

SUNNY HOUSE @KAI TAK

Resident Handbook

English Version



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## Welcome Message and Introduction

Welcome to Sunny House @Kai Tak, this is Hong Kong's biggest student housing, a modern co-living brand developed by Wang On Properties Limited. The whole concept offers a fresh and vibrant approach to shared living spaces for students and young professionals. Please see some of the information below that might find useful. Enjoy your stay at your second home away from home.

Address:

**19 Luk Hop Street, San Po Kong, Kowloon East, Hong Kong** (MTR Diamond Hill Station Exit A2)

The lease term for each academic year runs from 16 August of the year the contract is signed to 31 July of the following year. We look forward to meeting you!

## Sunny House Team

### Operations Team

Responsible for the daily management of Sunny House, we are dedicated to providing a safe, comfortable, and vibrant living experience. Our services include 24-hour security, a facial recognition system, weekly room cleaning, and all-inclusive amenities such as utilities, Wi-Fi, and thoughtful features like first-aid kits and iron and ironing board rental.

**For inquiries regarding dormitory rooms and facilities**, residents can contact the Operations Team through the WeChat group. Our front desk on the Ground Floor (G/F) is staffed 24 hours a day.

### Leasing Team

We provide professional booking and payment support to **make your reservation hassle-free!** Our services include handling inquiries about reservations, lease renewals, e-contract signing, and rent payments.

### Sunny Bear (Marketing Team)

Led by Sunny Bear, our Marketing Team is here to **bring you fun benefits and community events**—so you can make friends and feel right at home in Hong Kong. As a resident, you'll enjoy special perks like dining and shopping discounts. Come be part of the Sunny House community and enjoy everything Hong Kong has to offer!

## Building Overview

- **3/F**
  - Outdoor platform (Basketball & Badminton court) & hourly rate meeting room
  - Fully equipped Gymnasium with male and female changing room
- **1/F**
  - Shared kitchen
  - Event space, study room, pool table, sharing book corner
  - Boardgames, relaxing couch area & vending machines
  - Phone booth for quick noise isolation
- **M/F**
  - Self-service laundromat
  - Ping pong table, multifunction room, miniature football machine
  - Gaming arcade
- **Pantry for every floor**
  - Communal garbage bin
  - Water dispenser
  - Shared iron and ironing board & shared freezer



\* Residents can use the passenger lifts to access all floors.

\* The service lift is for Sunny House staff use only and is not accessible to residents or visitors.

## General House Rules

- 1. Smoking is strictly prohibited in the premise including our 3/F outdoor platform and Carpark**
  - If smoking, vaping, or using e-cigarettes, including any presence of cigarette ash, is discovered on our premises (Sunny House @Kai Tak), a fixed penalty of HKD3,000 will be imposed without prior notice or warnings.
  
- 2. Quiet hours: 11:00PM to 08:00AM, please lower your noise level during the time**
  - Quiet hours are rigorously enforced on accommodation floors. Any noise or light disturbance will be deemed a violation of the license agreement, potentially leading to eviction. Please respect your roommates.
  
- 3. This buildings' tenants' floors are for tenants only, no visitors are allowed**
  - Any exemptions shall be subject to the relevant terms and conditions set out in the contract and house rules.
  
- 4. Please take care of your personal belongings**
  - Please take good care of your personal belongings. Sunny House is not responsible for any lost items that haven't been properly stored or locked. It's crucial to exercise caution and take responsibility for your belongings to avoid any potential loss.
  - For safety reasons, CCTV cameras have been installed in all common areas of the building to ensure the security and well-being of residents.
  - The system is operated and managed in accordance with the relevant guidelines provided by Sunny House staff.
  - Additionally, video recordings are kept for archival purposes only. When reviewing footage is necessary, access is granted only after the police's assessment and involvement in the investigation, accompanied by a police authorization letter.

## General House Rules (Continued)

### **5. Key card and door opening**

You are accountable for the safekeeping of your keycard. In the event of a lost keycard necessitating a replacement, an administration fee of HKD200 will be charged. If you leave your keycard in your room and request assistance from Sunny House staff to open the door, a fee of HKD20 will be applied per opening.

### **6. Housekeeping cleaning**

- We have housekeeping cleaning team to come to your room to conduct general cleaning on a weekly basis, for more details regarding the housekeeping cleaning schedule, please check with our Community Team.
- It is your responsibility to maintain cleanliness and tidiness in your room. This is crucial not only for maintaining personal hygiene but also to show respect for your roommate.



## House Rules of SUNNY HOUSE (“Rules”)

### 1. Aim

The primary aim of these Rules is to regulate the use of the Building so as to promote a harmonious living environment and a comfortable place to rest, socialize and study for all users.

### 2. Interpretation

In these Rules, -

- 2.1. All definitions used in the license agreement of the Room and Shared Facilities to which these Rules are annexed shall apply, unless otherwise stated.
- 2.2. “Management Office” means the management office of the Licensor situated at the Building.
- 2.3. “Other Licensees” means all licensees of the Building other than the Licensee.

### 3. Smartcards

- 3.1. Smartcards are issued to the Licensee for –
  - 3.1.1. Elevators
  - 3.1.2. Door of the Room
- 3.2. The Licensee must keep his/her assigned smartcards safe. Transfer of any smartcard is strictly prohibited.
- 3.3. Duplication of smartcards or holding multiple smartcards is strictly prohibited.
- 3.4. All assigned smartcards must be returned to Management Office on Handover Date.
- 3.5. The Licensee shall report to the Management Office immediately of any loss or damage to smartcards assigned to him/her.

### 4. Smartcards Access Control

- 4.1. For security reasons, the Licensee is required to use smartcard assigned to him/her for gaining access to the Building.
- 4.2. The Licensee who forgets to bring his/her smartcard for entering the Building is required to fill in “Licensee Entry Permission Record” and present his/her personal valid Passport for verification at the Management Office before gaining access.

### 5. Respect for Other Licensees

- 5.1. Actions or behaviors which may interfere with Other Licensees’ rights to privacy, time to study and rest, or normal use of facilities in the Building is prohibited.
- 5.2. The Licensee should not enter the bedrooms of Other Licensees without getting consent of the Other Licensees.
- 5.3. The Licensee should be properly attired in common areas of the Building, including the Shared Facilities, at all times.
- 5.4. The Licensee should not behave in any manner which create disturbance to Other Licensees in any circumstances.

### 6. Quiet Hours and Noise Level

- 6.1. The Quiet Hours of the Building is from 23:00 to 08:00 of the next day and all public holidays. The Licensee should avoid creating noise in any parts of the Building, including areas outside the entrance of the Building within Quiet Hours.
- 6.2. At all times other than Quiet Hours, the Licensee should keep his/her noise level reasonable so as not to cause nuisance to neighbors and Other Licensees.

## **7. Personal Properties**

The Licensee is responsible for his/her personal properties. The Licensor is not responsible for any loss of personal properties. The Licensor will not provide any storage space for bicycles and motorcycles.

## **8. Public Properties**

- 8.1. The Licensee shall not remove any furniture, fitting, fixture or facilities provided for common use in the Building without prior approval of the Licensor.
- 8.2. The Licensee should not deface, defile or otherwise damage any wall or any structure of any kind, or any furniture, fitting, fixture or facility provided for use in the Building, or install any new utility or fitting without prior approval from the Licensor.

## **9. Shared Facilities**

The Licensor shall have right to (i) designate or re-designate or alter the user or nature or location of the Shared Facilities or any part(s) thereof; or (ii) change the opening time of the Shared Facilities or any part(s) thereof and the Licensee shall have no claim whatsoever against the Licensor and shall not refuse to perform or observe the terms or conditions of this Agreement as a result of or arising from the aforesaid.

## **10. Electrical Appliances**

- 10.1. Without prior approval of the Licensor, electrical appliances or furniture which are greater than 100cm x 50cm x 30cm in length, width and height in total, are not allowed to be brought into the Building.
- 10.2. Any electrical appliances not fulfilling the standard of the certificate of safety compliance provided by EMSD should not be used in the Building. The Licensor reserves the right to claim for any damages and loss or fire hazard created by the use of appliances that do not comply the standard or misuse of any electrical appliance by the Licensee.
- 10.3. The Licensor will request the Licensee to remove at his/her own cost any appliances or items which are not allowed to be brought into the Room, or any equipment used in such a way that disturbs or endangers others. If the Licensee shall not comply with such request, the Licensor may remove and dispose them as the Licensor may see fit and the cost of such removal and disposal shall be borne by the Licensee. Further, the Licensee shall be liable for a fine of HKD2,000.
- 10.4. The Licensee shall make his/ her best effort to co-operate with Licensor on energy and water saving at the Building.
- 10.5. The standard electrical voltage in Hong Kong is 220 volts AC, 50 Hz.
- 10.6. The Licensor is not liable for any damage of personal electrical appliance due to inappropriate use of electricity.

## 11. Safety Matters

- 11.1. Cooking and/ or use cooking equipment that can cook or reheat food in the Room and the Shared Facilities (except Shared Kitchen) is strictly prohibited.
- 11.2. Possession of chemicals, explosives or highly combustible is strictly prohibited.
- 11.3. Open flames, including candles, incense and party poppers, are prohibited in any part of the Building.
- 11.4. Interference of fire service devices is prohibited.
- 11.5. In order to provide safe exit in an emergency, all fire exits, corridors, lift lobbies and stairwells must always be kept clear from any obstructions. Any personal object which causes such obstructions may be removed by the staffs of the Licensor without prior notice.
- 11.6. Report of any damage or malfunction of any windows in the Room should be made to the Management Office at once for repair and maintenance.
- 11.7. If the fire alarm is triggered due to any activities done by the Licensee in the Room or the Shared Facilities, the Licensee will be charged HKD2,000 per occasion.

## 12. Smoking and Drugs

Smoking and taking dangerous drugs (according to Dangerous Drugs Ordinance) is strictly prohibited in any part of the Building. If it is discovered that the Licensee smoking or taking dangerous drugs in any part of the Building, the Licensee shall be liable to a fine of HKD3,000.

## 13. Gambling

Gambling of any form is strictly prohibited in any part of the Building.

## 14. Cleanliness

- 14.1. It is the Licensee's responsibility to keep the Room clean and tidy. The Licensor reserves the right to conduct room check for maintenance and safety checking purpose once a month without prior notice.
- 14.2. It is the Licensee's responsibility to avoid food keeping inside the refrigerator that are spoiled and decayed. The Licensor reserves the right to clear any spoiled or decayed food once a month without prior notice and the Licensor shall not be liable for any loss or damage in relation thereto.
- 14.3. Housekeeping services on cleaning the floor and washroom of the Room only will be provided once a week.
- 14.4. Any extra housekeeping services on cleaning the floor and washroom of the Room will be charged HKD200 per request.

## 15. Commercial/ Promotion Activities

Commercial promotions and activities are prohibited in the Building. Sale of any goods or services in the Building is not allowed without prior approval of the Licensor. Distribution of promotional items to the mail boxes is prohibited without prior approval of the Licensor.

## 16. Pets

Pets are strictly prohibited in the Building. If it is discovered that the Licensee has kept any pets in the Room or in the Building, the Licensee shall forthwith arrange to remove the pet from the Room or the Building.

### **17. Energy/Water Management**

The energy/water consumption data may be recorded by the Licensor monthly via utility bills, metering, a building management system, or other automatic/manual tracking tools. Data collected from Licensee will be used for the purposes of monitoring, measuring, and improving the energy/water performance of the Room under Licensee control. The Licensee are encouraged to participate in energy saving program the Building may be participating in.

### **18. Waste Control**

Waste bins are located at the back stairs of each floor, next to the parking area on the ground floor. The Licensee must put his/her waste in those bins by himself/herself. The Licensee shall make his/ her best effort to co-operate with Licensor on waste reduction and recycling at the Building.

### **19. Sickness**

- 19.1. A Licensee who is sick should seek medical treatment immediately and report such sickness to the Management Office.
- 19.2. A Licensee who suffers from communicable disease shall comply with such isolation and treatment measures as may be requested by Management Office.

### **20. Letters, Parcels and Delivery**

- 20.1. The Licensor will not receive any kinds of parcels or deliveries on behalf of any licensees. The Licensee is required to pick up own parcel within the specific period informed by the respective logistic companies, or to pick up food items at the food delivery shelf on G/F of the Building.
- 20.2. The Licensee is required to pick up any letters addressed to them at the designated location. Any letters addressed to or not picked up by the Licensee after the End Date will be automatically returned to the sender and the Licensor shall not responsible for any loss or liability of any letters received after the expiration of the Term.

### **21. Breach**

In respect of any serious breach of any Rules by a Licensee (as conclusively determined by the Management Office), the Management Office may terminate the license agreement between the Licensor and the Licensee and sue for damages. In respect of any other breach by the Licensee, the Management Office will give a written warning to the Licensee. If there shall be repeated breach of such Rules, the Management Office may terminate the said license agreement and sue for damages. Appendix A provides a list of the indicative cost for certain breaches. However, the recovery of such cost is only one of the remedies available to the Licensor.

## Charges for Damage or Loss of Facilities & Costs Chargeable for Breach

The Licensee will be charged for damaged or lost facilities (except for fair wear and tear). Any items left behind may be disposed of as rubbish at the prevailing charge. Charges listed below, while not meant to be exhaustive, help to illustrate the charges for some damaged or lost items. Damage or loss of other facilities not listed below may be charged at cost. The Licensor reserves the right to revise those charges from time to time as deemed necessary. Revised charges will be announced to the Licensee.

It shall be the responsibility of the Licensee of the Room individually, to safeguard all the properties including furniture, fittings and gadgets of the Room. For any damage to, or loss of, any property from the Room, the Licensee will be held directly responsible.

Item	Total (HK\$)	
<b>Room</b>		
Smartcard	\$200	per card
Forget to bring Smartcard	\$20	per time
<b>Miscellaneous</b>		
1. Mark or Damage to Wall/ Ceiling / Door	\$100	per square feet
2. Toilet Board	\$200	per item
<b>Removal Charges for Items Left Behind</b>		
1. Administrative charge for the claim of big items left at the back stair (items cannot put in the rubbish bin)	\$500	per time
2. Administrative charge for the claim of items left inside room after check-out	\$1,000	per time
3. Administrative charge for rubbish handling left inside room and shared facilities after check-out	\$500	per rubbish bag (size: 25" x 36" per rubbish bag)
<b>Costs Chargeable for Breach</b>		
1. Smoking in any area of the Building (including but not limited to cigarette, electronic cigarette or VAPE)	\$3,000	per time
2. Noise nuisance to other occupants/users of the Building	\$2,000	per time
3. Any visitor of the Licensee has entered or used the Room and/ or Shared Facilities at the Building (Visitor Area at first floor excluded)	\$2,000	per time
<b>Administrative Fee</b>		
1. Permitted Occupier intends to reside in the Room in excess of the aforesaid number of (12) nights	\$500	per night
2. Any change of Permitted Occupier	\$500	per time
3. Licensee applies for a room replacement as specified in the license agreement	\$3,000	per time

## House Rules for Residential Floors at Sunny House

### **1. Access to Other Floors:**

- Access to floors other than the resident's designated floor is strictly prohibited. Each resident is only allowed access to their own designated floor. This rule is in place to respect personal privacy and ensure a sense of security for all residents.

### **2. Communication:**

- Residents should conduct any open discussions or conversations in designated common areas or public spaces which are accessible to all residents. Conversations or activities near the entrances of designated floors should be avoided to prevent confusion or discomfort for fellow residents.

### **3. Outsiders and Guests:**

- Inviting outsiders or guests to the room is strictly prohibited. Only registered residents of Sunny House are allowed access to or use of the Sunny House property which requires approval and registration. This policy ensures the safety and security of all residents.

### **4. Reporting Violations:**

- If any resident notices a violation of the restricted access rule or prohibition of inviting outsiders or guests, they should promptly report it to the Sunny House Community Team. This allows us to address any concerns and maintain a secure and respectful living environment for everyone.

### **5. Warning and Eviction Policy:**

- Violations of these house rules may result in a series of warnings issued to the resident(s) involved. Depending on the severity and frequency of the violations, continued disregard for the rules may lead to EVICTION from Sunny House. We take these rules seriously to ensure the well-being and comfort of all residents.

### **6. Public Notice:**

- These house rules, along with the warning and eviction policy, will be prominently displayed on the public notice boards of each floor at Sunny House for easy reference and awareness. It is the responsibility of each resident to familiarize themselves with these rules and abide by them.

## House Rules for In-house Residents

### **1. Respect for Property:**

- Treat the furniture and fixtures with care and gentleness, as if they were your own.
- Report any damage or maintenance issues to the Sunny House Community Team promptly, so we can address them right away.
- Please note that any intentional damage to the property will result in appropriate penalties.

### **2. Key and Keycard Responsibilities:**

- Upon check-in, each resident will receive a key for their drawer & closet. Please keep it safe and secure, as a lost key incurs a replacement fee of HKD100 per piece.
- Keycards will also be provided. Misplaced or lost keycards will incur a fee of HKD200 per piece.
- If you leave your keycard in your room and request assistance from Sunny House staff to open the door, a handling fee of HKD20 will be applied per opening.

### **3. Respect for Roommates:**

- Building a friendly and respectful community starts with respecting your roommates.
- Maintain a peaceful and harmonious living environment by considering their privacy and personal space.
- Keep noise levels to a minimum, especially during designated quiet hours (11:00PM – 8:00AM)

### **4. Personal Belongings:**

- We encourage you to take good care of your personal belongings.
- For added security, you may utilize the locked drawers and closets provided.
- Please note that Sunny House is not liable for any loss or damage to residents' personal items within the property.

### **5. Adherence to House Rules:**

- Our house rules are in place to ensure a comfortable and enjoyable living experience for all residents.
- We kindly request your cooperation in following these rules at all times.
- Failure to comply with the rules may result in penalties or further action as deemed necessary by Sunny House Management.

### 3/F Outdoor Basketball and Badminton Court Disclaimer

1. **Use of Facilities:** By utilizing the outdoor basketball and badminton court within the Sunny House, you acknowledge and agree to the following terms and conditions. Please read this disclaimer carefully before engaging in any activities on the court.
2. **Personal Responsibility:** You assume full responsibility for any risks, injuries, or damage that may occur during your use of the basketball and badminton court. The Sunny House will not be held liable for any accidents, injuries, or losses incurred while using the court.
3. **Proper Attire and Equipment:** It is recommended to wear appropriate sports attire and footwear while using the court. The Sunny House Community Team does not provide any equipment, and it is your responsibility to bring your own basketballs, badminton rackets, shuttlecocks, or any other necessary equipment.
4. **Court Conditions:** Sunny House strives to maintain the court in good condition. However, it is possible that the court may encounter wear and tear or temporary hazards. Please exercise caution and report any visible damage or hazards to the Sunny House Community Team immediately.
5. **Supervision and Safety:** It is important to exercise caution and adhere to safety guidelines while playing basketball or badminton. If you are unfamiliar with the rules or require assistance, it is recommended to seek guidance from a qualified instructor or conduct thorough research.
6. **Fairness:** Sunny House promotes fairness and respectful behavior among all users of the basketball and badminton court. Please treat others with fairness, respect their rights to use the facilities, and maintain good sportsmanship at all times.
7. **Personal Belongings:** Sunny House is not responsible for any loss, theft, or damage to personal belongings left unattended by the court or within the court premises. It is advised to secure your valuables or leave them in a safe place before using the court.
8. **Compliance with Rules:** You are expected to comply with all posted rules and regulations governing the use of the outdoor basketball and badminton court within the Sunny House. Please respect other users and maintain good sportsmanship while utilizing the facilities.

### 3/F Gym Disclaimer

1. **Use of Facilities:** By stepping into the gym at Sunny House, you acknowledge and agree to the following terms and conditions. Please read this disclaimer carefully before engaging in any physical activities or using any equipment.
2. **Physical Health and Fitness:** By using the gym facilities, you confirm that you are in good health and have no medical conditions that would prohibit or limit your participation in physical exercise.
3. **Personal Responsibility:** You assume full responsibility for any risks, injuries, or damage that may occur during your use of the gym facilities or participation in any activities. Sunny House will not be held liable for any accidents, injuries, or losses incurred while using the gym. Sunny House will provide reasonable assistance in the event of an injury but does not hold any legal responsibility.
4. **Equipment Usage:** Proper usage of gym equipment is essential for your safety. It is your responsibility to exercise caution and use the equipment to the best of your knowledge and abilities. If you are unsure about the correct usage of any equipment, it is recommended to seek guidance from a qualified fitness professional or conduct thorough research on proper usage and safety guidelines.
5. **Supervision and Instruction:** While Sunny House strives to maintain a safe environment, please note that there may not be qualified staff members available to provide direct supervision or instruction. It is important to exercise caution and use the equipment correctly, especially if you are unfamiliar with it.
6. **Injury Reporting:** In the event of an injury or accident, it is important to report it immediately to the Sunny House Community Team. Sunny House will provide reasonable assistance, such as first aid, but does not assume legal responsibility for any injuries.
7. **Personal Belongings:** Sunny House is not responsible for any loss, theft, or damage to personal belongings. It is recommended to secure your valuables and avoid bringing excessive items to the gym. Cabinets may be available for storage, but their use is at your own risk.
8. **Compliance with Rules:** You are expected to comply with all gym rules and regulations. Please ensure that you follow any posted instructions or guidelines provided within the gym.

## House Rules of 1/F Shared Kitchen

### **1. Cleanliness:**

- All residents are required to clean up after themselves immediately after using the kitchen.
- Wash and store all dishes, utensils, and any other kitchen equipment in their proper place after use.
- Wipe down countertops, inductions stations, and other surfaces after use.
- Dispose of food waste properly in designated bins.
- DO NOT pour any food waste into the drain.
- Regularly clean out the refrigerator & cabinet, removing any expired or spoiled items.

### **2. Shared Appliances and Utensils:**

- Treat all shared appliances and utensils with care and respect.
- Any unlabeled appliances and utensils would be treated as shared items.
- Report any malfunctioning or damaged appliances to the Sunny House Community Team.
- Avoid monopolizing appliances or occupying communal cooking areas for an extended period.

### **3. Safe Usage:**

- DO NOT leave cooking unattended to prevent fire hazards.
- Unplug appliances after use and ensure inductions stations are turned off.
- Promptly report issue and safety concerns to Sunny House Community Team.



### House Rules of Using the Shared Kitchen

#### **4. CCTV System:**

- The kitchen and shared common dining area are equipped with a smart CCTV system to monitor the adherence to the rules.
- Any violation of the basic rules may result in a cleaning fee of HKD500 being charged without any warning, which will be deducted directly from the deposit.

#### **5. Communication and Conflict Resolution:**

- Respect the space and needs of other residents using the kitchen.
- Communicate politely and resolve conflicts amicably.

#### **6. Personal Belongings Liability:**

- Sunny House is not responsible for any loss, theft, or damage to personal belongings brought into the shared kitchen by residents.
- Residents are responsible for their own personal items, including but not limited to cookware, utensils, and food.
- It is recommended that residents keep valuable or cherished items secure and not leave them unattended in the shared kitchen.



## House Rules of Sitting and Living Area

### **1. Purpose of Use:**

- The sitting and living area is intended for residents to enjoy meals and engage in basic gatherings, and it should be kept clean and comfortable.
- Please respect the needs and space of others using the sitting and living area and make reasonable use of the available resources. To ensure fair access for all residents, please do not occupy seats for extended periods or leave personal belongings unattended in common areas. The Sunny House Community Team are authorized to remove any items left behind.

### **2. Cleanliness:**

- After using the sitting and living area, please keep the tables and chairs clean, removing any leftover food or trash.
- Dispose of trash in designated bins to maintain the cleanliness of the area.
- If any spills or stains occur, promptly wipe them clean.

### **3. Shared Facilities:**

- After using any shared facilities, please return all items to their designated places to ensure that others can continue to use them.
- Make appropriate use of the facilities and equipment provided in the sitting and living area, such as tables, chairs, and board games.
- Do not intentionally damage or misuse the facilities and equipment in the sitting and living area.
- Report any malfunctions or damage promptly to Sunny House Community Team.

### **4. Noise Control:**

- Maintain a moderate noise level within the sitting area to avoid disturbing other residents who may be resting or studying.
- When using music or other media devices, please use headphones and keep the volume at a considerate level.

### House Rules of Sitting and Living Area (Continued)

#### **5. Prohibition of Gambling Activities and Use of Alcohol:**

- Engaging in any form of gambling activities is strictly prohibited.
- Violation of this rule will result in appropriate penalties.
- Alcohol consumption is prohibited in all common areas, including shared kitchens or any other communal spaces. Any presence of alcohol bottles or beverages must be promptly removed.

#### **6. Personal Belongings Liability:**

- Residents are responsible for their personal belongings brought into the sitting and living area. It is recommended to securely store valuable items.
- Sunny House is not liable for any loss, theft, or damage to personal belongings within the sitting and living area.



## House Rules of 1/F Study Room

### **1. Admission Guidelines:**

- The study room is exclusively for residents to engage in academic activities. Please refrain from engaging in other recreational or disruptive activities.
- Respect the capacity limits of the study room and be mindful of others who may also require access to the space.

### **2. Noise Control:**

- Maintain a quiet atmosphere in the study room to facilitate concentration and focus. Keep noise levels to a minimum.
- Avoid engaging in loud conversations, playing music without headphones, or making excessive noise that may disturb others.

### **3. Personal Belongings:**

- Take responsibility for your personal belongings in the study room. Do not leave them unattended and ensure they do not obstruct walkways or other study areas.
- Sunny House are not responsible for any loss, theft, or damage to personal belongings.

### **4. Cleanliness:**

- Keep the study room clean and tidy. Dispose of trash in designated bins and clean up after yourself.
- Respect the shared space by not leaving behind food wrappers, beverage containers, or any other items that may create clutter or a distraction for others.

### **5. Equipment and Resources:**

- Use study room equipment and resources responsibly and do not damage or misuse them.
- Report any malfunctioning or damaged equipment to the Sunny House Community Team.

### **6. Respect for Others:**

- Show respect and consideration for fellow residents using the study room. Avoid disruptive behavior, offensive language, or actions that may disturb or hinder others' ability to study.

### House Rules of 1/F Sharing Book Corner

The sharing book corner is intended for casual reading enjoyment. Please respect the peaceful atmosphere and refrain from engaging in disruptive activities.

1. We encourage residents to contribute to the sharing spirit by placing their unwanted books in the designated area for others to enjoy. However, please note that Sunny House is not responsible for any lost or damaged items.
2. Treat the books with care and maintain their integrity. Avoid tearing pages, writing or drawing in the books, or any other actions that could diminish the reading experience for others.
3. Return borrowed books promptly after reading to allow others to have the opportunity to enjoy them as well. Do not take books from the sharing book corner without the intention of returning them.
4. Keep the area clean and organized. If you notice any misplaced books or clutter, please help to tidy up and maintain the book corner's inviting atmosphere.
5. Respect the choices of others. Different genres and reading preferences may be available, so please be considerate and refrain from removing or criticizing books that may not align with your personal taste.
6. Any inappropriate or offensive material found within the books should be reported to the Sunny House Community Team immediately and shall be removed promptly.



### House Rules of Using 1/F Billiard Table, M/F Gaming Consoles and Table Tennis Table

1. Respect the equipment provided. Handle them with care and avoid any rough or aggressive behavior that could cause damage.
2. Return all items to their designated places after use. Keep them within the Game Zone for everyone's access and enjoyment.
3. Maintain a clean and organized environment within the Game Zone. Dispose of any trash or food wrappers in the designated receptacles.
4. Be mindful of noise levels while playing games. Keep the volume at a reasonable level to avoid disturbing other residents.
5. Share the gaming consoles, pool table, and table tennis table with fairness and consideration. Allow others to have a turn and avoid monopolizing the equipment for an extended period.
6. Any damage or malfunction of the gaming equipment should be reported immediately to the Sunny House Community Team.
7. Engage in friendly and inclusive interactions with fellow residents. Encourage a positive and welcoming atmosphere within the Game Zone.
8. Enjoy the facilities responsibly and remember to prioritize the well-being and harmony of the Sunny House community.
9. Prioritize safety while using the gaming facilities. Avoid any behaviors that may pose a risk to yourself or others. Report any safety concerns or hazards to the Sunny House Community Team immediately.

## House Rules of Using the Shared Fridge/Freezer and Cabinet in Common Area

### **1. Labeling the Items:**

- Labeling every item you store in the common fridge or cabinet with your room number is a simple yet effective way to identify and distinguish your personal belongings.

### **2. Shared Usage:**

- Kindly remember that the common fridge and cabinet are shared spaces used by multiple residents.
- Be mindful that others may use items stored in the common area.
- Consider sharing the space and resources with fellow residents in a respectful manner.

### **3. Cleaning Schedule:**

- Sunny House will conduct regular cleaning of the fridge and cabinet on a monthly basis.
- During cleaning, any unlabeled or moldy items discovered will be disposed of without prior notice.
- Ensure your items are properly labelled and regularly check for expired or spoiled food.

### **4. Storage of Valuables:**

- It is advisable for residents to store their valuable items in their own room's fridge.
- This practice helps minimize the risk of loss or damage to valuable possessions.

### **5. Strong Smelling Food:**

- Strong smelling food storing in the shared space are strictly prohibited (e.g. Durian, Surströmming, Stinky Tofu, etc.).

### **6. Loss or Damage:**

- Please be aware that Sunny House does not assume any liability or responsibility for any loss or damage to items stored in the common fridge or cabinet.
- We encourage all residents to take necessary precautions and ensure the safety of their belongings.

## Frequently Asked Questions (FAQ)

### **1. Is it permissible to hang my clothes outdoors for drying?**

For security reason and better community, outdoor clothes hanging is prohibited; drying machines are available in the laundromat for your convenience.

### **2. I have deliveries or parcel coming to the property, can you help me receive the items?**

We do not offer parcel or big item reception services on the property due to security reasons and space constraints. However, we can assist with receiving letters. For parcel and item deliveries, kindly arrange for them to be sent to the nearest pick-up point.

Should you requested to have any parcel or deliveries to be sent to the property directly, the courier shall be contacting you for pick-up details accordingly.

### **3. What information should be included when sending a letter to Sunny House?**

Please ensure that the letter includes your full name in English and your room number.

### **4. Where should I collect my food delivery order?**

When you exit the property entrance, turn left and you will see there's "food" delivery pick-up cabinet. Please be advised that this cabinet is for food deliveries only, not for parcel or package delivery.

### **5. Can I have visitors come to visit me?**

Visitors are welcome at Sunny House between 8:00AM and 11:00PM every day. They must register at our reception counter upon arrival. Visitors are permitted to access the common areas on the M/F, 1/F, or 3/F only. Access to residents' floors is strictly prohibited for visitors.

**6. My friends are also staying in Sunny House, but they are at different floors, can they come to my room?**

Residents are permitted to access only their designated rooms or floors. It is strictly prohibited to enter other residents' rooms or floors. Should there be any meet-up, please remain at the common area like M/F, 1/F or 3/F.

**7. Is it okay to sleep in common area?**

Sleeping in the common areas is not allowed in order to maintain a clean, comfortable, and safe environment for all residents and visitors. It ensures that the common areas remain available for everyone to use and enjoy during their waking hours.

**8. Why are there separate laundry and drying machines for men and women?**

Separate laundry and drying machines for males and females are provided to respect the privacy and cultural norms of residents. It ensures that residents are comfortable while using the laundry facilities and promotes a sense of privacy and security for all users.

**9. Can I open the window in the room?**

Windows are designed not to open for safety and security reasons. This design choice helps prevent accidents, ensures the building's structural integrity, and maintains proper ventilation and temperature control within the building.

**10. Can I cook in the room?**

Cooking in the rooms is not allowed to prevent fire hazards. Each room is equipped with a smoke detector, and if cooking triggers the smoke detector, there will be penalties imposed to ensure the safety of all residents.

**11. Can I cook in the pantry on resident floor?**

Cooking in the pantry is not allowed. If you would like to cook, please head to our shared kitchen on the 1/F.