

House Rules & Policies

1. Water and Electricity Consumption

- Included in your rental is an amount allocated for the use of water and electricity. We request that you use water and electricity sparingly. Please report any leaks to the security/building manager as soon as they are noticed.
- Please switch off all lights and electrical appliances when not in use or when you leave the room.
- The student shall not be permitted to bring heaters. Under no circumstances shall a student be allowed to use paraffin, candles, or gas heaters in the premises.
- No electric blankets, fans, microwaves, and double fridges are allowed, only bar fridges will be allowed into the premises.
- Keep the bathrooms and kitchens in a clean state as you would like to find them.
- Ensure that all stove plates and ovens are turned off when not in use.
- Should we find that the water charge for the building exceeds that which was budgeted for; we will be obliged to increase the rental to accommodate the water shortfall.

2. CONSIDERATION FOR OTHERS

- Disorderly behavior that results in the disturbance of others may lead to immediate termination of the lease agreement. In such cases you will be liable for the full charges set out in the lease agreement.
- Playing of music or other sounds at unreasonable levels is strictly forbidden.
- Shouting, calling or talking in a raised voice is not acceptable.
- Running in corridors or in any other areas of the building is not permitted.
- No harassment or mistreating other students.
- No pets may be kept in the building.

3. CARE OF THE BUILDINGS, COMMON AREAS AND ROOMS

- Within 14 days of taking occupation of the room report to the Building Manager regarding any latent damage to the room or any deficiency in respect to the accommodation, failing which the room shall be deemed to have been in good order when the student took occupation.
- Please dump rubbish (including food uneaten or stale) in the dust bins provided.
- Every student is responsible for the cleaning of their allocated rooms.
- Your room must always be kept clean and tidy.
- No washing of clothes in the bathroom or kitchen sink is allowed.
- The furniture provided in your room may not be removed from your room, or the building, without our prior consent.
- Insects and rodents are a health hazard – all food kept in your room must be stored in suitable containers or wrapped tightly, this prevents insects or rodents from accessing it. Stale, unfinished or waste food must be thrown in the dustbins immediately.
- All rooms are inspected regularly. Should we find that the state of your room is such that there may be a potential health hazard, you will be formally requested to clean your room. Should you consistently keep your room in such a state, we will arrange for the room to be cleaned and all costs will be for your account.

- For reasons of hygiene and cleanliness, mattresses provided must always be protected and covered with proper bedding which should be supplied by the students themselves.
- You will ensure that prior to vacating the room for weekends, vacations or otherwise, the room is cleaned and that any form of food or drink is stored away or thrown out and that pots, pans, cups and plates are cleaned.
- Cooking of food in your room is strictly forbidden. You may not remove any microwave ovens or stoves supplied from the kitchen for cooking in your room.
- All cooking appliances and catering facilities must be cleaned by the student themselves immediately after use.
- The students shall not pour any fat oil, or foodstuffs of any nature whatsoever into any sink shower or drain.
- Clothes or other items may not be hung from the windows or the building.
- No posters or other items may be permanently affixed to the walls, windows or furniture of your room or any other part of the building.
- Please do not soil, mark, litter or damage the common areas of the building.
- Toilets must not be used for the disposal of any foreign objects; only domestic toilet paper may be flushed down the toilet.

4. **DRUGS, ALCOHOL & NARCOTICS**

- The building is a smoke-free building. Smoking, drinking or the taking of drugs is strictly prohibited within your room and in the common areas of the building.
- Consumption and storage of alcohol is not allowed in your room or in the building.
- You will not use, store and sell non-prescription drugs or narcotics in the building. Should any form of drugs be found on your person or in your room, we reserve the right to terminate the lease agreement immediately and take whatever legal action that may be necessary against you.
- Sexual harassment, involvement in racial conflicts, the possession and/or use of alcohol in the residence, presence in the residence when under the influence of alcohol and/or drugs, the possession/use of firearms, and the handling of any other weapons are regarded as serious cases of misconduct, we reserve the right to terminate the lease agreement immediately and take whatever legal action that may be necessary against you.

5. **MEDICAL CONDITIONS AND DISABILITIES**

- Should you suffer from any medical illness or disability, we would appreciate you notifying us so that we are able to be of assistance in the event of a medical emergency.

6. **SECURITY AND SAFETY**

- We cannot be held responsible for any losses that you may incur whilst residing in our building.
- Please keep your room locked and ensure that the windows are fully closed when you are not present in your room. The key for your room must never be given or lent to any other person.
- You should ensure that there are key tags or identification that would make it easy to identify the room it belongs to.
- It is vital that you take good care to ensure that you never leave your keys in a place where they could be stolen or lost.

- We will not be held responsible for any theft or burglary involving your possessions. Lost keys lead to the issuing of new keys, and you will be held responsible for the cost and the issuing of new replacement keys.
- Tampering with any security, fire-fighting equipment and electrical metering boxes is a serious offence and is strictly forbidden.
- The use of candles, oil lamps, incense or anything that produces a naked flame is a potential fire hazard and is strictly forbidden from being used in your room or any other part of the building.
- We reserve the right to search bags (yours or your visitors) at any time and to refuse entrance to the building if found with these items in your possession. Repeated attempts to access the building will result in the termination of your lease.

7. VISITORS

- Visitors are welcome provided they follow our policies and rules.
- No student may have more than two visitors at any given time.
- All visitors are required to report to security first and are not allowed direct access to your room.
- Visitors will be required to leave either their student cards or identity documents with security prior to being allowed access to the building. You will be required to fetch all visitors from the foyer.
- No visitors may remain in the building without your presence. Should you leave the building, your visitors must also leave the building.
- You will be solely responsible and financially liable for any damages caused by your visitor.
- Visitors have access to the building from 9h00 to 22h00.
- Sleeping overnight is not permitted. Should we find that you have granted a visitor the right to sleep over, we will charge you an amount of R300.00 per visitor per night for the room.
- Management reserves the right to place further restrictions on the access of visitors if utility consumption increases dramatically, a visitor's behavior is inappropriate, or the people-carrying capacity of the building is compromised in any way.

8. GENERAL

- Firearms or any form of weapons, including knives, batons etc., are strictly forbidden.
- Pamphlets of any nature may not be placed or handed out in the building without informing the residence man.
- Illegal moves are defined as those moves from one room to another made without official permission of the Residence Manager. Illegal moves may result in disciplinary action
- The student must follow regulations which may from time to time be laid down by management team.

Failure to observe and follow these House Rules will constitute a breach of the Lease Agreement and may lead to the termination of the lease.

