



STUDENT ACCOMMODATION HOUSE RULES

1) The House Rules are for the safety and comfort of all residents and exist to ensure that everyone enjoys living in the residences and no one is disturbed as a result of residents' actions or inactions.

2) APPLICABILITY: Residents are bound by these rules and are responsible for ensuring that nonresidents (e.g. guests and visitors) that they have invited or who are in their company are aware of and comply with the House Rules at all times.

Visitors are welcome and can only access communal areas of the premises between 10h00 and 22h00 provided that visitors adhere to the house rules and the lease agreement. The Lessee/residents is not allowed to have more than two visitors per week. Visitors are required to report to security where the Lessee will collect them from. Visitors will be required to leave their identity documents with the security prior to being allowed access into the building. Visitors are not allowed to remain in the building without the Lessee's presence. You will be liable for any damages caused by your visitor. Visitors are not to Sleep overnight, this is strictly not permitted and any resident found to contravene will face eviction.

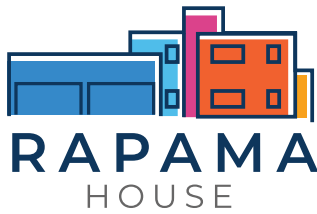
3) NON-COMPLIANCE: Non-compliance with the rules by residents, guests or visitors will usually result in a warning, fine, notice to quit or a combination of these. A fine may be imposed upon a resident or a non-resident student and such fine may relate to his/her own actions or to those of his/her guest or visitor for which he/she is deemed to be responsible. Where the actions giving rise to the fine have been those of unidentified individual(s) from an identifiable group the fine shall be divided equally between every member of that group plus an administrative charge of R200 per person.

4) USE OF PREMISES: The Premises shall only be used for residential purposes only and for no other purpose whatsoever and the lease shall not allow any disorderly conduct on the premises. The Lessee shall not sublet, nor allow any person to occupy the premises with or without payment to the Lessee. The premises shall be kept conducive to study at all times.

5) INSURANCE: The Lessee is responsible for insuring his/her person and personal effects and the Lessor shall not be responsible for any loss or damage or any personal injury suffered by the Lessee or his visitors in the building, irrespective of whether such a loss is due to natural cases or any other cause whatsoever.

6) INDEMNITY: The Lessor or its employees shall not be liable for any damages, injury, loss of possessions or loss of life caused by the Lessee or the Lessee's visitors for any reason whatsoever. The Lessee indemnifies the Lessor against any loss or damages that the Lessee may suffer in consequence of any act of the Lessee, the Lessee's guests, visitors or against any loss or any damage that the Lessor may suffer as a result of non-compliance by the Lessee with any provision of the lease agreement or house rules.

7) LESSOR'S ACCESS: The Lessor/house mother shall be entitled at all reasonable times to enter the premises to inspect the condition of the unit at least once a week and with its maintenance team to execute any repairs to the premises.



8) Should the lessor/house mother have reasonable reason to inspect the premises such as suspect of drugs/illegal possession of substances and items, the house mother will immediately carry out inspection in the presence of the lessee or were the lessee is not available in the presence of a third party such as a security personnel/landlord or law enforcer.

9) BREACH: In the event of the Lessee failing to pay the rental by the 1st day of the month and fails to make payment within 4 days (or such longer reasonable period to which the Lessor consents) then in either event it shall be lawful for the Lessor to:

- i) Cancel the lease and may appropriate the deposit towards any rental due or arrear rental.
- ii) Ensure the Lessee vacates the premises with immediate effect.

10) WATER AND ELECTRICITY: Included in the rental is the amount allocated for the use of electricity and water. In order to maintain the level charged we ask you to use only the minimal amount required. Please ensure that all taps are closed after use and power is switched off when not in use or any time one leaves the room. Water should be used sparingly, all Lessees are requested to report all leakages to the caretaker as soon as they are noticed.

11) The Fire Safety Rules:

- i) Cooking, in any form, is not permitted in bedrooms.
- ii) You must respond to fire alarms by vacating the building. Failure to vacate when an alarm sounds may result in disciplinary action. Do not re-enter the building until you are informed it is safe to do so.
- iii) Keep all fire doors closed. Fire doors must not be propped open.
- iv) Do not interfere with any fire safety equipment.
- v) Ordinary saucepans must not be used to deep-fry food
- vi) Food cooking must be attended at all times when cooking has been permitted. Oven cooked food must be checked regularly.
- vii) Emergency exits are to be used only in an emergency.
- viii) Fire exits must not be blocked.
- ix) Furniture and appliances (heaters, cookers and fridges etc.) must not be brought into residences without the express permission of the house manager. Permission will not normally be granted for upholstered furniture unless a certificate of fire retardancy is produced.
- x) The Rapama residence retains the right to remove items that could be potentially dangerous e.g. candles, heaters and unsafe cooking equipment ,appliances etc.
- xi) Smoking is only permitted in areas designated at the Rapama premises.

You must attend the pre-arranged fire talks following your arrival.

12) Fire Alarms – 97% of fire alarm activations are accidental; you will be charged if you accidentally activate the alarm. Reasonable care is required of all students and their visitors to ensure that the alarms are not activated unnecessarily

13) **DOMESTIC APPLIANCES:** Only domestic electrical appliances e.g., hair dryers, shavers, and straighteners may be used in rooms and residents are to ensure that such appliances are fitted with fused plugs. All appliances must be switched off, disconnected and left in a safe condition after use. All Electrical appliances must be in a safe condition. Staff will remove unsafe items. Irons may be used only at designated areas only.

14) **DANGEROUS BEHAVIOUR:** Behaviour that is dangerous, whether malicious or as an intended prank, is not permitted. Objects or substances of any kind must not be thrown from the windows of the building, and articles must not be placed on external windowsills. Careless, thoughtless or malicious actions that place other people in danger will result in disciplinary action.

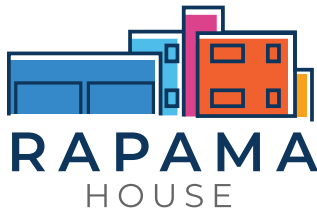
15) **DAMAGE:** Residents must not in any way damage, remove or misuse any part of the premises its furnishings, fixtures, fittings, decoration or equipment. This includes overflowing of water from any appliance and residents are required to keep all gullies, waste pipes and drains free from obstruction.

16) Rapama is committed to the safe undertaking of all works that affect the fabric or services of the building. All residents, whether living in or visiting our buildings, are also required to understand their responsibilities with respect to maintaining a safe and healthy environment in which to work, study and live; this includes ensuring that a safe environment is maintained for staff, contractors and visitors

17) Users of the building are prohibited from undertaking any intrusive work in the building i.e. do not make a hole in the wall – (please use the noticeboards provided) or drive any nail, screw or other article into any part of the building or affix any placard or other object to any part of the building.

18) **SECURITY:** Residents must not allow unauthorised persons to enter the building. If in doubt residents should leave people outside the building because if they are authorised they will have their own method of accessing. Following others into a building (tailgating) is the most common method used by thieves to enter the building. Residents are advised to always keep their bedroom and, where applicable, their flat entrance door locked. If a suspicious person is spotted then residents are advised to ring security immediately. The Lessor will not be held responsible for any losses incurred by the Lessee whilst residing on the premises. The Lessee is therefore advised to take due and proper care of his/her property by ensuring that his/her room is kept locked when not inside at all times. The keys must always be safely kept and never given to anyone. Lost keys will lead to the issuing of new keys and the Lessee will bear the cost of the new key and locksmith call out fee. The Lessee is prohibited from tampering with any security or fire fighting equipment as it is a serious offence. Naked flames are a potential hazard so candles, oil lamps etc are not acceptable. Firearms or any form of weapon is strictly forbidden. Group meetings or demonstrations are strictly forbidden.

19) **DANGEROUS ITEMS:** Any item or substance that is illegal, or could cause harm and is inappropriate to a residential environment, or is intended to inflict harm is prohibited. To be in possession, to use or be associated with any of the above will result in confiscation of the item and disciplinary proceedings.



20) NOISE: Residents are not to make an unreasonable noise at any time and in particular between the hours of 23.00 and 8.00, no noise that would disturb other residents should be audible outside the room in which the noise is being made. Consideration must be exercised in the use of audio equipment and the use of headphones should be considered.

21) NUISANCE: Residents must not engage in any behaviour constituting a nuisance or annoyance to other residents or interfering with the quiet and comfort of other residents or users of neighbouring property. This also applies to the distribution of unauthorised leaflets, posters and flyers which cause litter problems.

22) PRIVACY: All residents are required to treat the possessions, property and space of others with respect; uninvited intrusion into these may result in disciplinary action, termination of contract /immediate eviction thereof .

23) GROUNDS: No ball or other physical games are to be played in the immediate vicinity of the residences and other residential buildings except within designated areas. Residents should respect the gardens and other aspects of the environment. Any gardens or grounds attached to the Premises are to be left in a clean and tidy condition.

24) NON-RESIDENTS: Facilities in residences are provided for the use of those students living there. Use of the communal facilities must be with the permission of all residents.

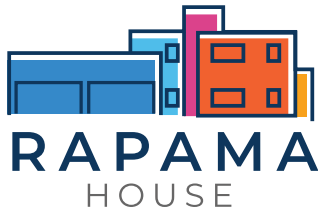
25) SECURITY OF KEYS: Residents must not lend out keys to rooms.

26) CLEANLINESS: Residents are to keep their premises in a clean and tidy condition and failure to keep the premises clean will lead to extra cleaning charges fined at R150 per 4 square metres.

27) CARE OF THE ROOMS AND BUILDING SURROUNDINGS

The Resident shall:

- a. Not alter or damage the Room or Room inventory and will keep them in a clean and tidy condition; Not damage or mark or change the decorative finish of the Room or Communal or Shared Areas; Jointly with other Residents keep the Communal and Shared Areas in a clean, tidy and hygienic condition;
- b. Not alter, damage or litter or obstruct the use of the Communal or Shared Areas;
- c. Not cause or permit any damage to any part of the Premises;
- d. Not remove any Room inventory, items or any other items provided;
- e. The Lessee is required to keep his/her room clean and tidy at all times and all Communal or Shared Areas;
- f. Notify Rapama of all repairs or maintenance which the Resident requires necessary to the Room, Communal Areas, Shared Areas or the Premises;
- g. Not attempt to carry out any repairs or maintenance work to any part of the Building or Premises; Not tamper with or adjust safety controls to any windows such as to override the safety mechanism which has the effect of enabling the window to open to a greater extent than the safety regulators allow;



h. Not bring any of the following items into the Room without the prior written consent of Rapama : upholstered furniture, heating equipment or any other electrical equipment;

i. Take all reasonable steps to ensure that the Room and Premises are kept secure from intrusion of unauthorised persons (including shutting windows and doors when the Resident leaves);

j. Not sub-let or assign the whole, or any part, of the Room or any of the Resident's rights under the Service and Residence Agreement nor part with the possessions or share occupation of the Room; Use best endeavours to ensure that the Residents' visitors comply with the Rapama House Rules; The Resident shall not bring onto or allowed to be stored in, kept or used within the Room, Communal Areas, Shared Areas or Premises and to report to Rapama the presence of any: Liquid or gaseous fuel, noxious or explosive substances or gas, paraffin or gas cookers or heaters, candles or other naked flame devices or consumables, Illegal drugs or substances whether for the Resident's own use or otherwise, unless prescribed by a bonafide medical practitioner with proof, weapons or imitation weapons of any form

28) STORAGE: Residents are to ensure that their belongings are stored in their own area and the accommodation is not cluttered with their items that would prevent staff from carrying out their normal duties.

29) Any damage found to the Lessee's room will be billed to the Lessee and the Lessee shall make payment within 7 days of being presented with an invoice. The Lessee will ensure that prior to leaving the room for weekends or holidays the room is cleaned. No posters or other items may be permanently affixed to the walls or furniture of your rooms or any part of the building which is not the notice board. Clothes or other items may not be hung from the windows of the building.

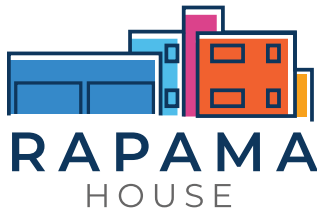
30) PETS: Pets/animals are not to be kept on the premises or in any part of the residences. Registered assistance dogs are the exception and special arrangements will be made.

31) DRUGS: The storage, use or supply of drugs and legal highs is not permitted at Rapama residences and police will be involved, if any such items are discovered.

32) CRIMINAL ACTIVITY: If Residents commit an offence which may cause the Rapama residence to consider the resident to be an unsuitable tenant, they will be required to leave the premises permanently. If the resident allows any visitors onto the premises who the Rapama residence considers unsuitable, then both may be required to leave the premises permanently. This rule applies to offences committed either on or off Rapama premises.

33) CAR PARKING: Cars are not to be parked in residence car parks without an official parking permit.

34) STAFF / CONTRACTORS CO-OPERATION: Residents are to give access to Rapama staff and authorised contractors carrying out their duties and are to behave with consideration, co-operation and courtesy towards all such persons at all times. Reasonable notice of a visit will be given wherever practicable.



35) Students are required to notify the Rapama house mother if they intend to be away from their room for more than two weeks during their contract period; this is to ensure that Rapama residence staff are alerted to undertake essential safety checks in your absence. Notification of absence can be made via email or written letter. The Rapama staff will require entry to the room once every week in order to carry out routine checks and will assume that the required notice of entry has been understood by the student when the notification of absence is made.

36) AERIALS AND SATELLITE DISHES: Residents are not to fix TV or any other aerial or satellite receiver to the inside or outside of the premises.

37) FACEBOOK AND OTHER SOCIAL NETWORKING SITES: Please take care when using social network sites and think carefully about what you post there.

38) PREGNANCY: Should you fall pregnant, you will be required to vacate premises by the 6th month of pregnancy, to which, reports from health care practitioner will be required.

39) HEALTH AND WELLNESS: Should you suffer from any illness or disability, we would appreciate you in notifying us so that we are in a position to be of assistance in the event of a medical emergency.

Upon checking in, you must inform us and provide us with medical aid details and the person responsible for the payment of medical accounts.

Chronic illness. Students who require medical treatment and support which cannot be reasonably provided at the residence and who are not hospitalised shall be required to return home or make alternative accommodation arrangements