization.
- The main gates and others facilities of the College are open at 8:00 a.m. and closed at 10:00 p.m.

#### Event Principles:

- (1) Safety for all individuals;
- (2) Respect of the College property; AND
- (3) Compliance with the Event's House rules & College regulations.

SSCAA reserves the right to evict any individual or any group of attendees from the Event and the College campus when one or more of the above principles are deemed breached. The ruling will be jointly made by the (a) SSCAA's Homecoming Housemaster, and (b) SSCAA's President; and is considered final. No refund of any fees will be given to any evicted person(s).

### **Cancellation Policy**

- SSCAA reserves the right to cancel the Event in consideration of unexpected situation.
- If we experience Red or Black Rain Storm Warning or No. 3 Typhoon or above by 8am on August 10, the Event will automatically be cancelled.
- If campers have already checked in at the College when the aforesaid rainstorm warning or typhoon signal is hoisted, they must remain in the campsite for their safety until the warning ceases to be in effect. However, all activities must be suspended. All campers must follow the College's instructions to evacuate the College under such circumstances.
- Please check [www.sscaa.org](http://www.sscaa.org) for latest news. Upon cancellation, a refund less \$50 per paid person shall be issued.

### **Check-in for Day and Overnight Camp**

3:00pm on August 8, 2015 at College House lobby

For after-hour check-in, please call Dickson Leung at 62092206

Campers must complete the check-out procedure before leaving the College.

### **Contacts:**

General Inquiries: Mimi Yuen 9304 8394

Check In/Out Dickson Leung 6209 2206 / Alan Wu 6093 9966

Housemaster information available at Check-in

### **Liability Release Form**

- Each guest is also required to sign a Liability Release Form relieving SSCAA and the College for liability upon Registration.

### **Day Camp**

- What to bring: your own sports equipment, accessories, appropriate clothing, insect repellent, sun block, jacket and/or umbrella, drinks and snacks...etc
- What NOT to bring: Valuable belongings or harmful items

### **Overnight Camp**

- \$300 deposit will be required at Check-in. Guests are responsible for safe-keeping their keys and air-conditioning remote control. \$300 will be refunded at Check-out with keys and remote control returned.
- Campers are not permitted to invite any visitors to the College without pre-registration
- Room number will be assigned during Check-in.
- The hostel lighting system will be switched off at 11:00 p.m. All campers must stay at the dormitory and stop all activities and remain silent by this time.
- Each room has air-conditioning, pillow, blanket, bed sheet, mattress and toilet paper are provided.
- Campers must keep all the blankets, bed sheets, pillow-cases clean and keep all the bed and mattress in its position.
- All residential campers must return all the bed sheets and pillow-cases in the assigned area.
- Campers are not allowed to bring any food or drink into the dormitories.
- In the event of any delay for 30 minutes or more, no meals will be provided and all payment(s) made will be forfeited.
- What to bring: your own sports equipment, accessories, appropriate clothing, insect repellent, sun block, jacket and/or umbrella, washroom amenities, towels...etc
- What NOT to bring: Valuable belongings or harmful items

### **Others**

- Limited bottled water will be provided by SSCAA.
- Bring some cash for souvenirs purchase.