

HOUSE RULES FOR SKJOLDHØJKOLLEGIET

Article 1 General rules

All residents are responsible for maintaining order at the hall of residence and all residents must comply with the instructions given by the residents' council (beboerrådet), the board of the hall of residence (Kollegiebestyrelsen) or any other persons acting on their behalf (e.g. the caretaker).

Subsection 2. Residents are at all times responsible for the behaviour of their guests and all must ensure their guests follow the house rules.

Subsection 3. Residents must use the areas designed for garbage and only those for disposal of trash. Especially the rules for *sorting* of waste must be followed and can be found on the homepage.

Article 2 Noise

All residents must voluntarily and of their own accord submit to the conditions of living in a hall of residence. In particular, the fellow resident's right to quiet for studying or for sleeping during the night must be respected, especially when private gatherings are organised.

Subsection 2. The hall of residence must be quiet between 11 pm and 7 am on weekdays (Sunday to Thursday). All purposeful noise louder than normal speech preventing other residents from sleeping, or waking them, is prohibited during the quiet hours. This also counts the summer holiday, defined as 1st of July to the penultimate Sunday in August. Easter Sunday and other holidays with a holiday the next day are under article 2, subsection 3.

Subsection 3. On Saturdays, Sundays and holidays (e.g. Easter Monday) the hall of residence must be quiet between 1 am and 9 am. Same rules for noise apply as in article 2, subsection 2.

Subsection 4. Quiet for exams: Between 15th of May and 1st of July as well as between 2nd of January and 31st of January, the hall of residence must be quiet between 10 pm and 8 am on *all* days. Also during this time, any use of HiFi-stereos must be limited to a volume that will not disturb others. This is also the case during the summer, especially if the garden door is open.

Article 3 Room, common room and furnishings

All resident must follow the rules for upkeep.

Subsection 2. All residents are jointly responsible for the supplied kitchen utensils, vacuum cleaner, tables and chairs and all residents must handle the effects belonging to the hall of residence with care and assist in ensuring that nothing is removed from the kitchen or common room.

Subsection 3. The residents' council makes an inventory for each kitchen. When housecleaning has been done the caretaker will make an inspection to ensure that all the effects belonging to the hall of residence are present.

Subsection 4. None of the effects belonging to the hall of residents may be removed. No injurious actions may take place on the grounds of the hall of residence.

Subsection 5. From the moment a resident receives the key and until it is returned to the caretaker, the resident alone is responsible for the room and its furnishings. The resident is liable to compensate for any damage not owing to fair wear and tear.

Subsection 6. If a resident discovers anything lacking or any damage to the room and/or its furnishing when is it received, the resident must inform the caretaker no later than 14 days after moving in, unless it has already been noted on the copy of the surveylist that is handed over along with the key.

Subsection 7. In case any damage occurs as a result of repairs done by the caretaker or some of the employees of the hall of residence, the resident must report to the caretaker immediately.

Subsection 8. The hall of residence assumes no responsibility for the residents or their personal belongings. This also applies to any clothes or belongings that are damaged, removed by a janitor during cleaning, or lost in the laundry rooms.

Subsection 9. Satellite dishes and antennas are only allowed to be put up if approved by the caretaker.

Article 4 Telephone system

Abuse of the telephone system is not allowed. Abuse can be, but is not exclusive to, harassment calls to other residents or attempts to evade the payment system. Use of another resident's telephone without permission is considered theft.

Subsection 2. Any connected equipment must be approved of by IT- and Telestyrelsen. In case of breach the hall of residence is allowed to demand compensation for any damage.

Subsection 3. From the moment a resident receives the key to the room and until it is returned to the caretaker, the resident alone is responsible for all calls both from and to the tenancy.

Article 5 Traffic

Parking is only allowed in the parking area along Spobjergvej. Cycling, parking and driving of motor vehicles, is not allowed on the grass and can result in claims for compensation for damages. Repeated offense can lead to termination of lease.

Subsection 2. It is not allowed to drive cars in the passages and on the footpaths.

Subsection 3. All traffic in the passages and on the footpaths has to take place at suitable low speed (walking).

Article 6 Regulations for the Bar

The rules for the Bar are administrated by the manager.

Subsection 2. The residents and their guests have admission to Skjoldhøj Bar. The residents are responsible for the behaviour of their guests.

Subsection 3. At some events, membership of some associations can be demanded. The residents have to be informed of such demands.

Subsection 4. The CY key is the formal admission card to the Bar and has to be shown on demand to bartenders and doormen.

Subsection 5. Theft, vandalism, violence or other kind of improper behaviour (e.g. throwing bottles, payment refusal) is considered breach of the regulations.

Subsection 6. In case of noisy and violent behaviour the bartender is, at his own discretion, entitled to charge this as a breach of the regulations

Subsection 7. You are not allowed to bring food and drinks to the Bar unless a special agreement has been made with the manager.

Subsection 8. Animals are not allowed in the Bar – except for guide dogs.

Subsection 9. The Bar must be vacated no later than 15 minutes after closing time.

Subsection 10. Breach of the Bar's regulations can result in the following sanctions:

- 1) An admonition
- 2) Quarantine from the Bar. The board of Skjoldhøjkollegiet will decide the duration.

- 3) In case of serious breach of the regulations, the board will inform the board of Skjoldhøjkollegiet, who can terminate the person in question's lease without further notice.

Subsection 11. Besides, Danish laws of the hospitality industry apply.

Article 7 Television room

The residents' council appoints a manager for the television room.

Subsection 2. The television room is rented out by the appointed manager and can be used for private parties and social events. Lease of the television room is free for any unions or associations connected to the hall of residence, for related events.

Subsection 3. Only residents at Skjoldhøjkollegiet can lease the television room. Users of the room are liable for any damage to the inventory and must clean up before leaving. When leasing the room for private events, the host is liable for any damage.

Subsection 4. If the television room is lent to private parties the organiser has to pay rent and deposit to the manager. Deposit will be paid back when the manager has inspected the room and noted that the room has been cleaned properly and that the furniture has not been damaged.

Subsection 5. Size of deposit and rent is agreed upon at the residents' meeting in September.

Subsection 6. During larger events/parties in the Bar and on disco-nights, the television room cannot be used.

Article 8 Pets

Pets are allowed at the hall of residence. You are personally responsible for damages caused by your pet.

Subsection 2. Your pet must not cause inconvenience by aggressive behaviour, smell or noise towards the residents or others, e.g. caretakers, postmen, builders etc.

Subsection 3. Dog owners must contact the caretaker in order to have their dog registered. At the same time, compulsory public liability insurance and vaccination certificates have to be shown.

Subsection 4. Dogs must be kept on leash on the residence grounds. The owner is responsible for cleaning up after their dog has relieved itself.

Subsection 5. Cats must be marked by chip, ear tattoo, or collar with owner information, as the residents' board can hire a cat-catcher in case of problems with wild or abandoned cats on the grounds.

Article 9 Sanctions in case of breach of House rules

Breach of the House rules is sent in writing to Kollegiekontoret.

Subsection 2. In case of a breach, Kollegiekontoret can sanction the person in question with an admonition or a warning.

Subsection 3. After two warnings for the same breach, Kollegiekontoret can terminate the lease.

Subsection 4. In especially serious cases, Kollegiekontoret can terminate the lease at the shortest possible notice (7-10 days). In these cases, the resident cannot be assigned a tenancy at Skjoldhøjkollegiet again.

Subsection 5. After Kollegiekontoret has closed the case, the complainant or the defendant can appeal the result, in writing, to the chairman of the board of Skjoldhøjkollegiet. The chairman will treat the appeal as fast as possible.

Article 10 Amendment of the House rules

Amendments of the house Rules for the hall of residence will be made at the residents' meeting. The board must

be informed of the house rules.

Subsection 2. Changes and supplements to the present house rules have to be approved at the residents' meeting in order to be valid. The wording of the proposal has to be sent out to the residents along with the agenda for the meeting, on a separate sheet.