



Op kot in Brugge

Student room rules and regulations

Dear student,
Dear resident of B/kot,

A warm welcome, glad you chose B/kot! Our building is a unique student house with 154 furnished student rooms including a desk, desk chair and slatted bed base (without mattress).

We wish you a very pleasant stay and successful studies. In B/kot you know a great freedom coupled with responsibility.

Because you live with a group of students close to each other, certain arrangements must be made to make living together more pleasant for everyone. These agreements can be found below. Each student will receive a copy of this which will be signed along with the rental agreement. The internal regulations are an additional document to the rental agreement. It is a collection of practical arrangements and some formal rules.

We count on your sense of responsibility and active participation. In this way, together, we ensure a dynamic and pleasant atmosphere for the students within B/kot and for the local residents. With mutual respect it is pleasant to live together in our beautiful city, Bruges.

At B/kot, the Student Coach is ready for you. This is because she is the contact person for the students and takes care of living together within the residence. Therefore, in case of doubts and questions, you may contact the Student Coach. However, keep in mind that she works according to certain hours and appointments may be scheduled. It is therefore advisable to arrange a time beforehand. In case of emergencies, please contact the Student Coach immediately.

Kind regards,
Your Student Coach

1. Fire hazard

- Fire doors must be closed at all times. It is forbidden to leave or keep open doors that provide access to the stairwell and separate the various compartments.
- Access to firefighting equipment (extinguishers) and alarm buttons should not be obstructed.
- Be sure not to leave any electrical or gas appliance on unattended.
- Use only safe electrical appliances, also pay attention to connecting cords and plugs.
- Only one plug should be connected per outlet. Do not force anything.
- The use of portable auxiliary heaters, or any other form of electric heating is prohibited.
- The tenant may not use an electric appliance of more than 1,000 watts.
- The installation of additional heating appliances is prohibited.
- Due to fire danger, the following items **are strictly prohibited** in the student rooms: deep-frying fat, grilling, barbecue set, gas burners, gas fires, candles, incense, lighters, cigarettes and any other form of fire.
- The use of a deep fryer is strictly prohibited.
- Upon observation of an unsafe condition, please notify the Student Coach immediately.
- The hand detectors/smoke detectors, powder extinguishers and fire reels provided shall be activated only in case of emergency. Any misuse will be penalized.
- The vents should be kept clear at all times. If these are not working properly or they are dusty, please contact the Student Coach.
- There is a **total ban on smoking in the entire student building**. That is, smoking is not allowed in the rooms (including through the window), common areas and evacuation balconies.
- If smoking does occur, smoke alarms will automatically be triggered by the fire safety system. The expenses incurred in terms of fire and police will be paid by the violators in question.
- Two ashtrays are available at both entrances to the building. If you use these, please make sure
- windows and/or doors are closed nearby to keep smoke out.
- In case of fire, follow the evacuation route. An evacuation balcony is available on each floor (except ground and second floors, but the entrances are located there). The evacuation balcony may only be used, as its name implies, as an evacuation balcony. It is strictly forbidden to hang/chill or smoke there. Smoking on the evacuation balcony causes clogged pipes and possible flooding after rain on these balconies.

2. Safety

- The front door: never leave it open unattended and close it as quietly as possible to respect your neighbors.
- Make sure the windows and doors are closed when leaving the room, even if you are only gone for a short time. If you leave your room open unattended, you risk theft of your precious belongings.
- Keys should not be given to third parties or made up without the knowledge of the Student Coach.
- If you lose your key or there is a problem with it, contact the Student Coach as soon as possible.
- It is forbidden to put another cylinder lock in your room door.
- For your own safety and that of your dorm mates; never open the front door without checking who is coming in. This means you must not leave the study room windows open either!
- To ensure the safety of the building, camera surveillance is provided. If you notice anything suspicious, it is best to inform the Student Coach so she can check the camera footage.
- Exit routes and emergency exits must remain clear at all times. Anyone blocking escape routes and emergency exits will be held liable for the possible consequences.
- No flammable or toxic substances may be kept.

- The tenant/owner shall submit to and behave in accordance with all police regulations and police codex. For anything not provided for in these regulations, owners or occupants shall conform to the customs that exist in a well-maintained and properly occupied building.
- It is forbidden to enter the flat roof.
- Illegal substances, drugs and weapons are not allowed. This may result in immediate termination of the agreement and will be reported to the appropriate authorities.

3. Respect

- The manager/syndic of the building has access to all building parts, including the private part in case of emergency.
- You are obliged as a tenant to allow the landlord and the Student Coach and the owner/owner access to your room in case of urgent necessity. The owner/owner may wish to check the condition of the room. The tenant will be informed of this and may choose whether or not to be present when the owner/manager visits with the Student Coach.
- It is forbidden to produce or cause disturbing noises that go beyond what is normally allowed and consequently disturb neighbors.
 - Radio, TV, computers... are allowed, provided that the operation of these devices does not disturb other residents in the building or among the neighborhood residents at any time.
 - Each resident or visitor respects the sleep of residents/neighbors. I.e., it must be quiet between 10 pm and 7 am.
 - If it is too difficult to respect this rule and you do not lower the volume between 10 p.m. and 7 a.m., the police may be contacted and come by for night noise. Any charges will then go to those causing the night noise.
- The tenant may not receive visitors or have them stay overnight after 11 p.m.
- During the exam period and the block period, each tenant will make an extra effort to cause as little noise nuisance as possible, in order to disturb his fellow tenants as little as possible.
- Pets are not allowed.
- The student room is for personal use and may not serve as a primary residence.
- Only one student is allowed per room.
- It is forbidden to organize a party in the building without the prior written consent of the Student Coach. If you do organize such a thing without the approval and knowledge of the Student Coach and you cause night noise that disturbs others, the police may be called in.
- If the Student Coach notifies you that you are too loud (regardless of the time of day), you must respect this and listen to what she asks of you.
- If there is too much noise between 10 p.m. and 7 a.m. and it does not stop, first try to speak to the person making the noise about it and ask him/her to respect the house rules. If an adult conversation between you fails, please notify the Student Coach and she will intervene if she is in a position to do so.
- The communal kitchens are provided by level. Students are expected to use the kitchen 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 provided.
- Students should grant access to the Student Coach if she needs to be there for a valid, professional reason. If she needs to be in your room, she will let you know as soon as possible. The Student Coach will not enter your room without a valid reason.
- The Student Coach is in charge of distributing mail so she will deliver it to you or contact you if something has arrived for you. She organizes meetings if necessary and supports real estate agent Dewaele when students move in/out. She also checks the common areas. She will

inform you if they are not left (clean) as they should be. Whoever is responsible should be honest about this and accept the consequences (cfr. Kitchen responsibility for example).

- The Student Coach watches over the atmosphere in the building. This means that she can organize activities in B/kot to strengthen social cohesion and make students feel at home. Students may also organize their own activities, BUT for this you need approval from the Student Coach and you need to follow the rules and agreements you make with her.
- Students are required to notify the Student Coach (sc.studiobrugge@gmail.com) and/or Dewaele (bkot@dewaele.com) by email or mail **by April 15** if they wish to keep the student room next academic year. If you forget to do this, you may lose your room to a subsequent tenant, so be sure to be on time!

4. Order and cleanliness

- Keep the hallways and other common areas clear: no parking bikes, no placing garbage bags.
 - We have provided a bike shed to place your bike. Each student has a place for a bicycle. You are not allowed to park your bike or other bikes in empty or someone else's place.
 - It is forbidden to park your bike outside, around our building.
 - The resident is responsible for the cleaning of the room and for the damage caused, by himself/herself, or by third parties to whom he granted access to the rented/purchased property. Each resident must clean their room regularly. Upon moving in, check if the room shows signs of damage or is not clean and report this immediately to the person you are moving in with.
 - Collect trash from your room regularly and put it in the appropriate container in the provided waste room in the basement.
 - It is forbidden to flush fats or other chemical liquids down the sink. Kitchen waste is removed as soon as possible and dishes are done daily after you have cooked and eaten to avoid pests and mold. Dishes that are clean should be stored in the cabinets to ensure the kitchen looks neat.
 - The cleaning of common areas (hallways, stairs, common kitchen) is done weekly by the cleaning crew. However, each student is required to clean up his/her own trash in the common areas.
 - Follow the list of kitchen responsibilities and also be a pleasant fellow resident who leaves the common parts tidy. Tasks in the kitchen: do your dishes, clean the table, counter and hot plates (if cooled of course) after cooking a meal. If you spill something in the oven or microwave or anywhere else in a common area, you should clean it up yourself. Do not leave it for the cleaning crew.
 - The Student Coach checks the kitchens several times a week. If a lot of dirty dishes are left, they can be taken away so make sure you don't put this off. If there are other problems in the kitchen and no one takes responsibility, the cost to clean up or repair will go to all residents on that floor. Check the kitchen responsibility document for more information.
 - It is strictly forbidden to throw sanitary napkins, tampons, condoms, cleaning wipes or other similar items into the toilet.
 - Clean your own shower and/or sink after each wash. Remove residual hair and soap from the drain after showering to avoid clogs. This will also be checked at exit. All hair and soap residue should be removed.
 - Air the room and sanitary area regularly.
 - Placing antennas or satellite dishes visibly on the roof, on the facade or on a terrace is prohibited. In addition, students are required to use the Student Internet. Every student can receive a voucher with activation code for wifi from the Student Coach, in case of abuse Student Internet reserves the right to take the necessary measures. Per month you have a limit of 200GB. You can also buy extra volume.
 - Placing laundry racks on the windows is not allowed.
- Posting inscriptions and advertising on windows or facades is prohibited. You may not write on the walls, except on the black chalk walls, so only use chalk there!

- It is strictly forbidden to blind the windows with cardboard, paper, etc. It is prohibited by the tenant to affix signs, advertising signs, awnings, real estate, solar panels and other objects on the windows, facades and terraces.
- The garbage pile is already big enough, so sort the garbage. Make sure that when you throw something away, you throw it in the right container. We have glass, paper & cardboard, PMD, and residual waste containers. **It is strictly forbidden to dump full garbage bags into the PMD containers.** You must open the garbage bag and throw the PMD waste into the container. If you do not do it that way, they will not collect our PMD waste.
- The Student Coach will hang a list for kitchen responsibilities for each floor in the kitchen. Each student should follow this list or inform if a change happens between them and another student. Garbage bags should be taken to the appropriate container by the kitchen leader in case of odor and/or if full. New trash bags can be obtained from the Student Coach.
- The Student Coach keeps an eye on the maintenance of the common parts. Hereby she supervises the correct execution of the maintenance contracts. If the common areas do not look as they should and those responsible refuse to clean up, extra costs will be charged from the cleaning team directly to the student responsible.
- Bikes are stored in the provided storage space, not outside against the facade. Secure locking is the message. Storage of mopeds or motorized bicycles in the storage room is prohibited.

5. Damage

- The occupant is responsible for damage caused, by himself, or by third parties to whom he granted access to the rented/purchased property.
- It is not allowed to drive nails, screws, etc. into the walls, floors and ceilings. In addition, no interior changes may be made such as repainting the rooms.
- If repairs need to be made to the room or common parts of the building, students should contact the Student Coach. So that the Student Coach can contact the appropriate authority. All repairs will be done as soon as possible. If they are minor technical repairs, the Student Coach will take care of them.
- In case of technical problems which cannot be solved by the Student Coach a professional will be sent. Depending on the cause of the problem, the invoice will be transferred to the tenant or landlord.
- The deposit will be released to the tenant only on condition that at the end of the rental period the tenant leaves the studio in good condition, i.e. without damage, vacated, completely cleaned up and all garbage and empties removed, after returning the keys, after preparing the final bill for electricity, gas and water and after deducting any damage caused and miscellaneous expenses.
- What is broken or lost will be reimbursed to the owner. In the common parts, this is divided by the number of students.
- Students have only one point of contact and this is the Student Coach. Therefore, students should always contact the Student Coach first. She is available to students periodically.
- Vandalism or other forms of damage should be reported to the Student Coach. In fact, the Student Coach is responsible for further follow-up.

Tips:

- In case of emergency, emergency services should be contacted. Some useful numbers:
 - Emergency: 100
 - Urgent police assistance: 101
 - Bruges Fire Brigade: 050/44 84 84
 - Police Bruges: 050/44 88 44
 - Poison control center: 070/ 245 245

- Make sure all doors are closed at all timesorden
- Never let strangers slip into the building with youbouw
- Immediately report poorly closing doors to the Student Coach and never block doors to let friends in afterwards.
- Always lock room windows and doors tightly when leaving your room!
- After cooking and when leaving the kitchen (even briefly), turn off the stove, microwave and oven.
- If a flame develops in the pan:
 - Turn off the stove
 - Cover the kettle with a lid or fire blanket
 - Never pour water on burning grease
 - Never attempt to move a burning cooking pot
- In case of fire:
 - Call the fire department
 - Break the glass of alarm buttons and shout that it is burning
 - Keep doors and windows closed as much as possible
 - Use the available fire extinguishers
 - Leave the building

If conflicts arise, the idea is to consult, make agreements and try to reach a solution yourself. Respect each other and the house rules made.

If it is really not possible to find a solution among yourselves, visit the Student Coach. She will do everything possible to resolve the conflict. If a tenant repeatedly violates the house rules made, he/she may be evicted from the building. The Student Coach will inform the student in question if he/she causes too much trouble. There will always first be one or more discussions between the Student Coach, the student and/or a landlord from real estate broker Dewaele. If the hiring student still does not adjust his/her behavior after that, consequences will follow.

The undersigned acknowledges having read and received a copy of the above regulations. He/she undertakes to comply strictly with the regulations. If one or more violations of these regulations are observed, the landlord reserves the right to terminate the rental agreement prematurely and with immediate effect, without being able to claim damages from the landlord.

The tenant is obliged to sign and strictly comply with the rules and regulations annexed to the contract. The regulations will also be posted in the common room. The Student Coach will supervise the students' compliance with the internal regulations.

The student
(Name, date and signature)