

Lodging Policy

(I) Lodging Regulation

1. No smoking in the guesthouse.
2. Occupants are not allowed to bring illegal items or pets into guesthouse. If there are visitors, please do not cause disturbances to other occupants.
3. Persons other than occupants cannot lodge at the guesthouse. In addition, gambling, drinking of alcoholic beverages, fighting, and cooking are not allowed.
4. Dining rooms are located on the 3F and 4F of the guesthouse I. Besides the use of toaster and microwave, occupants are not allowed to cook food using other utensils brought by the occupants. In order to avoid disturbances to others, please kindly keep your voices down when dining at the dining room.
5. Occupant is responsible for keeping the room key, if it is lost, the occupant must pay TWD500. If there is any damage to the items in the room or if any item is lost, the occupants must reimburse NSRRC. In case the occupant is not able to make the reimbursement, the applicant has the responsibility to reimburse NSRRC.
6. Occupants are responsible for keeping their items.
7. For safety and energy saving reasons, please shut down all electrical appliances in the room when leaving the room or checking-out.
8. In order to avoid disturbances to other occupants, please do not use the washer or dryer after 11 p.m.
9. In case that room cleaning is not required, please place "Do not disturb" sign on the doorknob.
10. When violation by the occupant is found, guesthouse management has the right to cancel the occupant's accommodation and request the occupant to take related responsibilities.

(II) Electrical Appliances

If there is any problem with electrical appliances (e.g. television, telephone, refrigerator, washer...etc.) or if any assistance is needed, please contact ext. 4130 during office hours (07:00-23:00). During non-office hours, please contact security guardroom at ext. 3333.

(III) Check in / Check out

1. Please Check in after 2:00 p.m. and Checkout before 11:00 a.m. Please visit Guesthouse Reception Desk (Gate 5, Activity Center) between 14:00-23:00 to pick up room key.
2. After 23:00, please pick up room key at the security guardroom at main gate.
3. When checking-out, please return the keys to the Guesthouse Reception Desk located at the Activity Center. Any person not completely checked out after 11:00 a.m. are regarded as staying for a further day.

+(IV) Use of Telephone

1. Within NSRRC:
 - a. Calling another guesthouse room: Please dial "4"+ room number.
 - b. Office area: Please dial extension number directly.
 - c. For emergency after office hours: Please dial ext. 9 or ext. 3333.
2. Outside NSRRC: **【The telephone at the guesthouse room cannot make phone call to other parties outside of NSRRC】**, however, persons outside of NSRRC can make phone call to occupants at guesthouse. Making phone call from outside of NSRRC: Please dial NSRRC's main phone number (03-578-0281), then press "4"+ room number. If you need to make phone call to persons outside of NSRRC, please use the public phone located on 1F (lobby). Telephone cards can be bought at the reception desk (administration building) or security guardroom at main gate.

(V) Internet Access

1. Wireless Internet access is available at guesthouse, please use the account ID and password announced at the bulletin board on 1F at Guesthouse I or refer to the notes on the room telephone at Guesthouse II.
2. 2 public computers are available for internet access 24 hours a day at the lounge on 1F. If anyone is found spreading virus or causing internet security problems, the guesthouse management has the right to cancel the occupants' accommodation rights and also ask the occupants to take related responsibilities.

(VI) Use of Washing Machine (Guesthouse I)

1. Washer: Please insert 2 TWD 10 coins (about 33 min.).
Dryer: Please insert 1 TWD 10 coin (about 20 min.).
2. If there is any problem (e.g. water supply/power interruptions or machine failure), please contact ext. 4130 during office hours (07:00-23:00). During non-office hours, please contact security guardroom at ext. 3333.