

House rules as agreed upon September 2010 at resident meeting

## HOUSE RULES FOR THE INDEPENDENT INSTITUTION SKJOLDHØJKOLLEGIET

### **Article 1: General rules**

1: All residents are jointly responsible for maintaining order at the dormitory. Residents must comply with the instructions provided by the Residents' Council (Beboerrådet), the Dormitory Board (Kollegiebestyrelsen) or any person authorised to act on its behalf (e.g. the caretaker).

2: Residents are at all times responsible for the behaviour of their guests and must ensure their guests' compliance with article 1 of the house rules.

3: Residents must use the designated waste areas - and only these areas - when disposing of waste. Especially, residents must observe rules regarding the sorting of waste, cf. Skjoldhøjkollegiet's website.

### **Article 2: Noise**

1: Residents must voluntarily and of their own accord submit to the conditions of living in a dormitory and accept limitations imposed necessitated by the respect for common dorm life. Particularly, residents must always respect fellow residents' right to a peaceful and quiet study environment and night time. This especially applies to the arrangement of private gatherings.

2: The dormitory must be peaceful and quiet between 11:00 p.m. and 7:00 a.m. on weekdays (Sunday, Monday, Tuesday, Wednesday and Thursday). Intentional noise above regular conversation level prohibiting neighbours and fellow residents from getting their sleep as well as any noise causing them to wake up is regarded as noise during night time. This also applies to summer holidays, here defined as from 1 July to the second last Sunday of August. Easter Sunday and other holidays which include a day off fall under art. 2, sub-article 3.

3: Night time peace and quiet from 01:00 a.m. to 9:00 a.m. applies on Saturday, Sunday and holidays (e.g. Easter Monday). The definition of night time peace and quiet is here equal to the one stated in art.2, sub-article 2.

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4: Peace and quiet during exam period: From 15 May to 1 July and from 2 January to 31 January night time peace and quiet from 10:00 p.m. to 8:00 a.m. applies on all days of the week. Use of HiFi systems must particularly during exam periods be limited to a level at which the disturbance and annoyance of others is avoided. In the summer half the use of HiFi systems must likewise be kept at a low sound level, particularly if the garden door is open.

### **Article 3: Housing, common room and furnishings.**

- 1: Residents must at all times observe the Maintenance Regulations.
- 2: Residents living on the same resident hall are jointly responsible for kitchen and common room equipment and furnishings. Thus, residents must handle the dormitory effects with care and assist in ensuring that nothing is removed from the kitchen and common room.
- 3: The Residents' Council (Beboerrådet) draws up an inventory list specific to each resident hall, which can be found on the hall's notice board. In connection with house cleaning the caretaker will inspect the resident hall to ascertain the presence of all items on the list.
- 4: Property pertaining to the dormitory must in no circumstance be removed therefrom and no damage must be done to the property of the dormitory.
- 5: From the moment the resident receives his/her key from the caretaker and until it is returned, the responsibility for the room and its furnishings lies solely with the resident. Therefore, the resident is liable for any damage not arising as a result of regular wear and tear.
- 6: Should the resident at handover discover any damages to, defects or wear or tear of the room or its furnishings, it is the responsibility of the resident to report these to the caretaker no later than 14 days after having moved in, unless already stated on the copy of the inspection list. The list is handed out at handover along with keys.
- 7: Should damages to the room or its furnishings arise as a result of repairs etc. performed by the caretaker, other employees of the dormitory or its associates, it is the responsibility of the resident to ensure that these are recorded by the caretaker.

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8: The dormitory does not assume any responsibility for the resident's person or personal belongings. This also includes clothes or items damaged, removed by the caretakers in connection with cleaning, or gone missing in the dormitory laundry room.

9: Antennas and satellite dishes may only be mounted on dormitory buildings upon agreement with the caretaker.

#### **Article 4: Telephone system**

1: Misuse of the telephone system is not allowed. Misuse is understood as – but not limited to - e.g. harassment calls to other residents and attempts to circumvent the payment system. Unauthorised use of other residents' phone is considered theft.

2: Connected equipment must be approved by the Danish National IT and Telecom Agency. In case of breach the dormitory is allowed to demand compensation for any damage caused.

3: From the moment the resident receives his/her key from the caretaker and until it is returned, the responsibility for calls from the tenancy lies solely with the resident.

#### **Article 5: Traffic**

1: Parking is only allowed in the parking area along Spobjergvej. Cycling, parking and driving of motor vehicles is not allowed on grass areas and will result in e.g. a claim for damages caused. In particularly grave or repeated instances breach can result in a warning or notice of termination of tenancy.

2: Driving cars on passages and footpaths is prohibited.

3: All traffic on passages and footpaths must take place at an appropriate low speed (walking speed).

#### **Article 6: Bar regulations**

1: The Bar Manager administrates the regulations.

2: Residents and their guests have admission to Skjoldhøj Bar. Residents are responsible for the behaviour of their guests.

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- 3: At some arrangements special requirements of e.g. association membership may be stated. If such requirements exist, residents must be made aware thereof.
- 4: The key chip is the formal admission card to Skjoldhøj Bar and must be displayed on demand to bartenders and door men.
- 5: Theft, vandalism, violence and any other form of improper behaviour (e.g. throwing bottles, payment refusal) is considered breach of regulations.
- 6: At his/her own discretion the bartender is allowed to deem noisy and violent behaviour a breach of regulations.
- 7: Beverages may not brought into the bar unless a previous agreement with the Bar Manager exists.
- 8: Pets may not enter the bar. This does not apply to guide dogs.
- 9: The bar must be vacated no later than 15 minutes after closing time.
- 10: Breach of bar regulations may result in the following sanctions:
  - 1: A suggestion
  - 2: Suspension from the bar. The duration of the suspension will be established by the Bar Board.
  - 3: Particularly grave breaches of the bar regulations may result in the Bar Board recommending the Dormitory Board or the administrator terminate the resident's tenancy.
- 11: The rules of the Law on Restaurants apply.

**Article 7: Television room**

- 1: The Resident Council will appoint a television room manager.
- 2: The appointed manager will administrate television room rental for private parties and social events. Renting the television room is free of charge for dormitory associations when used for their events.
- 3: Only residents at Skjoldhøjkollegiet may rent the television room. Users of the room are liable for damages done to furnishings and equipment and must clean up after themselves

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before leaving the room. When used for private events the organiser is the one considered liable for damages done to furnishings and equipment.

4: When rented for private parties or events the organiser will pay rent and deposit to the manager. Deposit is returned when the manager has inspected the room and concluded that cleaning is satisfactory and no damage has been done to furnishings and equipment.

5: Deposit and rent size is fixed at the September resident meeting.

6: The television room cannot be used on evenings where larger events or disco nights in Skjoldhøj Bar have been planned.

### **Article 8: Pets**

1: Residents are personally responsible for damages caused by their pets.

2: Pets must not by aggressive behaviour, smell or level of noise be a nuisance to other residents or others present to perform a job: e.g. caretakers, postmen or workmen.

3: Dog owners must approach the caretaker to register their dog. Compulsory public liability insurance and vaccination certificates must be displayed upon registration.

4: Dogs on dormitory premises must be kept on a leash. It is the responsibility of the owner to ensure that no excrements are left on dormitory premises.

5: Cats are requested to either have earmarking or wear collars with owner information. This requirement is necessary as the Resident Council occasionally calls a cat catcher when estimating that wild cats and/or cats left at the dormitory have become a problem.

### **Article 9: Sanctions in case of breach of house rules**

1: Breach of house rules shall be brought before the Complaint Council in writing.

2: The Complaint Council has two possibilities of sanctioning breaches; a suggestion and a warning.

3: Following two warnings regarding the same type of breach the Complaint Council can recommend termination of the resident's tenancy.

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4: In particularly grave cases the Complaint Council can recommend the Board or administrator the resident be expelled with the shortest warning possible (7-10 days). In such cases the expelled resident cannot regain tenancy at Skjoldhøjkollegiet.

5: After ended hearing at the Complaint Council the complainant or respondent may issue an appeal to the chairman of the Board, who will treat the appeal as quickly as possible.

#### **Article 10: Amendments to the house rules**

1: Amendments to the house rules are made by the Resident Council. The Dormitory Board must be informed of the dormitory house rules.

2: Changes and supplements to present house rules must be approved on a resident meeting by recommendation of the Resident Council to be valid. The wording of the proposal must be issued to residents along with the agenda. The wording of the proposal must be enclosed the agenda as a separate sheet attachment.