



# **TSHWANE Varsity Lodge Rules and Regulations**

*Your Student Home Away from Home!*



**Varsity**  
**LODGE**

*We want to create a happy home away from home. Varsity Lodge is a student accommodation lodge with high standards and values where exemplary and good behavior, respect, consideration, care and adhering to laws are regarded as high priorities.*

*You are kindly requested to adhere to the following rules, which will ensure your safety, peace, quiet and an environment beneficial to successful study. The following House Rules are applicable to all the residents of*

**TSHWANE Varsity Lodge.**

*Only the Management, in its sole discretion, will consider any exceptions to the House Rules.*

## **1. Important provisions in regard to accommodation**

Accommodation is accepted and provided for:

Full academic year: 1 February 2017 to 30 November 2017 (10 months' occupancy)

Half academic year:

1<sup>st</sup> Half Academic Year: 1 February 2017 to 30 June 2017 (5 months' occupancy)

2<sup>nd</sup> Half Academic Year: 1 July 2017 to 30 November 2017 (5 months' occupancy)

All occupants must be registered as a full time student at a recognized educational institution. Only one occupant may occupy a room.

## **2. Bedrooms:**

- Residents take full responsibility for their rooms.
- Residents must clean and tidy their own bedrooms.
- No Nails or sharp objects may be hammered into the walls.
- Each Resident is fully responsible for the condition of his/her room.
- No sharing of bedrooms will be allowed.
- 1 person per single room will be allowed.
- No Toasters, kettles or microwaves are allowed in bedrooms.
- Management has the right to inspect the rooms at any time prior to 24 Hours' notice.
- Maintenance reserves the right to do suitable and/or necessary maintenance and repair work by appointment.

## **3. Maintenance**

- Any maintenance problems in a room or unit must be reported to the office immediately.
- Upon arrival an incoming inspection list will be in every Resident's welcome/arrival folder. All documents needs to be completed and submitted within 48 hours in order to load your finger prints on the biometric finger print system for access control.



#### **4. Damages**

- Damage caused by the Resident will be repaired by the maintenance of the company at the Resident's expense.
- Should the identity of the guilty occupant in sharing units not be determined, the cost will be split amongst the Residents occupying that specific unit.

#### **5. Holidays during the Academic Year**

- Residents do not have to vacate their rooms during holidays during the year unless notice is given that the residence must be vacated due to an emergency.
- A storage fee will be payable as indicated per curricular later in the year if qualified for the following year and to store belongings.
- All electrical appliances and fridges must be switched off before going on holiday.
- All students need to evacuate their rooms by the end of 30 November 2017

#### **6. Vacating a room at the end of the contract**

- An outgoing inspection will take place to establish any damages.
- All keys need to be handed in upon departure
- Any damages, lost keys will be deducted from the Resident's deposit.

#### **7. Furniture**

- Furniture or any appliances belonging to Varsity Lodge may not be exchanged or moved from one room to another.
- Any damages to furniture should be reported to the office immediately.

#### **8. Visitors**

- Residents are responsible for the conduct and safety of their visitors at all times.
- Visitors MUST sign in and out at all times with Security – failure to comply will result in a fine.
- No Resident may have more than 5 visitors.
- No visitors are allowed to remain in the building or on the premises without the Resident being present.
- Residents will be fully responsible and financially liable for any damages caused by your visitors.
- Day visitors have access to the building and premises from 08h00 - 22h00 only.

#### **9. Alcohol and Substance Abuse**

- No alcohol or any form of illegal substances is allowed on the premises.



- Intoxication or abuse will not be tolerated and would result in cancellation of your contract and immediate eviction.

#### **10. Weapons or Fire Arms**

- No weapons or fire arms will be allowed on the property any time.

#### **11. Noise**

- Residents & Visitors will conduct themselves in such a manner not to be a nuisance to any occupant or neighbor.
- No noise will be allowed between the hours of 22h00 and 08h00 daily.
- Radios or any other instruments associated with music, and televisions may not be used in such a manner to annoy or disturb any other occupant or the surrounding neighborhood.
- Residents must control and manage their visitors to avoid any nuisance or disturbance to their residents and the surroundings.

#### **12. Pets**

- No pets are allowed in bedrooms or units.

#### **13. Units General**

- Do not leave taps open, close after use.
- Leaking taps and running toilets need to be reported immediately
- Please remove all plugs from basins after use.
- No foreign objects may be flushed down the toilet.
- Windows should be closed when you leave your unit.
- No foreign objects, parcels, food, cigarette buds, bottles, cans, stones or similar items to be thrown out the windows or from balconies failure to adhere will result in an R500.00 fine.
- No dirt or rubbish may be swept out of doors onto the dump rocks, gardens or passages.
- Use black dustbins provided for rubbish outside.
- No electrical appliances should be left on. Unnecessary electrical consumption will be collected from the occupant.
- Please keep your doors locked at all times.
- Please do not distribute your key to other Residents, visitors, friends or family.
- Please report any signs of bedbugs, cockroaches, ants, pests etc. to management.
- Management does not take responsibility for any loss or damage of your property.
- Management reserves the right to transfer occupants to other rooms when necessary.



- NO CLEANER may wash Resident dishes at any times. Cleaners clean only the common areas (living area and bathrooms) on a daily basis.
- Cleaners may not clean bedrooms (sharing and/or single rooms) at any time.
- Common areas are collective responsibility; we rely on the full co-operation of all the residents at any given time.
- Residents shall not hang or place anything (including but not limited to washing) on the inside or outside of the Room or the Building that is visually unattractive when viewed from the Premises or from the street.
- Residents will not be allowed to hang clothes to dry other than on the washing line provided on the premises.

#### **14. Laundry**

- No clothes may be washed and/or ironed inside units and hang to dry in public areas, common areas, balconies.
- Please use the laundry provided for washing of clothes.
- No hand washed laundry should be thrown in tumble dryers at any time.
- Please remove your washing from lines and dryers as soon as it's done.
- Please keep the laundry area neat and tidy at all times.
- No Resident are allowed to wash visitors' or family member's laundry on site.

#### **15. Premises General**

- Residents must not interfere with the reasonable peace, comfort and privacy of other Residents.
- No Resident or visitor are allowed to tamper with vehicles, electrical boxes, fire extinguishers, windows, taps, fire hydrants, fire hose reels, gate motors, DVR enclosures.
- If the Emergency Equipment is used for any other purpose the Resident will be liable for the full replacement cost and any call out fees connected thereto.
- Gardens are there for enjoyment no damaging of plants, trees, lawns and hedges.
- No meetings or gathering of any nature will take place on the premises unless prior written consent has been obtained from the Management.
- Should a Resident wish to give something to a staff member or security guard a letter should be written and handed in at the office.
- Garbage will be collected daily excluding Sundays, Public Holidays.
- Resident shall ensure their vehicles and the vehicles of their visitors do not drip oil or brake fluid on to the common property.
- Vehicles may only be parked in the allocated parking bays. If a vehicle is parked in the wrong place the wheels will be clamped and there will be an R250 penalty fee applicable to remove the clamp. The penalty fee will be payable on demand.
- No Resident shall be permitted to dismantle or effect any major repairs to any vehicle on the common property.



- Vehicles may not travel in excess of 5km/h on any portion of the common property.
- Any vehicle parked unlawfully or standing or apparently abandoned on the common property may be towed away at the expense of the owner. Use of the parking area is on own risk. Varsity Lodge will not be liable by virtue of the theft or damage to vehicles parked on the property or for the injury or death of or loss of property of anyone on the property.
- Insurance of vehicles, motorcycles and bicycles are the owners' responsibility and must be locked at all times.
- Vehicles may not be washed anywhere on the property.
- Bachelor and Loft units may apply for a security gate at the Residents own expense, please enquire at the office. The gate may not be removed at the end of the Resident's contract and will become the property of the Lodge.

#### **16. Entertainment Area**

- Any braai or gathering at the entertainment area should be booked in advanced with the Property Manager.
- An indemnity form must be completed and any outside visitors should be listed.
- Security has the right to stop any disruptive parties.
- Braai areas should be clean and neat after use.
- Tampering with any of the entertainment area equipment and/or furniture will result in a fine.

#### **17. Behavior**

- Residents should be dressed properly and decently when appearing in entertainment area, office, laundry or in any common areas.
- At no time are residents permitted to become abusive (verbally or physically) towards any other resident, cleaner security or staff of Varsity Lodge in order to resolve disputes.
- No fighting, swearing or disruptive behavior will be tolerated.
- Residents must respect the cultural differences of other residents.

#### **18. Security**

- Security guards are there for Resident safety and security.
- They are on duty 24/7 and should be respected at all times.
- Security may not enter Residents units at any time.
- Security has the right to remove individuals if they are causing any upheaval or disturbance and inform the Property Manager and Head of Security.
- Security has the right to ask Residents to behave and turn music down.
- Security has the right to search any Resident or guest vehicle at any time.
- Residents will be responsible and ensure that:
  - a) Vehicle gates are closed before driving off.



- b) Doors to buildings are closed and locked before leaving the building.
- c) Report lost/stolen keys to the Property Manager and pay for any costs related to the replacement immediately of than incident.
- d) They do not open the pedestrian gate or any other access point for any unknown person at any time.
- e) Bedrooms are locked at all times.
- f) Close windows when leaving the unit.

#### **19. Smoking**

- No smoking of cigarettes or any other form of smoking will be allowed in the rooms or units. Smoking is only permitted in the outside areas where wall ashtrays are provided.
- Burning candles, oil burners, incense burners, bar/oil heaters and hubbly bubbly prohibited at all times.

#### **20. Lost Keys**

- Lost keys must be reported at the office immediately.
- A fee of R50.00 will be payable to replace your key should you report it within office hours.
- Lost keys after hours should be reported to the Property Manager and an R250.00 call out fee will apply.

#### **21. Vehicles**

- Residents may only park in parking bays, no parking is allowed on any other area on the property.
- Residents must ensure their vehicle's do not spill oil or brake fluid as he cleaning thereof will be for the residents account.
- Residents Park on the Premises at own risk. Varsity Lodge will not be held liable for any loss or damage to any vehicles on the premises.
- Visitors may only park in allocated bays appointed by security

#### **22. Bicycles**

- Bicycles may only be stored in the bicycle storage areas and are not allowed in any communal area of units.
- Bicycles must be locked and secured at all times.

#### **23. Refuse Disposal**

- Refuse must be disposed of in the allocated municipal bins in the dustbin rooms provided.
- Refuse includes waste, cigarette buds, left overs and bottles.
- No refuse may be thrown out of the room or building windows.
- Cleaning Ladies will remove refuse from the communal dustbins on a daily basis excluding Sundays and Public Holidays.



**24. Reporting of any fault and/or transgressions of these rules.**

- Residents can anonymously report any fault and/or a transgression of these rules, in writing to the office or in case of an emergency telephonically.

**25. Penalties for transgression of these rules**

On receipt of any complaints from other Residents or complaints lodged by the Property Manager against the Resident, Varsity Lodge will investigate such complaints and should it be valid he will in sole discretion in respect of:

- 25.1 A first Complaint be entitled but not obliged to impose a fine of at least R500.00 against the Resident and charge such fine to the resident's monthly account.
- 25.2 A Second Complaint be entitled but not obliged to impose a fine of at least R500.00 against the Resident and charge such fine to the resident's monthly account as well as a final written warning.
- 25.3 A Third complaint be entitled but not obliged to terminate the service and Residence Agreement of the Resident and/or to take such legal steps as he deems fit. If Varsity Lodge in his sole discretion is of the opinion that any transgression of the House Rules is of such a serious nature that it constitutes a breach of the Agreement, Varsity Lodge is entitled to take such steps required in order to cancel the Agreement without any previous complaints having been lodged and or fines having been levied against the Resident. If, at the Termination date of the Agreement any amounts/fines/additional fees are still due and unpaid by the resident, Varsity Lodge will be entitled to deduct such amounts due from the Deposit of the Resident, prior to refunding any balance thereof to the Resident.

**26. General Information**

The Property Manager will be at the Office site during the following hours.  
Monday – Friday 08h00 – 16h00  
Saturdays 08h00 – 12h00