

House Rules / information 2023.04

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 153 fellow students throughout in the Campus buildings 540 & 542. Not everyone has the same rhythm and habits. We can come a long way with respect for each other and different cultures. 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 that College Campus and NHL Stenden have. If you are unable to reach a mutual agreement or if you experience serious inconvenience from fellow students, please notify us asap.

General house rules:

- A tenant or visitor to the Campus is responsible for their own safety and visiting the Campus is done entirely at their own risk.
- Designated escape routes must remain unobstructed at all times. No tenant or visitor shall block or otherwise obstruct general areas within the Campus or use them as storage areas. It is prohibited to enter the emergency balcony's or using the emergency exits outside of an emergency situation.
- There is a smoking ban in and around the Campus and a prohibition on using or possessing or dealing drugs (soft and hard).
- The use of or possession of the following goods and/or items in or around Campus is prohibited: drugs, weapons, and/or (domestic) animals.
- When crimes are suspected, they are always reported to the police.
- Use normal manners and respect everyone present on the Campus. Bullying is not tolerated in any form. Unwanted and desired intimidation, verbal or physical violence, will not be tolerated. Nobody should feel unsafe in their own living environment.
- As a tenant, one should behave as a good housekeeper. One is required to leave any space used clean and orderly.
- You are required to participate in the cleaning schedule in addition to the usual cleaning of own used common areas such as kitchens, showers, toilets.
- Instructions from landlord's designee (Dorelies, Jorien & Esther) must be followed and carried out immediately.

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 initiate the conversation. However, if necessary, an official warning will be issued and after 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. If needed in case of non-compliance with the House Rules, access to the Campus may be denied or one may be removed from the Campus and the rental agreement will be terminated directly.

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Malfunctions, Caretaker, complaints:

If you have any questions, malfunctions, complaints, comments and / or ideas, please contact Dorelies, Jorien or Esther. 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.

Outside office hours, always report the malfunction to your floor eldest. They will forward the report to: **BFM Beheer 0571-277366**. If the floor eldest is not present, you can report to this number yourself. Please take notice: In case of malfunctions, the report has to be as clear as possible. Mention clearly what is going on and where the problem in the building occurs. With clear information, we are able to solve problems faster.

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.

Floor-eldest:

On the Campus we have floor elders, these students are the main contact for each floor. These students can help you with questions or if you need help. They know what to do, who to call or have a solution for the problem. In addition, these students can 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 first your floor eldest!. This info you have received at your check in. They know who to call or what to do. If they are not present either please call BFM Beheer outside office hours.

Safety:

If you feel unsafe or in case of fire or a other emergency don't hesitate always call : 112

Once you have moved in check for yourself the where which escape routes are located and the where the available fire extinguisher equipment hangs for in case of emergency.

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 the door closes 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: Opens with the tag system. This door must be closed manually 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, if you want to smoke: go to the designated places outside. It is not allowed to touch the smoke detectors. In case of a false alarm, follow the instructions of the floor elder to reset the system.

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Fire safety: Burning candles, incense, cooking or the use of appliances with heat elements, such as toasters, air fryers, rice cookers is prohibited inside your room. When we do find an appliance in your room, an official warning will follow.

Visitors:

Do not invite strangers or people you have just met to come to Campus with you. Bring only friends you know well. You bear full responsibility for the people you invite or whomever they decide to invite. In addition, think not only of yourself but also of your fellow residents. It is not nice to have strangers in your private area in the middle of the night.

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 until 06.00**
- In the weekend (Friday - Saturday) the night's rest starts at **00:00 until 07.00**

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.
- Listen to music (use headphones)
- Talk loudly on the phone.
- Using the sitting area and study/dining tables on each floor.
- Invite any friends over in your room.
- Hang out on the hallways.

Please report nuisance to the reception/floor eldest.

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 the existing power sockets as much as possible, limit the amount of extension cords in your room. 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. These extension cords may not be connected (looped) to other / multiple extension cords.
- **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 / colour 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.
- Don't leave any personal belongings outside your door. Not even a trash bag to take out, the hallway needs to be clear at all times.

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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 sanitary facilities. On each floor there will be a cleaning schedule where everyone needs to participate in cleaning the general spaces such as the kitchens, dining tables, and floors around the common area. Beside this, you are always responsible for cleaning the common areas you use. Whatever space you use, for example if you use the kitchen: you leave the kitchen clean after using it. 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. When personal stuff has been left behind and we find it the next morning, we will remove this and take it to our storage. There you can collect this after receiving a warning. Stuff that's not collected by any students after two week can and shall be thrown out.

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.

The Kitchens:

- Each kitchen has induction hobs, microwaves and an 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 in a clean space. If you make 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.
- Only use pans that are suitable for induction, pay attention to the induction sign on the bottom of the pan. If wrong pans are used, faults and/or defects can be charged to the student.
- At building 540, the bigger kitchens cannot 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 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 eldest or by email 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 bins in this area are only intended for paper.
- Last but not least: **always Flush!!**

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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 your worries away : 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.
- Check the drain 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 sinks 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.
- 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 wash basins are for communal use and when personal belongings are left the wash basin 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, always leave it clean and neat 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 is 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.

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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 returned to the theatre after use.
- These areas must be cleaned after use, parties and / or meetings. The mess that has been made must be cleaned up again and the furniture must be placed where it was before other uses. These spaces are also used by NHLStenden.
- Handle the existing equipment such as the pool table, football table, table tennis table with care. This also regarding the games, books and other materials free for you the use.

The theatre:

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

- When using the theatre be sure to clean up after yourself and inform the theatre caretaker or email info@collegecampus.nl
- if you break anything in the room so you can replace it.
- When you invite guests who use of the theatre (and everything else in de building), you alone are responsible for their actions and whatever mess or destruction they cause in the theatre.
- From Sunday to Thursday night the movie room should be used on low volume or not at all after 11:00pm/ 23:00.
- On Fridays and Saturdays the movie room can be used until 12:00pm/ 00:00.
- After 12:00 pm/ 00:00 all volume must be lowered to the indicated notch on the volume panel as to not disturb residents living on the first floor.
- Outside the theatre is a sheet to book the theatre, managed by the theatre caretaker.
- The theatre 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 the residents involved unless one of the residents breaks one of the theatre agreements. In this case please contact the theatre 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 theatre, please ask for assistance from your theatre caretaker.

Parties / having friends over:

It's not allowed to cause any form of nuisance when you have a party or friends over. Keep in mind that you are responsible for the people you invite over to the Campus. Your visitors need to follow the rules as well, if they don't you will be held accountable and this can lead to one or two official warnings meaning moving out of the Campus. Never invite people over that you don't know or just met. Keep in mind that you are sharing your home with 79 others, so strangers are not allowed! If you organise a party at Blankenstein (also with residents only) please inform us and the floor eldest.

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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 (€ 7,50 per day, per person). This for use of the common areas and facilities. Should one or both parents / guardians stay overnight, please contact the reception for a separate shower.

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. 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

542 Roof terrace:

It's not allowed to smoke on the roof terrace! Please keep this terrace clean and don't take furniture from the inside out on the terrace. Please keep your other residents in mind when using the roof terrace. For example: don't play loud music in the middle of the night.

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 booking / 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. The explanation posters about registering with Kuario for the purchase of tokens to book the machines for use are also in this room. (Kuario Helpdesk: +31 252 744 040)

- Keep an eye on your washing / drying times so that you do not keep the machines occupied longer than necessary. (set an alarm)
- 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 the basket and place the basket on top of the dryers.
- Don't take the laundry baskets to your room.
- If something goes wrong with the payment. File an dispute in your app, then we are able to book the money back. Do mention your name and house number and reason.

Mail: Locked mailboxes are available on the ground floor, you will receive the key upon arrival. Letters are delivered to your own mailbox. Packages will be placed in the parcel cabinet. Keep in mind that we are not responsible for your package. If a package goes missing report this to the delivery company. And make sure you are at home when they will deliver your package.

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WIFI:

Good WIFI is available throughout the building. The password is 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 and the labels on the top and side of the containers! In the event of misuse or inattention when disposing of waste, this will result in additional emptying or additional costs. In the attachment you will find the waste schedule.

- **Glass:** On each floor will be a small bin for small pieces of glass only. Bottles need to be thrown away immediately outside.
- **Paper:** On the floors don't find any paper containers so do not collect paper on the floors. This should either be kept in your own room or thrown out immediately.

Do not throw fish in the communal trash cans on the floor to limit strong odours. !

The next 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 placed correctly in the garbage can. 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 together with the other residents to empty them. If the garbage bag in your room is full, take it away immediately. No personal garbage bags may be placed 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 at the College Campus in Meppel.