PROGRAM

- Internal Rules and Regulations, rent & payment
- Home management
- Sustainability
- Address & parcels
- Safety
- Homecouncil
- Internet
- General information
Art 4. Tenancy agreement

“Internal Rules and Regulations that apply to the rental period stated in this tenancy agreement, are an integral part of the rental agreement. The tenant(s) acknowledge(s) to know the content of this document and to comply with it at all times.”
DIRECTIE STUDENTENVOORZIENINGEN

Afdeling huisvesting
Home Vermeylen
Stalhof 6, 9000 Gent

INVOICE

<table>
<thead>
<tr>
<th>Invoice number</th>
<th>9510206121</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number</td>
<td>ST01816556</td>
</tr>
<tr>
<td>Invoice date</td>
<td>03.07.2019</td>
</tr>
<tr>
<td>Due date</td>
<td>02.08.2019</td>
</tr>
<tr>
<td>Bank account UGent</td>
<td>BE48390096580127</td>
</tr>
<tr>
<td>(BIC/SWIFT-Code: BBRUEBBB)</td>
<td></td>
</tr>
<tr>
<td>Payment reference</td>
<td>+ + + 951/0206/12107+ + +</td>
</tr>
</tbody>
</table>

Dear,

Below you can find the details of your rental contract for July for living unit 56.01.130.018 in home Groningen and any adjustments for previous months.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic rent</td>
<td>444,00  EUR</td>
</tr>
<tr>
<td>Deposit housing unit</td>
<td>125,00  EUR</td>
</tr>
<tr>
<td>Deposit key/badge</td>
<td>35,00   EUR</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td><strong>604,00</strong> EUR</td>
</tr>
<tr>
<td>604,00 EUR with 0 % VAT</td>
<td>0,00 EUR</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>604,00</strong> EUR</td>
</tr>
</tbody>
</table>
You have rent arrears for a room at Ghent University for a total amount of 5.3 euro.

Please note:

- Your rental agreement can only be renewed if there are no rent arrears.
- You can also pay by direct debit; download the application form on Huurtfactuur en waarborg.
- It is important that we have the correct bank account number in case of reimbursement. Please check your bank account information on My Oasis - Bankaccounts and update it if necessary.
- If you pay by direct debit, reimbursements will be credited to the direct debit bank account.

Unpaid bills:
PLEASE OBSERVE THE SILENCE FROM 11 PM
YOUR NEIGHBOUR THANKS YOU

In case of nuisance, contact the emergency centre in all
discretion via the toll-free number 0800 67 125

See University Halls of Residence Internal Rules and Regulations, article 6.1
8.1 From 11 p.m. onwards, complete silence has to be observed in the whole building. During official examination periods, silence has to be observed during the daytime as well.
after 11 pm
after
11 pm
AFTER 11 PM
⇒ please continue your activity elsewhere
⇒ violation:
- home university is informed
- possible expulsion
HOME MANAGEMENT
YOUR ROOM - INTERVENTIONS

• Be sure to check the information channels:

1) Your UGent email address
2) Facebook:
   UGent Residence Journal for each residence
   find the list in your Feel at home guide
3) Posterboards in the residences
YOUR ROOM - INTERVENTIONS

- **Scheduled check-ups**
  (vermin, safety and electrical installations, hygiene, …)
  - → notification through e-mail, facebook, posters

- **Repairs**: application through the online repair form
  - → no prior notification, as soon as possible (priority)

- **Emergencies**: fire, flooding, urgent technical repairs
  - → no prior notification possible
YOUR ROOM

- Room inventory (deposit)
  - descriptive
  - empty field = clean/no damage

- Decoration only permitted on the cork walls
• Room inventory
• Fill in completely
• 1 week
• Reception desk
• Please report malfunctions and defects via the online repair form https://herstelformulier.ugent.be
YOUR ROOM

• Keep it safe

(Fire)Safety
There will be a check-up between 17-21 December on the following issues:
- fire detectors
- no candles
- room locked
Thank you for your cooperation!
YOUR ROOM

• Keep it safe
• Keep it clean (inspections of hygiene and pest control)
YOUR ROOM

• Keep it safe
• Keep it clean
• Keep it ventilated
  • open window daily
  • central heating
YOUR ROOM

• Keep it safe
• Keep it clean
• Keep it ventilated
• Keep it… your room
  • Only water boilers and coffee makers
  • Cooking… only in the kitchen
  • No candles/incense/barbecue in entire building
clean them ... treat them right
STAND BY YOUR PAN
YOUR KITCHEN

• Stewards: help you make good use of kitchen
  • Frying and grilling equipment is forbidden
  • Smoking is not allowed (smoke alarm – intervention)
  • Oil and food leftovers (cost of unclogging – deposit)
  • Use the cooker hood
  • Recycling
YOUR RESIDENCE

- Waste sorting (waste rooms)
  - Paper & Cardboard
  - Organic waste (green)
  - Glass (orange)
  - Yellow bag (general waste)
  - Blue bag PMD:
    - Plastic Bottles
    - Metal packaging (tins/cans)
    - Drinks Cartons
Buy less, Choose well, Make it last.

VIVIENNE WESTWOOD
POLICY PRIORITY

- Sustainable development is integrated in education
- Sustainable mobility
- Sustainable food
- Sustainable energy management
  - Halls of Residence: making the infrastructure more energy efficient
ELECTRICITY CONSUMPTION, PER TENANT (KWH)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ASTRID</td>
<td>1289</td>
<td>1169</td>
<td>1133</td>
<td>1013</td>
<td>1021</td>
<td>1051</td>
</tr>
<tr>
<td>BDVRIEZE</td>
<td>2113</td>
<td>2020</td>
<td>1975</td>
<td>1900</td>
<td>1990</td>
<td>1855</td>
</tr>
<tr>
<td>FABIOLA</td>
<td>1056</td>
<td>145</td>
<td>354</td>
<td>314</td>
<td>814</td>
<td>897</td>
</tr>
<tr>
<td>BOUDEWIJN</td>
<td>887</td>
<td>809</td>
<td>775</td>
<td>754</td>
<td>750</td>
<td>699</td>
</tr>
<tr>
<td>KANTIENBERG</td>
<td>1378</td>
<td>1255</td>
<td>1264</td>
<td>1292</td>
<td>1249</td>
<td>1262</td>
</tr>
</tbody>
</table>

1000 1200 1300
WATER CONSUMPTION, PER TENANT (M³)

- BDVRIEZE: 28, 31, 32, 32, 28, 34, 35, 31, 27, 29
- FABIOLA: 41, 34, 31, 27, 29
- BOUDEWIJN: 41, 43, 44, 47, 48, 50
- KANTIENBERG: 36

Yearly data ranges from 2012-2013 to 2017-2018.
SUSTAINABILITY

– Infrastructure
– Sensitizing tenants equally important
– Environmental council
  – Consists of students, Environmental Office and Housing Office
  – Get together on a monthly basis
– Join us: praeses@homekonvent.be
1. Waste or ‘circular economy’?

Questions about recycling?

swapshop@ugent.be

2. Seasons

Spring

Summer

Winter

Autumn
3. Water & Electricity

±12% renewable  
±45% nuclear  
±24% gas  
Shower  
±8L per minute  
45min: 360L  
15min: 120L

4. One last thing

Tuesday, 26th of March  
Common Room @ Home Canterbury  
(Stalhof 31)  
Internationals for SUSTAINABILITY  
Make a difference on campus  
+ free sustainable snacks & dessert!

5th March  
Veggie Spaghetti @Boudewijn  
13th March  
Flea Market + Garden Party @Fabiola  
18th March  
Ecological Breakfast @Vermeylen  
19th March  
Ecological Breakfast @Astrid  
26th of March  
International Students for Sustainability @Kantienberg  
27th March  
Prom + Award Ceremony @Astrid

Maart Milieu Maand / ‘March Environmental Month’ Edition 2018

EDITION 2019: DATES TO BE ANNOUNCED
LETTERS AND PARCELS

- Home
- Health/Urgent
- No parcels from shops
LETTERS AND PARCELS

- Pick-up/Parcelshop

- Use correct address
Hallo,

ik kwam langs op 13.09.16 om 12:35

en zal uw PAKJE daarleggen in:

Postkantoor:
GENT ZUID:
F. ROOSEVELTLN. 3
9000 Gent

Beschikbaar vanaf 14.09.16, om 11:00
tot en met 28.09.16 volgens de openingsuren:

<table>
<thead>
<tr>
<th>MA</th>
<th>DI</th>
<th>WO</th>
<th>DO</th>
<th>VR</th>
<th>ZA</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30-17:00</td>
<td>09:30-18:00</td>
<td>09:30-18:00</td>
<td>09:30-17:00</td>
<td>09:30-18:00</td>
<td>09:30-13:00</td>
</tr>
</tbody>
</table>

1. Haal uw pakje af met dit bericht.
2. Of vraag iemand anders uw pakje af te halen met dit bericht.
3. Of vraag een nieuwe aanbieding via
   www.bpost.be/nieuwevaanbieding

Afz.: AMAZON FR
Best.: ALEX
HOME VOETWEG 6
9000 GENT

Vriendelijke groeten, uw postbode.
YOUR KEYS AND ADDRESS

Building site: KANTIENBERG

Building
01: Groningen  Voetweg 64 & Stalhof 43
02: Uppsala    Stalhof 47
03: Göttingen  Stalhof 49
04: Canterbury Stalhof 51
Mobile Phone

- Registered SIM-cards, online or in shop
- Update your information on OASIS
SAFETY
IN CASE OF EMERGENCY

• We want to keep your home safe, but...
  • risks: smoking, cooking, vandalism, arson
  • a lot of occupants
  • a lot of different nationalities/languages
  • Who knows what to do?
0800 67 888 (urgent)
0800 67 125 (not urgent)
IN CASE OF EMERGENCY

• Report

• React:
  • Warning signal
  • Evacuation signal
IN CASE OF EMERGENCY

Emergency services
UGENT

Security guard
(no uniform)
Technicians

Public emergency services
100: fire brigade/ambulance
101: police
112: european emergency number (general)
IN CASE OF EMERGENCY

WARNING

EVACUATION
IN CASE OF EMERGENCY

WARNING

EVACUATION
WARNING SIGNAL

- be alert
- Try to find the cause
- Call the Emergency Centre
  - 0800 67 888
  - 0800 67 125
EVACUATION SIGNAL

- Leave the building immediately
- Use the Emergency exits
- Go to the meeting point
EVACUATION SIGNAL

- Don’t stay in your room/kitchen, not even during evacuation exercise

  Co-operation is obligated!

- Don’t stand still at the entrances/exits

- Follow the instructions of the Safety Stewards

- Provide relevant information to the Safety Stewards
EVACUATION

• Do not linger in the hallways, exits or around the building
• cross the street in a safe way
Evacuation Instructions

**Warning signal** = a monotonous, discontinuous signal -------
1. Find the cause if possible
2. Contact our emergency centre (PermanentieCentrum): 09/264.88.68
3. Be ready to leave the building as soon as possible

**Evacuation signal** = a two-tone, continuous signal
1. Leave the building via the nearest exit or emergency exit
2. Go to the assembly point (parking lot home Vermeylen)
3. Wait for further instructions

In case of an emergency, contact the Emergency Office via 09/264.88.65.
EVACUATION SIGNAL

• Meeting point
  • Safe distance

  • No obstruction for emergency services, don’t stand near the building or on the street

  • Don’t leave the meeting point

  • Wait for the emergency services
SAFETY STEWARDS

Down! Sit! No!

Honey, shouldn't we just call the fire brigade?
SAFETY STEWARDS

• you follow an information session (approx. 45 minutes)

• you follow a basic training in firefighting and first aid (3 hours)

• you are present at the evacuation exercise

• you contact the Emergency Center if necessary

• you assist at a real evacuation (Never at your own risk!)
SAFETY STEWARDS

- a discount of at least 100 euros at the end of your stay
- a participation certificate

- interested?

www.ugent.be\safetystewards

- questions? noodplanning@ugent.be
HOME COUNCIL

feel at home in a university home
Activities? SAVE THE DATE!

- Sports: October 14, November 15, December 4
- Pop-up Bar: October 14
- Cantus: November 7
- Environment: March 2020 (events: to be announced)
- Prom: March 23
- ...
More activities?

➔ Home Vermeylen and Home Fabiola!
  — Reception @ Home Fabiola: September 22
  — BBQ @ Home Vermeylen: September 24
  — Parties: September 26 & November 27
  — Cantus: October 10 & October 17
  — Pop-up bar: Every Tuesday and Wednesday
  — …
<table>
<thead>
<tr>
<th><strong>What?</strong></th>
<th><strong>How?</strong></th>
<th><strong>Who?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecohomes</td>
<td>March Environmental Month</td>
<td>Home councils</td>
</tr>
<tr>
<td>Find us on Ecohomes</td>
<td>Swap Shop</td>
<td>Fellow residents</td>
</tr>
<tr>
<td>Milieu.homekonvent.be</td>
<td>HK-cups</td>
<td>...</td>
</tr>
<tr>
<td></td>
<td>Gft containers</td>
<td>...</td>
</tr>
</tbody>
</table>
GET IN TOUCH

Roselien Van Gucht
Praeses@homekonvent.be
0479 80 65 84
www.homekonvent.be

Find us on

Home Konvent Gent
Ecohomes
Homes Kantienberg Ghent
INTERNET

VIA CABLE

WIFI

feel at home
in a university home
INTERNET IN YOUR ROOM

- Keep the existing set-up!
  - Your own UTP-cable
  - AVAILABLE Socket

And

WiFi: EDUROAM
INTERNET IN YOUR ROOM

UTP TO USB SWITCH/CONVERTER
INTERNET IN YOUR ROOM

- UTP-cable in AVAILABLE Socket
Or
- WiFi: EDUROAM

→ www.studenteninternet.be

Login using CAS UGENT emailaddress
Credentials by e-mail
INTERNET

WIRELESS CONNECTION

eduroam
Wireless connection: EDUROAM

- Home University credentials for EDUROAM ONLY in common room
- UGent email and password
EDUROAM – check the house regulations

→ Canterbury Common Room
Room:

www.studenteninternet.be
BE: +32 (0)9 395 6000

ICT HELPDESK
Common room, classes, restaurant, …
Helpdesk On The Road

Rectorate (left side of UFO)

Tuesday & Thursday 10-12
HOUSING OFFICE IS THERE TO HELP YOU
CONTACT AFTER OFFICE HOURS

• **University Emergency Centre**
  • tel. 0800 6 71 25
  • urgent technical problem that can’t wait
  • noise pollution

• **Emergency? University Emergency Centre**
  • Fire, illness, …
  • Tel. 0800 67 888
UNIVERSITEIT GENT
feel at home in a university home