

House Rules

Villex want every student to feel welcome, safe, and at home at the student campus. In order to make it a pleasant place to live for you and your fellow students, we ask you to respect the house rules stated in this document.

- **Applicability:** All tenants on the student campus are bound to these rules and are responsible for ensuring that non-residents (e.g. guests and visitors) whom they have invited, or who are in their company are aware of and comply with the House Rules at all times.
- **Non-Compliance:** If tenants, guests, or visitors do not comply with the rules, this will result in disciplinary action, charging of cost, or a combination of these. The disciplinary actions can be found in the appendix.
- Rental agency Villex has a formal role in checking the compliance with these rules and the determination of possible cost in case of non-compliance.

1. Fire Safety

- Cooking, in any form, is not permitted in bedrooms except in the self-contained studio accommodation at the locations Koestraat and J Roggeveen Hof. The intention in Bachtensteene is to prepare dinner meals in the common kitchen located on the ground floor. However, preparing small meals is allowed in the self-contained studio by using a two-burner electric hot plate. The hot plate has to be plugged in into the single power socket in the kitchen to avoid any short circuits.
- Tenants must respond to fire alarms by evacuating the building and should not re-enter the building until they are informed it is safe to do so.
- All fire doors have to stay closed. Fire doors may only be used in case of an emergency.
- The mechanical door openers (Bagijnhof) must remain intact.
- Tenants may only interfere with fire safety equipment during an emergency situation.
- Cooking must be attended to at all times. Oven-cooked food must be checked on regularly.
- Emergency exits may only be used in case of an emergency.
- Fire exits must not be blocked at any time.
- Rental Agency Villex retains the right to remove any item that is found in the escape routes, such as staircases and public hallways.
- Smoking is only permitted in smoking areas, outside the buildings.

2. Safe environment - Villex is, as the rental agency, committed to the safe organization of all works that affect the buildings or facilities. All tenants are also required to understand and accept their responsibilities with respect to maintaining a safe and healthy environment to work, study, and live in; this includes ensuring that a safe environment is maintained for staff, contractors and visitors.

3. Quiet hours - Tenants are not allowed to make noise at any time and in particular between the hours of 22.00 and 8.00 outside the buildings, and from 23.00 till 7.00 inside the buildings.

4. Nuisance - Tenants must not engage in any behavior constituting a nuisance or annoyance to other tenants, or interfering with the quiet and comfort of other tenants, or any other (external) neighbors. No noise that could disturb other tenants should be audible outside the room in which the noise is being made. Consideration must be exercised in the use of audio equipment and the use of headphones should be considered.

5. Privacy - All tenants are required to treat the possessions, property, and individual space of others with respect; uninvited intrusion into these may result in disciplinary action.

6. Security of Keys - Tenants must not lend out keys to rooms. Loss of keys has to be reported immediately at the Villex office.

7. Cleanliness - Tenants have to keep the common spaces in a clean and tidy condition. Failure to keep the premises clean may lead to extra cleaning charges. Writing or painting on any part of the common spaces is not allowed without prior consent of Villex.

8. Storage - Tenants have to ensure that their belongings are stored in their own area and that there are no personal belongings in the way of fire emergency exits including all hallways, staircases, and common rooms.

9. Drugs - The storage, use, or supply of drugs and legal highs are not permitted in common areas of residences.

10. Staff / Contractors Cooperation - Tenants have to give permission to Villex before staff and authorized contractors can access the house and room in order to carry out their duties. Tenants have to behave with consideration, cooperation, and courtesy towards all such persons at all times. For this Villex will make an appointment at least one week in advance with the tenants involved. This holds only for maintenance projects and not for regular repairs, because for regular repairs the tenants have to schedule an appointment with the

repair company.

11. Garbage disposal - Garbage has to be disposed of in the assigned locations. It is strictly forbidden to store furniture or garbage in the escape routes or any other common areas, even for a short time.

12. Use of common rooms and kitchens - After every use of the common rooms and kitchens all dishes, materials, and surfaces have to be cleaned the same day, in such a way that the next user can use the kitchen and all supplies without prior cleaning.

13. Storage of food - Food should always be stored in a closed-off space, such as a box or a closet, in order to prevent pests.

14. Subletting - Subletting is only permitted with prior written permission (email) of the rental agency Villex.

15. Non-tenants – Tenants must not leave guest(s) or visitor(s) unattended in the buildings. The tenant is responsible for the behavior of their guest(s) or visitor(s). Tenants must not open the door for any strangers.

16. Repairs/ defects – Necessary repairs of defects should be reported as soon as possible by using MyVillex. In case of an urgent repair we advise you to both file a repair request via MyVillex and call the Villex office during office hours and the emergency number outside office hours.

17. Bikes – Tenant shall not place, store, leave unattended, or discard bicycles in unassigned locations, such as on the grass or in the building.

18. It is prohibited to keep any pets in your private room and in the common rooms.

Sanctions

| Paragraph | Consequence |
|-----------|---|
| 1D | Normal reparation costs when not present during check-out (costs can vary) |
| 1G | 20 EUR when caught in the act |
| 1H / 1I | First warning; if no response, then 50 EUR penalty per item for the owner of the items. If the owner cannot be identified, the penalty will be charged to the specific house or hallway. Note: this penalty excludes the removal costs which will be added to the final bill |
| 1J | 20 EUR when caught in the act |
| 6. | Costs new magic key: 57,50 EUR |
| | Costs new garbage tag: 25,00 EUR |
| | Costs new room key(s): depends on Campus |
| 8. | First warning; if no response, then 50 EUR penalty per item for the owner of the items. If the owner cannot be identified, the penalty will be charged to the specific house or hallway. Note: this penalty excludes the removal costs which will be added to the final bill |
| 9. | If we notice drugs in the student rooms or common areas and we know the owner, the UCR will be contacted and they will invite the respective person for a meeting / conversation |
| 11. | 20 EUR for the owner of the garbage when garbage is disposed in an unassigned location. If the owner cannot be identified, the removal costs will be charged to the specific house or hallway |
| 17. | Bicycles that are not parked correctly will be stored for two weeks before being permanently removed |

- Villex always has the right to send official warnings when tenants do not adhere the house rules.
- The collected money received as a result of not adhering the house rules by the tenants will be used to improve the cleanliness of general state of the campus locations.