

## House Rules / information 2021.01

Rules are not always fun, but they are essential. We would like to ensure that we all keep the Campus fun and liveable. You live with a maximum of 80 fellow students in the Campus building. And not everyone has the same rhythm and habits. That's ok, but we come a long way with respect for each other and other cultures. So take each other into account and talk to each other if you experience differences of opinion and / or inconvenience. Stick to the mutual agreements made and the rules of the College Campus and NHLStenden has. If you are unable to reach a mutual agreement or if you notice serious inconvenience from fellow students, please notify us asap.

### General house rules:

- In case of non-compliance with these house rules or causing nuisance in whatever form, we work with a warning system. We will contact you after reporting or detecting a violation and of course initiate the conversation. However, if necessary, an official warning will be issued and with 2 warnings we will terminate the rental contract. In addition, a fine can also be imposed on one person, or entire or partial departments of the Campus following violation of the rules or non-compliance with the cleaning agreements that have been made, as a result of which the College Campus has had to incur additional costs. Such as blockages in the toilet / sewerage, extra cleaning and / or repairs.
- The entire site is non-smoking. It is also forbidden to smoke in your own room in any form.
- The use of drugs in and around the building is prohibited.
- It is prohibited to enter the emergency balconies outside of an emergency situation. This is an escape route and must be free at all times.
- Keep the escape routes / fire doors on the floors and ground floor clear at all times.
- Use normal manners and respect everyone present on the Campus. Bullying is not tolerated in any form. Nobody should feel unsafe in their own living environment.

### Malfunctions, Caretaker, complaints:

If you have any questions, malfunctions, complaints, comments and / or ideas, please contact Dorelies or Jorien. From Monday to Friday we are present in the building from 09.00 - 16.00 or can be reached at 06-82198214 / [info@collegecampus.nl](mailto:info@collegecampus.nl).

Outside office hours, always report the malfunction to your floor eldest. He / she will forward the report to: **BFM Beheer 0571-277366**. If the floor senior is not present, yourself can report to this number yourself. Please take notice: In case of malfunctions, the report has to be as clearly as possible. Mention clearly what is going on and where the problem in the building does occurs. This is because a technician can be sent as adequately as possible.

**Please note:** Only the necessary malfunctions are resolved outside office hours. Minor power outages if there is still access to working sockets, blockages of toilets provided that sufficient toilets are still working, etc., are only remedied and / or picked up during office hours. Please contact your floor-eldest to discuss this.

## House Rules / information 2021.01

### Floor-eldest:

On the Campus we have floor elders, these students are the main contact for each floor. These students also help us with the household tasks in cleaning and other responsibilities. In addition, these students have access to the rooms to resolve minor malfunctions such as power outages. So if you have any questions, have a malfunction or have problems outside of the hours that we are present, please contact these students.

### Safety:

- **The front door:** All residents / students have access to the building by means of the key tag. This door is only open during school hours and / or the presence of the caretaker. Pay attention; when leaving the building that closes the door behind you at all times, to prevent access to strangers. It's not allowed to place anything between the doors to keep them open.
- **Your room door:** Always lock your room after leaving your room. Also while showering and / or using the toilet. This is for your own safety and security of your personal property. So make sure you carry your key and door tag with you at all times.
- **The back door** in the restaurant: It must be closed behind you at all times. This is to prevent strangers from gaining access to the building.
- **Smoke detectors:** There are smoke detectors throughout the building and in every room. Please note that it is forbidden to smoke in the building, go to the designated places outside. Burning candles, cooking, etc. is prohibited in your room.

### Curfew:

- Night's rest is important for everyone, but nobody is the same. However, you must take your fellow residents into account and general rules apply.
- On weekdays / evenings (Sun to Thu) the night's rest starts at 23:00 and it is no longer allowed to listen to music or cause any other nuisance. Please report nuisance to the reception/floor eldest.
- In the weekend (Friday - Saturday) the night's rest starts at 00:00 and it is no longer allowed to listen to music or cause any other nuisance. Please report nuisance to the reception / floor eldest.
- During the night's rest, it is not allowed to enter the floor where you do not live, provided you have been invited by one of the residents of that floor.
- During the night's rest it's not allowed to use the sitting area and study/dining tables on each floor.

### Your room:

- You are at all times responsible for maintaining and cleaning your room. For your own safety, fire prevention and the safety of your fellow residents, we have clear rules regarding the use of appliances and open fire.
- **Appliances:** It is allowed to have a table-top fridge & freezer, kettle and / or coffee maker in your room (max 900 wattage). Other electrical appliances, such as a hob, toaster, sandwich maker, air-fryer, etc. (everything with a heating element) may not be used and / or connected in the rooms. These can be used in the communal kitchens. This in connection with fire safety and the load on the electricity.
- **Extension cords & Sockets:** Use as much as possible, where possible the existing sockets. The fridge, freezer and tea / coffee maker must be on wall outlets. The use of a single approved extension cord is allowed per outlet. However, the extension cord can only be used for computers, lamps, chargers, etc. And it may not be connected (looped) to other / multiple extension cords.

## House Rules / information 2021.01

- **Wall / window coverings:** It is not allowed to drill into walls in your room. There is a hanging system in every room for you to use. Painting walls is allowed, provided in consultation and that written agreements have been made about this. The room must be delivered in its original condition / color at all times. It is allowed to hang curtains to support the current window coverings. For this it is allowed to drill in the walls. The holes must be closed again upon delivery. The current window coverings must remain in place and be handled with care.
- **Candles:** It is not allowed to burn candles in your room.

### **Guests / guests:**

Please note that each room is furnished and designed for one person. The facilities, sanitary facilities, kitchens and public areas in and around the building are also calculated on the basis of one person per room. Short visits and / or guests are certainly allowed and permission does not need to be requested in advance.

If you have several guests staying at the same time, we would like to be informed about this. This is for safety and that we also stay informed of who is present in the building. It is not allowed to have guests in your room if you are not present. You are responsible at all times for the actions of your visitors / guests. Please note the duration of the stay of your guest, up to 3 nights is no problem. However, if guests stay longer, this must be discussed with the caretaker.

If a guest stays longer, a visitor fee may be charged. This for use of the common areas and facilities. Should one or both parents / guardian stay overnight, please contact the reception for a separate shower.

**Pets:** Pets (including fish) are not allowed on the College Campus.

### **Cleaning:**

The service costs include a small portion for cleaning. This is for general cleaning of the common areas. This means that you are responsible for cleaning the areas you use. And this does not mean that you no longer have your own responsibility and can leave everything dirty. Whatever space you use, wherever you go you don't leave any rubbish, not even on the floor. All personal belongings are taken back to your own room or may be left in the designated areas. Think of crockery, pans, glassware and / or personal hygiene products. We will take everything we find in the public areas downstairs and, if they are not collected within 3 days, will be thrown away by us!

### **Public / shared spaces:**

In addition to your room, there are shared public areas on each floor. We must keep these spaces liveable together so that everyone can enjoy them. Think about it that each floor has to share these spaces with 39 others then you.

## House Rules / information 2021.01

### The Kitchens;

- Each kitchen has induction hobs, (make sure to use the correct pans) and a oven. Please handle the equipment provided properly and report any defects to the reception. After cooking, leave the space neat and **clean**. Take a good look behind you and at the floor and leave the space behind so that the person after you can start cooking clean. If you have a mess, contact the floor elder for access to the vacuum cleaner. You wipe the counter and sink after cooking and remove food residues from the sink. You can also check used equipment after use and if necessary, wipe it off with a cloth.
- At building 540, the bigger kitchens can not be used between 23.00 and 07.00.

### The toilet groups;

These areas must remain hygienic and clean for everyone. In addition, we must prevent blockages and we achieve this by:

- Do not flush towels, food scraps, tampons, sanitary towels and other things besides toilet paper down the toilet.
- Pay attention to the use of excessive toilet paper.
- When exiting the toilet, look back and use the toilet brush if necessary.
- Deposit the feminine hygiene products in the appropriate trash cans.
- Do not take empty garbage bags with you from the trash cans
- Do not bring toilet rolls to your room.
- Do not bring towels to your room, leave them for use after hand washing only.
- If you notice that a toilet is clogged, do not use it. Report it to the reception, floor senior or by e-mail and use a different toilet.
- Always flush after going to the toilet.
- The Dutch toilets are made to sit on, not to stand on the seat.
- The bins in this area are only intended for paper.

### The showers:

There are mixed showers on each floor. By adhering to simple rules, we must ensure that everyone can use the showers in a relaxed manner.

- The bins in this area are only intended for paper.
- Always take your neighbour into account.
- If you want to have music on while showering or want to sing off the day. Enjoy this moment but take your neighbour into account. Not everyone has the same taste in music and / or thinks the same about your singing qualities.
- Do not use the shower as a toilet.
- Always rinse the shower, especially after using hair dye. Then carefully check the walls etc. for residual paint.
- When leaving the shower, check the pit for hair and remove it.
- Dry the shower after use.
- Please take empty packaging with you and throw it away.
- You can brush your teeth at the sinks. The remnants of toothpaste cannot be cleaned properly and cause unnecessary blockages.

### Sinks:

There are several washbasins on each floor, these are only intended for personal care.

- It is not allowed to use the sinks for cooking purposes. Such as rinsing pasta, washing vegetables, etc.

## House Rules / information 2021.01

- It is not allowed to wash dishes in the sinks, you do the dishes in the kitchens
- Do not leave personal belongings such as toothbrushes, brushes, tubes, etc. The washbasins are for communal use and when personal belongings are left the washbasin appears to be occupied.
- Rinse the sink briefly after use
- Remove stains / residues of toothpaste, cream, lotion, etc.
- The bins in this room are only intended for small waste (cotton buds, etc.). Empty packaging and your own household waste should be disposed of in your own room.

### The corridors:

- The corridors are also the escape routes keep them clear at all times!
- The fire door is located between the toilet group and sinks, keep it free at all times and do not place any chairs in front of it.
- Placing drying racks in the hallway is permitted, but against the walls and not in the middle of the escape routes.
- When using the seating areas and dining table together, leave it always clean and neatly behind you. Clean up empty glassware, empty packaging and food scraps behind you. If the vacuum cleaner is needed, please contact the floor elderly.
- If necessary, wipe the table after use.

### The balustrade:

It is not allowed to hang anything on or over the balustrade. Do not dry laundry on this, use a drying rack. This because of fire safety and preservation of the glassware and the lower floor. Wet laundry drips down and this is disastrous for the pool table, furniture, etc.

### Central hall / restaurant / garden:

These areas are freely accessible to all students. These spaces are intended for social gathering, studying and / or relaxing.

- The beanbags may be used in these areas but must always be neatly returned to the theater after use.
- These areas must be cleaned after use, internal parties and / or meetings. The mess that has been made must be cleaned up again and the furniture must be neatly replaced. These spaces are also used by NHLStenden.
- Handle the existing equipment such as the pool table, football table, table tennis table with respect. This also regarding the games, books and other materials free for you the use.

### The theater:

The theater is a shared space between Blankenstein residents and NHL Stenden ITeps, therefore, agreements for the theater room as follows:

- When using the theater be sure to clean up after yourself and inform the theater caretaker or email [info@collegecampus.nl](mailto:info@collegecampus.nl) if you break anything in the room so you can replace it. If you invite outsiders to partake in activities or events involving the use of the theater, you alone are responsible for their actions and whatever mess or destruction they cause in the theater.
- From Sunday to Thursday night the movie room should be used on low volume or not at all after 11:00pm/ 23:00.
- On Friday's and Saturdays the movie room can be used until 12:00pm/ 24:00.

## House Rules / information 2021.01

- After 12:00 pm/ 24:00 all volume must be lowered to the indicated notch on the volume panel as to not disturb residents living on the first floor.
- In the theater is a QR code that will lead you to a google sheets document, managed by the theater caretaker, that can be used to reserve times during the week to use the theater. The theater can be reserved for approximately three hours after which you need to vacate the room if others have reserved times. Please keep in mind disputes between movie times are to be handled between residents involved unless one of the residents breaks one of the theater agreements. In this case please contact the theater room caretaker.

As a general note please keep in mind that while you can use the movie room in any way you like (if you follow the rules above), you should be mindful of other Blankenstein residents. If you have any problems with the functionality of the theater, please ask for assistance from your theater caretaker.

### **Bicycle shed:**

There is a joint closed bicycle shed behind the Campus. This is accessible with your key tag. The bicycle shed is only for residents of the College Campus. Students taking lessons must place their bicycles in the designated bicycle racks. And the residents are expected to park their bicycles in the bicycle shed. This will be checked.

- Only place your bicycle in the designated bicycle racks.
- Keep the parking area tidy, if you see a fallen bicycle, pick it up and place it back on the racks.
- Do not allow anyone access to this area

### **Washing machine and dryers:**

There are several washing machines and dryers on the Campus in the central hall next to the reception. These have an online book / payment system through Kuario. Costs: Washing € 2.50, drying € 1.50. In this room there is a clear explanation about the use of the washing machine and dryer. Also the explanation about registering with Kuario for the purchase of tokens to book the machines for use.

- Keep an eye on your washing / drying times so that you do not use machines unnecessarily.
- Empty the filter after using the dryer.
- Keep this area tidy and ensure that soap / detergent residue is cleaned.
- If the machine is occupied, but has been ready for a long time, leave someone else's laundry in place and report this to Dorelies, Jorien and / or the floor elders.

**Mail:** Locked mailboxes are available on the ground floor, you will receive the key upon arrival. Letters delivered to your own mailbox. Packages will be placed in the parcel cabinet.

### **WIFI:**

Good WIFI is available throughout the building. Password available at the reception / campus entrance.

### **Trash:**

Outside there are 4 containers near the bike shed; Residual (grey), Plastic (orange). Glass (Yellow) and paper (Blue). Pay close attention to the colour lids! In the event of misuse or inattention

## House Rules / information 2021.01

when disposing of waste, this will result in additional emptying or additional costs. In the attachment you will find the waste schedule.

On the floors do not find any glass and paper containers so do not collect empty glass or paper on the floors. Both glass and paper should either be kept in your own room or thrown out immediately.

Do not throw fish in the communal trash cans on the floor due to the smell of it!

Then the basic rule is simple. When a trash can is full, it's full. Don't throw in that last bit, but empty the garbage can and make sure the new bag (the one underneath) is correctly in the garbage can. But be aware that the bins in the general areas are not intended for your personal household waste. The bins in the corridors are for kitchen waste but it is your joint responsibility to empty. If the garbage bag in your room is full, take it away immediately. No personal garbage bags in the hallway, next to your door or anywhere.

**Main rule: Everyone is responsible for their own garbage. Own garbage must at all times be brought down by yourself and deposited in the appropriate container. The available waste bins are only for small waste.**

**We wish everyone a great time on the College Campus in Meppel.**