

HOUSE RULES

To ensure that the accommodation remains a safe place to live and study, we have created **House Rules** as a guide to sustainable living. Should there be any conflict between the house rules and the fixed term lease agreement; the fixed term lease agreement shall prevail. Only the Management, in its sole discretion, will consider any exceptions to the House Rules.

WATER, ELECTRICITY AND INTERNET CONSUMPTION

- ❖ Included in your rental is an amount allocated for the use of water and electricity. In order to maintain the level charged, we request that you use only the minimal amount of electricity required.
- ❖ Please switch off all lights and electrical appliances while not in use or when you leave the room;
- ❖ Bar and oil heaters are not allowed;
- ❖ Water should be used sparingly. Please report any leaks to the building caretaker or the lessor as soon as they are noticed;
- ❖ Dump rubbish [including food uneaten or stale] in the dust bins provided;
- ❖ 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 electricity and water charge for the building exceed that provided for, we will be obliged to increase the rental to accommodate the electricity and water shortfall.
- ❖ It is the responsibility of each student that undertakes to use the provided ADSL service to do so in accordance with any restrictions imposed under the following legislation:
 - Electronic Communications and Transactions Act 25 of 2002
 - Electronic Communications Act 36 of 2005
 - Films and Publications Act 65 of 1996 (as amended)
 - Regulation of Interception and Provision of Communication-related Information Act 70 of 2003
- ❖ Should we find misuse or inappropriate content accessed via the ADSL service, we will have the option to terminate the service

CONSIDERATION FOR OTHERS

- ❖ Serious and disorderly behaviour 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 your fixed term lease agreement.
- ❖ Playing of music or other sounds at unreasonable levels is strictly forbidden. The Lessor reserves the right to confiscate any music equipment in the event that the Lessee does not adhere to this rule. Such equipment will be returned to the Lessee at the end of each semester.
- ❖ 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.
- ❖ There will be no disturbances caused to others living on the premises or to any neighbours and no parties are allowed.

CARE OF THE BUILDINGS, COMMON AREAS AND ROOMS

- ❖ You must keep your room clean and tidy at all times. Bed linen should be changed and washed at least once a month. Ironing on the bed is not allowed. The furniture and curtains provided in your room may not be removed from your room, or the building, without prior consent. The full cost of repairing any item of furniture or electrical appliance provided by us will be charged to you with an appropriate administration charge of not less than R 100.
- ❖ 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 immediately thrown in the dustbins provide in the kitchen or outside the property.
- ❖ Any damage found to the room on inspection will be billed directly to you on a month to month basis. 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.
- ❖ The Lessor or his representative is entitled to inspect the leased property at any time without prior notice.
- ❖ You will ensure that prior to vacating the room, for weekends, vacations or otherwise, that your room is cleaned and that any form of food or drink is stored away or thrown out and that your cutlery is cleaned. We reserve the right to clean your room in your absence and hold you accountable for costs incurred [which will not be less than R50] and we will not be held responsible for any losses.
- ❖ Cooking food in your room is strictly forbidden. You may not remove any microwave ovens or hot-plates supplied from the communal kitchen for cooking in your rooms or otherwise. Clothes or other items may not be hung from the windows of the building as we have provided for a laundry line at the rear of the property.
- ❖ 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. It is in your best interests to keep the building in a clean state. 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.

- ❖ Occupants will assume joint and separate responsibility for any damages to the leased unit during the term of the agreement.
- ❖ Common Areas such as the kitchen, bathroom and lounge will be cleaned by the onsite caretaker on a daily basis anytime between 7am to 12pm (Monday to Thursday only) and excludes weekends and public holidays. All students are required to make a contribution to cleaning the common areas on weekends and public holidays. Detergents for cleaning common areas will be supplied for caretakers use only.

SMOKING, DRUGS AND ALCOHOL

The building is a smoke free building. Smoking, drinking or the taking of drugs is strictly prohibited within your room and 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 alcohol or any form of drugs be found on your person or in your room, we reserve the right to immediately terminate the lease agreement and take whatever legal action that may be necessary against you.

MEDICAL CONDITIONS AND DISABILITIES

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

SECURITY AND SAFETY

- ❖ We cannot be held responsible for any losses that you may incur whilst residing in our buildings. In light of this, please keep your room locked at all times and ensure that the windows are fully closed when you are not present in your room.
- ❖ In the interest of your safety and that of other residents, please ensure all main entrance doors and gates are kept locked at all times. Safety is each occupants responsibility on the premises.
- ❖ The key for your room must never be given or lent to any other person. You should ensure that there are no key tags or identification that would make it easy to identify the room or building that the key belongs to.
- ❖ It is vital that you take good care to ensure that you never leave your keys in a place that 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 of and the issuing of replacement of new keys [approximately R 170.00] together with an administration charge as a locksmith will be required to be called in. Approximate turn-around time equals 36 hours.
- ❖ Tampering with any security equipment is a serious offence and is strictly forbidden. The cost of restoring such equipment will be for your account [minimum charges of R500 for tampering with equipment].
- ❖ The use of candles, oil lamps, incense or anything that produces a naked flame is a potential fire hazard and is strictly forbidden to be used in your room or any other part of the building.
- ❖ We reserved the right to search bags [yours or your visitors] at any time and confiscate any firearms, weapons, alcohol, drugs or any other illegal substance.
- ❖ No parking has been provided for students, no visitors are permitted to park in the premises.

VISITORS

- ❖ Visitors are welcome provided they observe these house rules and the lease agreement. No student may have more than TWO visitors at any given time. All visitors are required to report to the caretaker and are not allowed direct access to your room or any of the facilities provided. Visitors will be required to leave either their student cards or identity documents with the caretaker prior to being allowed access to the property. No visitors are allowed to remain in the property without your presence. Visitors are required to leave the premises by 22h00 daily, this includes weekends and public holidays. Should you leave the building, your visitors must also leave the building. You will be wholly responsible and financially liable for any damages caused by your visitor. Visitors have access to the building by prior arrangement.
- ❖ Sleeping overnight is not permitted. Should we find that you have granted a visitor the right to sleepover, we will charge you an amount of R180.00 per visitor per night for the room.
- ❖ Management reserves the right to place further restrictions on the access of visitors in the event that utility consumption increases dramatically, visitor's behaviour is inappropriate or the people carrying capacity of the building is compromised in any way.

GENERAL

Firearms or any form of weapon, eg. knives, batons etc., is strictly forbidden. No group meetings or demonstrations will be permitted without our prior approval. Pamphlets of any nature may not be placed or handed out without our prior consent. Failure to observe these House Rules will constitute a breach of the Lease Agreement and may lead to termination of the Lease.

Emergency Contacts

- ❖ Management/ Landlord (Ierfaan West) – 079 9999 169 or email e2esa.west@gmail.com
- ❖ Caretaker (Yusuf) – 084 099 5768