

Dear Faculty,

Living on campus at China Agricultural University is a special time in your life. Hundreds of faculty members have lived together while developing life-long friendships and memories. Our resident community is intended to provide you with a home away from home; a place where you can feel safe and supported while working at ICB.

As a member of our community, we want to make sure you are aware of certain responsibilities. The University and ICB have policies in place to protect the rights of each individual faculty member and promote a positive living-learning environment. You are responsible to know and comply with these policies, as well as report policy violations and inappropriate behavior to a staff member.

Fortunately, the majority of our faculty members already know how to conduct themselves in an appropriate and respectful manner. However, if you have concerns about the behavior of other

## Process/Checklist

### Check In and Re-check In

1. To better service faculty resident, check ins will occur at flexible time basis, for instance, depending upon faculty's flight or train arrival time.
2. An envelope with apartment key, building access card, electricity card and key for electricity box will be provided once resident moves in CAU apartment.
3. *Local Residence registration*

According to China's Residence Registration Rules and Regulations, resident must register to the local police station in person within 24 hours of arrival. ICB Office 513 will accompany resident for registration to the local police station with the following documents: passport for foreign citizens; Mainland Pass for Taiwan Compatriots; Return Pass for Hong Kong and Macao compatriots.

Please contact ICB Office 513 upon your arrival. Going to the police station without ICB designated staff accompanying you will fail to register according to regulations from local police station.

4. If resident leaves China mainland during the stay period, you must re-register to the local police within 24 hours of return. Please refer to the previous item for process.

### Check Out

1. Please make an appointment with ICB Office 113 for check out time.
2. Resident shall clean the room, pack all the belongings and prepare for move-out room inspection. If the inspection is passed, the resident will put their apartment key, access card, electricity card and key for electricity box in the envelope provided at the check in and return them to ICB Office 113 during working days or directly to the security guard otherwise.
3. Move-out inspection

Please remove all personal items from your apartment.

Please remove all food and clothing items from cabinets, drawers and closets.

Please return furniture to the original layout.

Please clean bathroom (toilet, sink, and shower).

**First Contact**

Ms. Song Yue, 62737461, ICB Office 113, songyue731209@126.com

**Other contacts**

Ms. Wang Xuemei, 62737794, ICB Office 113, wangxuemei@cau.edu.cn

Ms. Yan Fang, 62737784, ICB Office 513, yanfang2007@cau.edu.cn

Ms. Zhao Jia, 62737784, ICB Office 513, zhaojia@cau.edu.cn

Mr. Liu Haihong, 62737560, ICB Office 511, chrisliu@cau.edu.cn

Ms. Wang Ning, 62737560, ICB Office 511, wangning@cau.edu.cn

## **CAU Apartment Policies**

### **Statement of Responsibility**

Information provided below is for the benefit of the community and resident.

Faculty members are responsible for adhering to this information and could be held accountable if individual or group actions are a detriment to the community.

The information contained in this document is the information residents need to know about living in the residence halls. Being well versed in this information will help make the living experience an educational and enriching one as well as provide the resources to be a good community member. Resident is responsible for what happens in their living unit.

Any policy violation may be subject to disciplinary action. Any type of damage, incidental or malicious, will result in restitution of damaged property by the responsible resident.

### **Community Statement**

Resident and staff are a multicultural community of individuals. We are of diverse national, racial, ethnic, and socioeconomic origins. We are unique in that we strive to work and live together. In the process, we learn from one another in an atmosphere of positive contact and mutual respect.

We are committed to behaving and expecting others to behave in ways which demonstrate our beliefs about the respectful treatment of each member of our community.

We believe that we are individually and collectively responsible for our behavior and are fully accountable for our actions. We must take initiative and responsibility for our own learning and awareness of the differences which exist in our community and avoid all actions that negatively impact others. We are committed to these principles which are an integral part of our purpose, values, and daily activities.

ICB adheres to all China Agricultural University policies pertaining to non-discrimination and harassment.

### **General Terms**

1. Resident must comply with the relevant laws and regulations of the People's Republic of China and the relevant rules and regulations of China Agricultural University and International College Beijing.
2. Resident shall be prohibited from undertaking any inappropriate or illegal activities against the religious policies, moral rules, and customs of China in CAU apartments.
3. Resident shall at all times conduct themselves so as not to interfere in any way with the operation of the University.
4. Housing Assignments  
Every effort will be made to grant requests, but no guarantees are given. The apartment assignment will be based upon the availability of the apartment. It is not allowed to change apartments among residents without permission.
5. For a better environment, you are invited to conserve water, electricity and other energy. You are suggested to turn off the unnecessary electrical equipments before you leave your

room each time.

## **Payment**

### Rent

Faculty who rents CAU apartments (including apartments in building 41, 42 and 30) shall pay the rent as followed:

For whole rent, the rent is RMB 4000 yuan per month (the pro-rated rent of 130 Yuan per day\* Actual living days if less than a month);

For flat share, the rent is RMB 1500 yuan per person per month (the pro-rated rent of 50 Yuan per day \* Actual living days if less than a month);

### Payment

Resident shall pay the rent to ICB monthly or quarterly.

Resident shall pay the rent to ICB before 15th every month in the form of cash or bank transfer. Or resident will pay the rental to ICB before 15th April, 15th June, 15th October, 15th December in the form of Cash or Bank transfer.

(Bank card number for transferring rent: \_\_\_\_\_ )

## **Services**

### Maintenance/Repairs

If resident has a maintenance issue, please report it to ICB Office 113 immediately. They will send the staff for maintenance/repairs.

Please note that ICB reserves the right to charge for repair service if it is determined that repair did not result in everyday wear and tear.

Resident will be informed beforehand for maintenance/repair.

## **Safety and Security**

For the safety of our community, keys/cards are only issued to a resident for access to the assigned apartment. Resident is not permitted to lend the apartment or give their keys/cards to anyone nor are they permitted to use keys of another faculty.

### Keys

All keys must be returned as part of the check-out process. If the keys are lost, lock cylinder or the lock body need to be replaced with the price of RMB 150 yuan or RMB 500 yuan depending on the case. All lost key expenses will be charged to the resident. Keys not recovered from the resident by the end of the check-out time will be deemed lost and the resident is responsible for lost key charges. To control inventory of the keys, duplication of keys is prohibited. This is to ensure the timely replacement of locks to ensure the safety of future residents. Master keys will not be issued.

### Access Cards

Access cards must also be turned in as part of the check-out process. The resident will be charged for lost access cards. The rate is RMB 25.00 per access card.

Please keep calm in case the fire or other accidents, immediately ask for help from CAU Security Office (62736110).

### **Courtesy**

Please be considerate and polite to other residents in the building. This includes, but not limited to, keeping the noise at a reasonable level, considerately sharing public spaces, and not roaming to other floors.

Courtesy Hours: 24 hours a day, 7 days a week. Quiet hours will be observed from 10pm to 7am from Monday through Sunday. Resident is expected to be courteous to others in their community at all times. Compliance is necessary to ensure a nice environment.

### **Furniture**

All University owned furniture is designated for use in the space to which it is assigned. The removal of furniture from its designated location is prohibited. Closet door must remain attached to the closet at all time. At no time may furniture be removed from the room or left outside without permission. Please consult ICB Office 113 if you have any concerns or questions.

### **Damages**

Graffiti, posters and nails are not allowed on the wall. Do not connect and rewire the electric wires.

The resident assumes responsibility for any and all damages incurred to CAU apartment facilities including excessive trash, other than normal wear and tear.

In addition, the resident shall pay for loss of University property done or caused by the resident. An inspection of the facilities for damages will be conducted before the resident has vacated the apartment. The resident may request a pre- and post-inspection of the facility by contacting ICB Office 113 in advance. A detailed list of damages, if incurred, will be provided to the resident upon request and the resident can verify and assess all damages. The resident has until the end of the check-out period to dispute any damage charges. To ensure timely and proper billing, all issues must be brought to the attention of ICB Office 113 three days before vacating campus.

### **Prohibited Items and Appliances**

ICB supports smoke-free and alcohol-free environment to help ensure a comfortable, safe, and successful community.

1. **Smoking** is not allowed in the apartment. This includes cigarettes, cigars, pipes and all forms of smokeless tobacco. Please adhere to this policy.
2. **Alcohol** abuse is strictly prohibited in the apartment. It is not only harmful for your health but also may cause negative consequences. Resident who is found alcohol abuse may be asked to leave, and proper authorities may be contacted.
3. Possession and/or use of **drugs** are strictly prohibited in University facilities. Resident will be

asked to leave if they are found in possession of or under the influence of drugs, and proper authorities will be contacted.

4. Possession or discharge of **firearms**, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed within the residence apartments or on any University property. Resident who is found in possession and or disarming any firearms, weapons, ammunition, fireworks, explosives or other flammable materials will have them confiscated, may be asked to leave, and proper authorities may be contacted.
5. Prostitution, gambling and other illegal activities are strictly forbidden in any way while working in China and living in the apartment.
6. Pets are not allowed in the apartment.

**Abandoned Property**

The University assumes no responsibility for loss or damage to personal property belonging to the resident. Resident who believe he/she has left personal items after check out should immediately contact ICB Office 113 to claim the lost by describing the item (color, brand name, identifying marks, etc.). If items are not claimed after 3 days of check out, they will be considered abandoned property and shall be disposed.

Resident agrees and acknowledges it is his or her responsibility to become aware of and observe all policies, rules and regulations affecting his or her status with the University. Resident shall take full responsibility for all the consequences resulted from the violation of the policies, rules and regulations.

Resident's Full Name: \_\_\_\_\_

Housing location: Apartment, 17, Qing Hua Dong Lu, Haidian, Beijing 100083

Apartment number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Resident's emergency contact person and contact number \_\_\_\_\_

\_\_\_\_\_  
Signature of resident

\_\_\_\_\_  
Date

**Appendix: The items provided in the apartment are as followed:**

**附件：公寓物品清单：**

Serial number	Item	Pieces	Serial number	Item	Pieces
1	冰箱 refrigerator	1	10	餐椅 dinning chair	4
2	电视机 TV	2	11	写字台 desk	4
3	洗衣机 Washing Machine	1	12	电脑椅 chair	2
4	空调 A/C	4	13	沙发 sofa	3
5	微波炉 Microwave	1	14	床头柜 nightstand	2
6	茶几 Tea table	1	15	衣柜 garderobe	2
7	电视柜 TV Bench	1	16	床 bed	2
8	餐桌 Dining table	1	17	床垫床单 mattress/linen	2
9	枕头枕套 Pillow/pillow case	2	18	被子 被罩 quilt/cover	2