

Rules and regulations student rooms

Dear student,

Dear tenant,

A sincere welcome. We are delighted that you have chosen for our residence with 154 furnished student rooms.

We wish you a very pleasant stay and success with your studies. You will experience a great deal of freedom, which goes hand in hand with responsibility.

Because you live closely together with a group of students, certain arrangements must be made that will make living together more pleasant for everyone. These arrangements can be found below. Each student will receive a copy that will be signed together with the lease. The rules and regulations are an additional document to the lease. It is a combination of practical arrangements and some formal rules.

We count on your sense of responsibility and active participation so that together we can create a dynamic and cosy atmosphere for the students and for the local residents because with mutual respect living together in our beautiful city will be a pleasant experience.

At the residence, the Student Coach is always there for you. She is your contact person and she will see to the quality of living together within the residence. So, when in doubt and if you have any questions, you can always contact the Student Coach.

Kind regards,

Your Student Coach

1. Fire hazard

- The fire doors must always be closed. It is prohibited to leave or hold doors open that give access to the stairwell and separate the different compartments.
- Access to fire-fighting equipment (fire extinguishers) and to the alarm buttons must not be obstructed.
- Do not leave any electrical or gas appliance unattended while operating.
- Only use safe electrical appliances. Also, pay attention to the connection cords and plugs.
- Only one plug may be connected per socket.
- The use of portable heaters or any other form of electrical heating is prohibited.
- The tenant may not use an electrical appliance of more than 1000 watts.
- It is prohibited to install additional heaters.
- Due to the fire hazard, the following is prohibited in the student rooms: cooking oil, grilling, barbecue set, gas burners, gas fires, candles, incense sticks, lighters, cigarettes and any other form of fire.
- The use of a deep-frying pan is strictly prohibited.
- If an unsafe condition is detected, please inform the landlord immediately.
- The provided manual alarms/smoke alarms, powder extinguishers and fire hose reels may only be activated in the event of an emergency. Any abuse will be punished.
- The air vents must remain clear at all times.
- There is a total smoking ban in the entire hall of residence. If smoking nevertheless takes place, the smoke detectors are automatically triggered by the fire safety system. The expenses incurred in terms of fire brigade and police will be paid by the offenders in question.

2. Security

- The front door: never leave it open unattended and close as quietly as possible
- Make sure that the windows and doors are closed when leaving the room, even if you are only away for a short time.
If you leave your room unattended, you risk theft of your precious belongings.
- Keys may neither be passed on to third parties nor duplicated without the knowledge of the landlord.
- It is prohibited to install another cylinder lock in your room door.
- For your own safety and that of the roommates, never open the front door without checking who is entering.
- To guarantee the security of the building, security cameras can be installed.
- The escape route and emergency exits must remain clear at all times. Anyone who blocks the escape route and emergency exits will be held liable for the possible consequences.
- There is a general smoking ban in the building. This means that smoking is not allowed in the common areas, terraces and rooms.
- No flammable or toxic substances may be kept.
- The tenant must submit to and behave in accordance with all police regulations and police codes. For anything not provided for in these

regulations, residents must comply with the customs that exist in a well-maintained and duly inhabited building.

- It is prohibited to use or walk on the flat roof.
- Illegal substances, drugs and weapons are not allowed. This can lead to the immediate dissolution of the lease and will be reported to the relevant authorities.

3. Respect

- The property manager of the building has access to all areas of the building, including the private areas in case of an emergency.
- As a tenant, you are obliged to give the landlord access to your room in case of urgency, or after having consulted the resident or prior notification.
- The resident is prohibited to produce or cause disruptive noises that go beyond what is normally permissible and disturb neighbours.
 - o Radio, TV, computers... are permitted, provided that the operation of these devices does not disturb other residents in the building or the local residents at any time.
 - o Every resident or visitor shall respect the sleep of the residents/local residents between 10.00 pm and 7.00 am.
- The tenant may not receive visitors after 11.00 pm or let them stay overnight.
- During the exam period and the study period, each tenant will make an extra effort to cause as little noise as possible, to disturb their fellow tenants as little as possible.
- Animals are not allowed.
- The student room is for personal use and may not serve as the main residence.
- Only one student is allowed per room.
- It is prohibited to organise a party in the building without the prior written permission of the Student Coach.
- The communal kitchens are provided per level. The intention is that the students use the kitchen that is provided on the same level as their room. It is not allowed to use the kitchen on a different level than where the room is situated.
- The students must grant access to the Student Coach in the context of reletting the student room. The Student Coach is responsible for the reletting of the student rooms, screening of the candidates, drawing up and signing the lease, recording the meter readings, following up on the fire insurance and bond, and issuing and managing the keys.
- The Student Coach is responsible for distributing the mail and organizing the entries and departures, announced inspections, gatherings, ...
- The Student Coach is responsible for organizing activities within Studio Bruges to strengthen social cohesion and to ensure that the students feel at home.

4. Order and cleanliness

- Keep the corridors and other common areas clear; do not place bikes, waste bags ...
- The resident is responsible for cleaning the room and for the damage caused by themselves or by third parties to whom they granted access to the rented property. Each resident should clean their room regularly.
- Regularly collect the waste from your room and place it in the provided waste room in the basement.
- It is prohibited to flush fats and oils or other chemical liquids in the sink. Kitchen waste is disposed of as soon as possible and the dishes are done daily to avoid pests and mould.
- Cleaning of the common areas; corridors, stairs, communal kitchen, is done weekly by the cleaning team.

Nevertheless, every student is obliged to clean up their own waste in the common areas. This also includes, for example, doing the dishes, cleaning the table after cooking a meal...

Anything the cleaning team finds in the common areas; on chairs, tables, kitchen counters, window sills, stairwells... will be thrown away.

If the common areas are not cleaned up, an initial warning will be issued. In case of repetition, 15 euros per student will be charged immediately.

- It is strictly prohibited to throw sanitary pads or other similar items in the toilet.
- After showering, remove any remaining hairs from the drain to avoid blockages.
- Regularly ventilate the room and the sanitary area.
- It is prohibited to place antennas or satellite dishes visibly on the roof, on the façade or on a terrace. In addition, the student is obliged to use the student internet.
- Placing clothes racks by the windows is not allowed.
- It is prohibited to affix inscriptions and advertising to windows or façades.
- Curtains should be of one uniform colour. The curtain fabrics are submitted to the owner for approval. It is strictly prohibited to blind the windows with cardboard, paper, etc. It is forbidden to install signboards, billboards, awnings, property, solar panels and other objects on the windows, façades and terraces.
- The waste mountain is already large enough, so sort the waste. The tenant collects the residual and PMD waste in the brown plastic bags provided by them, labelled "City of Bruges", and blue bags, which are all placed in the waste bag holders provided for this purpose.
- The Student Coach will set up a rotation system to maintain the kitchens and take out the waste. They also supervise the correct execution of the tasks.
- The Student Coach is responsible for the maintenance of the corridors, stairwell, communal sanitary facilities and the study area. They supervise the correct execution of the maintenance agreements.
- The Student Coach will ensure that the communal kitchens are kept clean by the students and that the bins are emptied.
- The bicycles are stored in the provided storage room, not outside against the façade. Proper locking up is key. Storage of scooters or motorbikes in the storage room is prohibited.

5. Damage

- The resident is responsible for the damage caused by themselves, or by third parties to whom they granted access to the rented property.
- It is not allowed to use nails, screws, etc. into the walls, floors and ceilings. Shifting fixed furniture is also not allowed. In addition, no interior changes may be made such as repainting the rooms.
- If repairs need to be made to the room or the common areas of the building, students should contact the Student Coach **so that the Student Coach can refer the students to the right authority**. All repairs will be made as soon as possible. If it concerns minor technical repairs, the Student Coach will take care of this.
- The students can obtain light bulbs from the Student Coach after payment so that they can replace them themselves in their student room.
- In case of technical problems that cannot be resolved by the Student Coach, an expert will be called upon. Depending on the cause of the problem, the invoice will be sent to the tenant.
- In case of any damage, an additional invoice will be sent to cover the costs of any repairs.
- Anything that is broken or missing will be reimbursed to the landlord. In the common areas, this amount is divided equally among the number of students.
- **The students have only one point of contact and this is the Student Coach. The students should therefore always contact the Student Coach first. She is present on a regular basis.**
- Vandalism or any other form of damage must be reported to the Student Coach as it is the Student Coach who is responsible for the further follow-up.

6. Penalties and measures

- **6.1** If the provisions of the Internal Rules and Regulations and / or the tenancy agreement are breached, in case of theft, disturbance of the peace or abuse of the fire and safety installations in the residence or, in general, if a resident behaves in a way that is not compatible with (shared) living at a university home, the head of the Housing Office may attempt to reach an amicable settlement which is acceptable for all the parties involved. This requires the approval of the director of the Department of Student Facilities (possibly by email).
- **6.2 §1.** If the head of the Housing Office deems that an amicable settlement is neither opportune nor possible, he or she will report this to the director of the Department of Student Facilities. If necessary, the latter will transfer the case to the president of the Homes Commission.
§2. The Homes Commission (i.e. the Appeals Commission in case of an appeal) may take all appropriate measures it deems necessary with regard to the resident in question (such as, but not limited to, the (temporary or permanent) restriction of access to the residence involved, possibly with the option to move into a room in another home, which is the only scenario in which the rent remains due). The measure is to be communicated in a

written, motivated decision and after hearing the resident in question, as described in §3 below.

§3. The president of the Homes Commission must summon the resident for a hearing, as well as inform him or her of the offences charged, in compliance with Article 6.2 §2 of these regulations. This notice is given by registered letter (which is deemed to have been received the second working day after the posting date) or by delivery against receipt. The resident should have received the notice at least 5 working days prior to the hearing. The resident may be assisted by a counsellor (for example, a lawyer) of his or her choosing and can file a written appeal by the date of the hearing. The Homes Commission must reach a decision after hearing the resident. The president of the Homes Commission may decide to impose a measure, but only if the majority of the members of the Homes Commission – including the president – support that measure. The president cannot take a more severe measure than the one deemed appropriate by the majority of the members of the Homes Commission. The Homes Commission can be advised by whoever it wishes to consult. The decision is signed by the president of the Homes Commission and communicated to the resident within 5 working days after the date of the decision, by registered letter (to be received on the second working day after the posting date) or by delivery against receipt. The notice will also mention the option to lodge an appeal as described in Article 6.2 §5.

§4. The Homes Commission consists of three members: the Chief Logistics Administrator, who also acts as president, a student representative and a delegate of the university (not part of the Department of Student Facilities), appointed by the Social Council at the start of each academic year. If one of the members of the Homes Commission is impeded or absent, a proxy takes their place. As for the Chief Logistics Administrator, the director of the Department of Administrative Affairs acts as deputy chair. The Social Council will always appoint a proxy when choosing a student representative and a delegate of the university. The terms of office in the Homes Commission are renewable. The members of the Accommodation Committee remain responsible until the Social Council has appointed new members (and proxies) (except for the Chief Logistics Administrator).

§5. The resident may lodge an appeal with the Homes Appeals Commission against the decision to impose a measure as described in Article 6.2 §2, within 5 working days after notice of the decision has been received (under penalty of inadmissibility). The appeal is lodged by means of a registered letter addressed to the president of the Homes Appeals Commission, accompanied by the decision and a possible written defense. After hearing the resident, the Homes Appeals Commission makes a final decision to maintain, adjust or cancel the imposed measure. The procedure, including serving the notice, follows the same rules as those which apply to the Homes Commission, as described in Article 6.2 §2.

§6. The Homes Appeals Commission consists of three members (who cannot be a (deputy) member of the Homes Commission): the Chief Academic Administrator, who also acts as president, a student representative and a delegate of the university (not part of the Department of Student Facilities), appointed by the Social Council at the start of each academic year. If one of the members of the Homes Appeals Commission is impeded or absent, a

proxy takes their place. As for the Chief Academic Administrator, the director of the Department of Educational Policy acts as deputy president. The Social Council will always appoint a proxy when choosing a student representative and a delegate of the university. The terms of office in the Homes Appeals Commission are renewable. The members of the Homes Appeals Commission remain responsible until the Social Council has appointed new members (and proxies) (except for the Chief Academic Administrator).

§7. An imposed measure shall take effect as soon as the appeal period mentioned in Article 6.2 §5 has expired or, in the event that the resident in question has lodged an appeal in time, once the notice of the final decision in the appeal has been served. The head of the Housing Office is responsible for implementing the measure.

- **6.3** If the head of the Department of Student Facilities believes that the nature of the facts warrants a disciplinary measure, he or she may file a complaint with the Rector in accordance with the Disciplinary Regulations for Students. Without prejudice to the option to impose additional disciplinary measures, the Rector may dismiss the complaint after an investigation or refer it to the Student Disciplinary Committee. For further information on this procedure, please consult the above-mentioned Disciplinary Regulations for Students.

Tips:

- In case of an emergency, the support services should be contacted. Some useful numbers:
 - Emergencies: 112
 - Urgent police assistance: 101
 - Fire brigade Bruges: 050/44 84 84
 - Police Bruges: 050/44 88 44
 - Poison control centre: 0701 245 245
- Make sure that all doors are always closed
- Never let strangers sneak into the building
- Report poorly closing doors immediately and never block doors to let friends in.
- Always close the windows and doors of the room properly!
- After cooking and when leaving the kitchen (even for a short moment), turn off the stove.
- If the pan catches fire:
 - turn off the stove
 - cover the boiler with a lid or fire blanket
 - never throw water on burning fat
 - never try to move a burning cooking pot
- In case of fire:
 - Call the fire brigade
 - Break the glass of the alarm push buttons and shout that there is a fire
 - Keep the doors and windows closed as much as possible
 - Use the available extinguishing equipment
 - Leave the building

If conflicts arise, you should discuss them with the people involved, make agreements and try to come to a solution. Have respect for each other and for the house rules.

If it is really not possible to find a solution between yourselves, please visit the Student Coach. After investigation and if any reasonable attempt to resolve the problem fails, they will have to take the appropriate measures.

The undersigned acknowledges having taken note and received a copy of the above rules and regulations. He/she undertakes to strictly comply with the rules and regulations. Upon violation of one or more of these rules and regulations, the landlord reserves the right to terminate the lease early and this with immediate effect, without there being any entitlement to compensation from the landlord.

The tenant is obliged to sign the rules and regulations, as an annex to the lease, and to strictly comply with them. The rules and regulations are also displayed in the common area. The Student Coach will supervise the students' compliance with the rules and regulations.

Address and room:

Student:

Subject:

Price list in case of damage

Walls and door:

Paint off the door	€ 50,00
Stickers on the door	€ 15,00
Wall (stains, holes, dents,...)	€ 50,00 per damage

Curtain:

Stains on curtain	€ 50,00
Scratches on curtain	€ 100,00
New curtain	€ 520,00
Rope curtain	€ 15,00

Bathroom:

Cleaning	€ 110,00
Basin plug lost	€ 10,00
Shower drain not clean	€ 25,00
Shower curtain not clean	€ 20,00

Floor:

Floor not clean	€ 40,00
Damage to the floor	Price quotation

Furniture:

Damage to slatted base	€ 30,00 per damaged slat
Damage to desk	€ 30,00
Damage to office chair	€ 15,00
Office chair lost/broken	€ 150,00

General:

Loss of key	€ 65,00
Cleaning up of entire room	€ 160,00
Painting student room	Price quotation
Returning the key too late	€ 70,00/day

The student knows that in case of damage, the above prices can be charged.

Date:/...../.....

Signature

Kitchen manager

Name student:

Room number:

Academic year:

Address:.....

Dear student,

In order to keep the use of the communal kitchen pleasant for everyone, a kitchen manager is appointed weekly per floor. The student coach will inform the kitchen manager in time about their duty, this by e-mail as well as with a note that will be left under the door. In addition, the list can always be consulted in every kitchen.

The task of the kitchen manager consists of keeping the common kitchen of his/her floor clean and pleasant for all fellow students. By clean and pleasant we mean: keeping the kitchen counter clean, cleaning the oven and microwave, taking waste bags to the waste room in time. If a fellow student has left dirty dishes, talk to them.

How does it work?

The student coach will inform the student in time by e-mail as well as with a note under the door. Since the week starts on Monday, the student coach will carry out the first inspection on Tuesday. If the kitchen is not in a satisfactory condition, the student coach will inform the student as well as his/her parents. The student has until the second inspection on Thursday to take up their responsibility. In case of negligence, the student coach will call upon a cleaning team at the expense of the kitchen manager.

Please find below the rates of the cleaning team:

Washing dishes	€ 35,00
Cleaning microwave oven	€ 25,00
Cleaning oven	€ 35,00
Removing waste	€ 25,00
Removing bulky waste	€ 75,00
Cleaning up urine	€ 50,00
Cleaning up vomit	€ 75,00
Cleaning up faeces	€ 75,00
Removing paper and cardboard	€ 25,00

Date: / /

Signature student: