

House rules for Campus House

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1 INTRODUCTION

A student hall of residence is like a miniature society. Those living there are more or less dependent on each other and share numerous facilities, so it makes sense to draw up a set of rules to ensure healthy interaction within the complex. These rules have been drawn up to protect you, your neighbours and the buildings.

It is in everyone's interest to keep our properties and open spaces in good condition – both because it is more pleasing to the eye and to keep maintenance costs down.

For this close-knit society to function, it is important that we all show consideration for those around us and try to avoid conflicts.

The caretaker's telephone number is 6550 4030 and the e-mail address is campus.kollegiet@sdu.dk

Emergency assistance:

If you require emergency assistance (e.g. to report water damage or to be let in if you have locked yourself out), please call 6550 4030. Outside working hours, your call will be diverted to someone who can help you.

2 AERIALS

2.1

There is no aerial system installed.

2.2

The installation of external aerials, ceiling aerials or satellite dishes is not permitted.

3 WASTE

3.1

Waste should be disposed of in the designated containers. The property, garden, balcony, hallways and communal areas must not be used for the storage of waste. Waste should not be placed outside the main entrance, even temporarily.

3.2

For reasons of hygiene, all household waste should be placed in sealed plastic bin bags with a capacity of no more than 22 litres before throwing it into the rubbish chute. Always remember to close the lid of both the chute and the waste container to prevent odour and pests.

3.3

Sharp/pointed objects should be carefully wrapped in newspapers or the like.

3.4

Bottles, glass, paper, newspapers and cardboard should be disposed of in the recycling containers by the entrance.

3.5

Bulky waste should be disposed of at the municipal recycling centre, unless the caretaker organises regular collection via the municipal refuse collection service. Ask your caretaker whether there is such a collection service.

3.6

Environmental waste should be disposed of at the municipal recycling centre. Campus House staff are not permitted to dispose of your environmental waste, as the handling of such waste poses a risk to their health.

3.7

Failure to respect the rules on waste will result in you receiving a written request to rectify the situation without delay. If this request is ignored, the waste will be removed at your expense. If repeated, the waste will be removed at your expense without further notice.

3.8

The burning of garden waste or other waste is prohibited.

3.9

If you work as an advertisement or newspaper deliverer, all packaging, excess advertising, newspapers and the like should be returned to the distributor. They must not be disposed of in the waste containers or stored in the communal areas, sheds, etc. of the hall of residence.

4 BALCONIES AND WINDOW BOXES

4.1

Balconies must be kept clean to prevent blocked drains from causing water damage to the property of other residents.

4.2

Awnings must not be erected on the balcony. Window boxes must not be hung on or over the balcony railings.

4.3

Clothes must not be hung over the front of the balcony to air or dry.

4.4

Signs or advertisements must not be hung on the balcony.

5 SHOWER, TOILET AND DRAIN

5.1

To avoid blocking the drain, you should be careful what you pour into the washbasin or flush down the toilet. Nappies, cotton wool, newspaper and the like should be disposed of in the bin, not the toilet.

5.2

A number of gullies are designed so that the water trap can be taken out for cleaning when the grate is removed. Hair often accumulates in water trap and should be removed on a regular basis. If the drain is still blocked after cleaning the water trap, please report it to the caretaker without delay.

5.3

If any plumbing installations are damaged and/or leaking, please report it to the caretaker without delay. If there is a risk of water damage, please call Campus House's emergency number. See page 1.

6 BICYCLES, PRAMS/BUGGIES AND BICYCLE TRAILERS

6.1

Bicycles, mopeds and prams should be parked in the racks and rooms designated by Campus House for this purpose. For security reasons, please ensure that any bicycle and pram storage areas are locked at all times. If you park your bike outside the hall of residence's bicycle parking facility, and this is considered to be a nuisance to other residents or neighbours, your bike will be removed without warning by the caretaker. If this happens more than once, you may be charged for ½ hour of the caretaker's time when your bike is returned to you. Return of the bike can be arranged with the caretaker.

6.2

A bicycle clear-up/bicycle raid, when defective and owner-less bicycles are removed, is agreed by the residents' committee, the caretaker of the hall of residence and Campus House. The procedure is described on the Campus House website. If you are going to be away for more than four weeks, please do not leave your bike in the grounds of the hall of residence. Put it away in your flat or in your designated storage room. There are no bicycle raids in the period from 1 July to 1 September, when many residents are on holiday.

6.3

To avoid accidents, bicycles and mopeds should only be ridden on the designated paths. Please do not cycle or ride your moped on footpaths or in courtyard areas.

6.4

The riding of bicycles and mopeds on the paths around the hall of residence should be at slow speed so as to avoid dangerous situations. Remember that there may be children in the hall of residence.

6.5

Bicycle trailers may only be parked where they do not bother other residents or interfere with the caretaker's work.

7 ELECTRICITY, WATER AND HEATING

7.1

We urge you to be environmentally conscious and thus save on the consumption of water, heating and electricity, as you will be charged for this. Remember to switch off electrical appliances when not in use.

7.2

The use of heat sources in your flat other than the radiators is not permitted.

8 INSURANCE

8.1

Campus House assumes no liability for residents' personal belongings in case of fire, water damage, burglary or similar events. It is therefore important that you have a home contents insurance policy, and that you always remember to lock your doors and close the windows when you leave the property.

9 COMMUNAL AREAS

9.1

It is your responsibility to ensure that playgrounds, stairs and hallways are tidied up when you have finished using them. Avoid leaving waste such as paper and bottles behind, as this is both detrimental to the environment and unsightly.

9.2

Failure to clean up after you will result in you being billed for the work to be carried out by the caretaker.

9.3

Please do not store or use items in communal areas such as the basement, attic, hallways, etc., which are likely to cause a nuisance or danger to buildings, objects and the other residents due to the smell, noise or fire hazard, etc. Emergency exit areas such as stairwells, hallways or fire escapes must be kept clear at all times so as not to impede escape in the event of fire. Any items left in these areas will be removed by the caretaker without notice.

9.4

Drawing and painting on interior and exterior walls is prohibited. Adults should ensure that children refrain from doing this.

10.5.

For reasons of safety and to prevent the need for unnecessary maintenance, residents are not permitted to venture onto the roofs of the hall of residence.

10 GARDEN

10.1

Any areas of garden at Campus House are looked after by the caretaker. Residents are not permitted to change the planting anywhere in the garden.

10.2

Clothes lines or drying racks may only be put up in the areas designated by the caretaker.

10.3

Unless otherwise agreed with the caretaker, bicycles, furniture or other items must not be left on grassed areas at the hall of residence, as this impedes mowing.

11 APPLIANCES

11.1

To enjoy the full benefit of the appliances available in the property and communal kitchens, you should familiarise yourself thoroughly with the instructions. If there is not an instruction manual in the flat, it can often be found online. Search by entering the "instruction manual type number". The type number of fridges is generally found inside the fridge. On cookers, it is often at the back.

11.2

Any defective appliances should be reported to the caretaker.

11.3

In properties with an extractor hood, it is not possible to adjust the air flow as the extraction is set according to the provisions of the Danish Building Regulations.

12 INTERNET

12.1

If your network socket is faulty, please contact the caretaker. However, check first that it is not a problem with your connection cable or computer. Try borrowing a connection cable to test your socket before reporting a faulty network socket to the caretaker.

12.2

If you have trouble logging on to the Wi-Fi with your SDU login, please contact the caretaker.

13 BALL GAMES, ETC.

13.1

Ball games, etc., should always be played outdoors in the designated areas, so as not to cause a nuisance to other residents.

14 STORAGE ROOMS

14.1

Household effects or items may be stored in the storage rooms allocated to the property, but objects and waste must not be left outside them. It is your responsibility to obtain a padlock to lock your storage room.

14.2

Allocated storage rooms must be cleaned to the same standard as the rest of property.

14.3

Storage rooms must never be used as bedrooms and living rooms.

14.4

Flammable liquids must not be stored in the storage room.

15 THE USE OF BARBECUES AND OTHER OPEN FLAMES

15.1

Barbecues and bonfires should be lit in the designated areas only.

15.2

The letting off of fireworks should comply with all the provisions of applicable law.

16 MUSIC, ETC.

16.1

The use of radios, televisions, stereos, musical instruments, singing practice, etc. should take the neighbours into consideration.

16.2

In the evening and at night, special consideration should be shown so that the other residents' desire for peace and quiet is respected. Noise, the playing of musical instruments and radios playing at full volume should be avoided so as not to disturb the neighbours. From Sunday to Thursday, noise must be kept to an absolute minimum in the hall of residence between the hours of 11 pm and 7 am. At the weekend, it should be quiet after 2.00 am.

16.3

Particular consideration should be shown in exam periods, including the period from 15 December to 31 January and the period from 15 May to 30 June.

16.4

The above rules (sections 18.1 to 18.3) apply both to the properties and the communal areas..

17 KEYS/STUDENT CARDS

17.1

If you lose your student card, please contact Student Services at the University of Southern Denmark, Campusvej 55, Gydehutzen.

If you require access to your flat before getting a new student card, please contact the caretaker on 6550 4030.

18 TERMINATION:

18.1

If your leave behind any of your own furniture or other belongings/items when vacating the property, you will be charged the cost of having these things removed.

18.2

The transfer of private property to the new tenant is not permitted. Only furniture present in the property when you moved in should be left when you leave.

19 PARKING AND DRIVING

19.1

Cars and motorcycles should only be parked in the designated parking spaces and nowhere else. Lorries (vehicles over 3.5 tonnes) and unregistered vehicles must not be left or parked in the grounds of the hall of residence. Loading and unloading is always permitted.

19.2

Your flat does not have an allocated parking space. There are a total of 15 parking spaces, five of which are disabled spaces.

19.3

Caravans, trailers and the like must not be parked in the grounds of the hall of residence.

20 MAIL BOXES

20.1

You are obliged to check your mail box on a regular basis and remove any waste paper.

21 CLEANING

21.1

It is unlikely that you would wish to move into a dirty flat. And the same goes for Campus House's communal areas. If your lease states that you are to participate in the cleaning of the communal areas, you are required to take your turn on the rota. The extent of this is agreed between the residents' committee and Campus House.

21.2

When you move out, the entire flat must be left clean. If this is not the case, it will be cleaned at your expense.

21.3

Communal areas must be kept clean and tidy at all times.

In kitchens, pots, pans, dishes, tableware and the like must be put away in the cabinets after use and worktops should be wiped over after every meal. Water should not be left on the worktop.

Appliances should be cleaned regularly and freezers should be defrosted as required.

22 PESTS

22.1

If you see or hear pests, such as mice, rats, cockroaches and the like, in or around the hall of residence, please report it to the caretaker immediately.

22.2

To reduce the risk of rats, please do not leave waste, including kitchen waste, outside the waste containers and rooms. For the same reason, the feeding of birds, cats and other small animals is not permitted.

23 SIGNAGE

23.1

If you do not wish to receive advertising material, please let the post office know. Any "No thank you to advertising" signs should be removed from your mail box when you leave.

24 CLEANING OF STAIRS AND HALLWAYS

24.1

Hallways, stairs and stairwells are cleaned by the hall of residence.

24.2

As the stairs are escape routes, please do not leave anything on or around them, such as bottles, shoes and the like.

25 AIRING OUT AND DRYING CLOTHES

25.1

In many buildings, there is a risk of the formation of condensation and mould if they are not aired out. This is harmful to your health and ruins the building, woodwork, wallpaper and paint. So be sure to air out properly several times a day for 5–10 minutes at a time. If you air out for too long, there is a risk of the walls cooling down so much

that mould can form on them. Exterior walls, especially around windows and doors, as well as walls behind furniture, are particularly prone to mould.

If you dry clothes in the flat, you increase the risk of mould and the need to air out.

25.2

When the heating is on, you should close your windows, except when airing out briefly.

25.3

Clothes may be dried on the balcony, but no higher than chest height. However, bedding should not be aired from windows or over the edge of the balcony.

25.4

The air vents in the property should not be covered, as this can cause mould to form inside the flat.

26 TAPS AND CISTERNS

26.1

Leaking taps or cisterns often result in a high additional consumption of water, which is both expensive and detrimental to the environment. In addition, broken taps can be noisy, and a source of annoyance to other residents. If the taps or the toilet are not working properly, please contact the caretaker immediately. The caretaker will then decide if the defective item should be repaired or replaced.

26.2

There can be no reimbursement of extra water costs associated with a running toilet, dripping taps or leaky radiators.

27 WASHING MACHINES AND DISHWASHERS

27.1

Washing machines and dishwashers must not be installed without the written permission of Campus House. It is a requirement that such installation is carried out by an authorised tradesman, and a copy of the invoice must be sent to Campus House.

27.2

In the event of faulty installation or misuse, you are liable and will be required to pay to have the damage repaired.

27.3

Washing machines and dishwashers installed must be removed when you move out of the flat. The authorisation will stipulate whether alterations made in connection with the installation can remain or must be removed when you move out.

28 DESTRUCTION, VANDALISM AND THE LIKE

28.1

You are liable for any damage inflicted on the property or the complex by you or your guests. You will therefore receive a claim for compensation from Campus House.

29 COMPLIANCE WITH THE HOUSE RULES

29.1

We must all actively help one another to abide by the house rules. It is in everyone's interest to live in a safe environment and comply with the house rules. These rules have been drawn up for the residents with the aim of creating calm and order, a sense of security and satisfaction for all residents.

29.2

As the residents' committee is responsible for ensuring that the house rules are observed, it has a duty – and the caretaker the right – to call attention to the rules that apply. This is usually done verbally and repeated in writing if the situation is not rectified.

29.3

When you receive guidance and requests from the residents' committee or caretaker regarding the housing agreement (lease), regulations or house rules, you undertake to comply with them without delay and within the deadline set by Campus House to rectify the situation.

30 COMPLAINTS

30.1

Before choosing to complain about another resident, it is a good idea to talk to them about what you are experiencing and what the problem is.

30.2

The caretaker deals with complaints in the first instance. If you continue to be bothered by a resident, you can therefore complain to the caretaker, who must ensure that the house rules are observed in cooperation with the residents' committee. It is important that you are confident that the caretaker is in possession of all the relevant information. The caretaker can bring the situation to the attention of the resident who is failing to comply with the house rules, and request that he/she respects the house rules in force.

30.3

The residents' committee deals with complaints if the caretaker's request has not helped. If you continue to be bothered by a resident, you can therefore complain to the residents' committee, who must ensure that the house rules are observed in cooperation with Campus House. It is important that you are confident that the residents' committee is in possession of all the relevant information. The residents' committee can bring the situation to the attention of the resident who is failing to comply with the house rules, and request that he/she respects the house rules in force.

30.4

If the resident violating the house rules still fails to comply with the request, the residents' committee can forward the case to the board of Campus House, which decides on the action to be taken. Violation of the house rules may result in termination of the lease.

31 AMENDMENT OF THE HOUSE RULES

31.1

Amendments of the house rules of Campus House are made by the board of Campus House on the recommendation of the residents' committee.

31.2

These house rules come into force on 1 September 2015.

These house rules have been adopted by the board of Campus House.