

RESIDENCE

CODE OF CONDUCT

RESIDENCE RULES

”BE RESPECTFUL. LOOK AFTER OUR COMMUNITY”

There is an expectation that all our students will be respectful and out for one another while living in Urban Circle. A benefit to living in our community is learning about individuals' difference and everyone growing from these experiences. If you have disagreements regarding the behaviour of friends or neighbors, it is good to speak directly to that individual about their behaviour and the way that it affects you. Remember, they may not realise that their behaviour is a concern to you or others. As an adult, you can calmly and respectfully discuss with the individual about unwanted behaviours, and this will enable you to live together as a more cohesive group. A tip, have the conversation when you are calm. Be friendly. And know that it is OK to speak with someone about issues that arise.

URBAN CIRCLE VALUES

Urban Circle aims to provide an environment for all its residents that is comfortable, safe, clean and supportive. This Code of Conduct outlines the standard of conduct that Urban Circle expects of its residents so that everyone can live as described above. Whilst residing within any of Urban Circle's accommodations, you form part of a community of residents. Like any community, its success is dependent on ALL residents behaving in a manner that demonstrates respect and trust towards everyone, helping to ensure a clean, safe and pleasant place to live for everyone.

Whilst Staying with Urban Circle, We Expect our Students' to:

- Behave in a responsible manner that will help foster mutual respect and understanding between all members of our Urban Circle community;
- Act within the law and not to engage in any behaviour that is likely to adversely affect those around them;
- Treat everyone with respect, whether they are resident, member of staff, or guest;
- Treat all residential property with respect;
- Comply with reasonable requests of Urban Circle staff.

GENERAL RULES

- Ignorance of the rules, regulations, disciplinary measures or directives contained herein and in your lease agreement will not be accepted as an excuse for failing to abide by them.
- If a student commits any transgressions of the rules set out herein, the student will be subjected to the disciplinary procedure as set out in clause 21 of the lease agreement.
- The building is a smoke free building. Smoking, drinking or the taking of drugs is strictly prohibited within your room and in the common areas of the building. Urban Circle's security or any member of staff has the discretion to refuse access to any Student who arrives at the property intoxicated.
- Should any student be under the influence of alcohol or any banned substance whilst on the premises, the Building Manager or any agent of Urban Circle may advise the student in question that he/she is subject to a disciplinary hearing as more fully set out in clause 21 of the lease agreement.
- Consumption and storage of alcohol is not allowed in your room or in the building. You will not use, store and sell non-prescription drugs or narcotics in the building. Should alcohol or any form of drugs be found on your person or in your room, we reserve the right to immediately terminate the lease agreement and take whatever legal action that may be necessary against you.
- Firearms or any form of weapon, eg. knives, batons etc, is strictly forbidden. No group meetings or demonstrations will be permitted without our prior approval.
- The student shall not under any circumstances provide false or misleading information about itself, in respect of which accommodation the student resides, or any other information that Urban Circle may reasonably deem relevant.
- No pets are allowed in residences, unless this is a requirement for a person with a disability, such as a guide dog.

HOUSE RULES

1. BEHAVIOUR

- Serious and disorderly behaviour that results in the disturbance of others may lead to immediate termination of the lease agreement.
- In such cases, or in the event that the lease agreement is cancelled for any reason howsoever arising as more fully set out herein, you will be liable for the full charges set out in lease agreement.
- Playing of music or other sounds at unreasonable levels is strictly forbidden.
- The Lessor reserves the right to confiscate any music equipment in the event that the Student does not adhere to this rule.
- Such equipment will be returned to the Student at the end of each semester.
- Shouting, calling or talking in a raised voice is not acceptable.
- Running in corridors or in any other areas of the building is not permitted.
- Report your disturbances to your Building House Committee and Building Manager.

2. CLEANLINESSARE OF THE BUILDINGS, COMMON AREAS & ROOMS

- You must keep your room clean and tidy at all times. Bed linen should be changed and washed at least once a week. The furniture provided in your room may not be removed from your room, or the building, without our prior consent. The full cost of repairing any item of furniture or electrical appliance provided by us will be charged to you, in addition to an administration charge of R200.
- Insects and rodents are a health hazard. All food kept in your room must be stored in suitable containers or wrapped tightly, this prevents insects or rodents from accessing it. Stale, unfinished or waste food must be immediately thrown in the dustbins provided in the kitchens.
- Furniture should not be removed from the common areas to your rooms. If you are found to have taken the furniture to your room, you will be issued with a R300 spot fine. Should any of the furniture in your room need to be repaired, the onus is on you to bring the same to the attention of the Building Manager.
- All rooms are inspected once a month. Any damage found to the room on inspection will be billed directly and become payable immediately.
- Should we find that the state of your room is such that there may be a potential health hazard, you will be formally requested to clean your room. Should you consistently keep your room in such a state we will arrange for the room to be cleaned and all costs will be for your account.
- Cooking of food in your room is strictly forbidden. You may not remove any microwave ovens or hot-plates supplied from the communal kitchen for cooking in your rooms or otherwise. Clothes or other items may not be hung from the windows of the building.
- No posters or other items may be permanently affixed to the walls, windows or furniture of your room or any other part of the building. It is in your best interests to keep the building in a clean state, please do not soil, mark, litter or damage the common areas of the building. Toilets must not be used for the disposal of any foreign objects, only domestic toilet paper may be flushed down the toilet.

3. PAYMENTS

- Monthly rental is due and payable before or on the 01st of each month.
- All late payments will be liable for a penalty charge of R200 for your account and will result in a deactivation of student's biometric access and Wi-Fi connectivity.
- Failure of payment will result in breach of lease agreement and subsequently result in termination of set lease agreement and ejection from the premises.
- All students/guardian/parent will be required to sign suretyship upon signature of lease agreement.
- Failure to settle your account before vacating will result in your name being sent to ITC resulting in you being blacklisted.

4. WATER & ELECTRICITY CONSUMPTION

- Included in your rental is an amount allocated for the use of water and electricity.
- In order to maintain the level charged, we request that you:
 - Use only the minimal amount of electricity required.
 - Please switch off all lights and electrical appliances while not in use or when you leave the room;
- Lost keys lead to the issuing of new keys and you will be held responsible for the cost of and the issuing of replacement of new keys (approximately R200.00) together with an administration charge as a locksmith will be required to be called in.
- Tampering with any security or fire fighting equipment is a serious offence and is strictly forbidden. Should you tamper with the fire equipment in any way, we reserve our right not only to have you arrested but to lay criminal charges against you. The cost of restoring such equipment will be for your account (minimum charge of R500 for tampering with equipment).
- The use of candles, oil lamps, incense or anything that produces a naked flame is a potential fire hazard and is strictly forbidden to be used in your room or any other part of the building.
- Pamphlets of any nature may not be placed or handed out in the building without our prior consent.
- Should you suffer from any medical illness or disability, we would appreciate you notifying us so that we are in a position to be of assistance in the event of a medical emergency. Please note that students are responsible for their own medical expenses.
- We cannot be held responsible for any losses or injury that you may incur whilst residing in our buildings. In light of this, please keep your room locked at all times and ensure that the windows are fully closed when you are not present in your room. The key for your room must never be given or lent to any other person. You should ensure that there are no key tags or identification that would make it easy to identify the room or building that the key belong to.
- It is vital that you take good care to ensure that you never leave your keys in a place that they could be stolen or lost. We will not be held responsible for any theft or burglary involving your possessions.
- Water should be used sparingly.
- Please report any leaks to the building manager as soon as they are noticed;
- Ensure that all stove plates and ovens are turned off when not in use.
- Bar heaters are not allowed and will be confiscated if found.
- In the event that your room is equipped with a pre-paid electricity meter, and we find that the device has been tampered with while you are in occupation of the room, you will be issued with a R5000 spot fine.
- In addition to the aforementioned fine, Criminal charges may be laid against you

5. VISITORS

- We reserve the right to search bags (yours or your visitors) at any time and confiscate any firearms, weapons, alcohol, drugs or any other illegal substance.
- Visitors are welcome provided they observe these house rules and the lease agreement. No student may have more than TWO visitors at any given time.
- Visitors will be required to leave either their student cards or identity documents with security prior to being allowed access to the building. You will be required to fetch all visitors from the foyer. No visitors are allowed to remain in the building without your presence. Should you leave the building, your visitors must also leave the building.
- You will be wholly responsible and financially liable for any damages caused by your visitor.
- Visitors have access to the building from 09h00 to 22h00.
- Sleeps overs are charged R150.00 per night and all bookings are done at the UC office ONLY, prior to the sleep over. Should we find that you have granted a visitor the right to sleepover, and NO booking was done we will charge you an amount of R500.00 per visitor per night for the room.
- Management reserves the right to place further restrictions on the access of visitors in the event that utility consumption increases dramatically, visitors' behaviour is inappropriate or the people carrying capacity of the building is compromised in any way.

6. VACATING YOUR ROOM

- You will ensure that prior to vacating the room, for weekends, vacations or otherwise, that your room is cleaned and that any form of food or drink is stored away or thrown out and that pots, pans, cups and plates are cleaned. We reserve the right to clean your room in your absence and hold you accountable for costs incurred (which will not be less than R100) and we will not be held responsible for any losses.
- You are also required to complete a vacating register found at the reception desk prior to you vacating for a weekend, vacations or otherwise.

7. PREGNANCY

- Should you fall pregnant you will be required to vacate the premises by the 7th month of pregnancy. You are required to inform the management of your pregnancy at your earliest convenience.

FAILURE TO OBSERVE

Failure to observe these House Rules will constitute a breach of the Lease Agreement and will subject any offender to Urban Circle's Disciplinary Process, the outcome of which may result in anand may lead to termination of the lease agreement and expulsion from Urban Circle. .

THANK YOU!