

# **HOUSE RULES FOR THE UNIVERSITY GUEST HOUSE**

## Section 1

Together, the residents are responsible for maintaining peace and order at the University Guest House. Any resident is obligated to comply with the rules and regulations stated in these house rules and any request from the University Guest House Administration or International Staff Mobility (henceforth referred to as "ISM") staff. The residents are responsible for that their guests comply with these rules as well.

## Section 2

The residents are obligated to keep themselves informed of any updates. In case of dispute, the most recent rules will apply. Updates will be posted on the pin boards on each floor or communicated in other ways by ISM staff.

## Section 3

The entire University Guest House is a no-smoking area. If there are any odour problems with vacating the room, the resident has to expect significant cost in connection with cleaning.

## Section 4

The residents must always show consideration for fellow residents, and especially demands for peace and quiet during study period and the night must be respected. Any complaint over noise must be respected the first time. Furthermore, noise is to be kept to a minimum after 22:00. Please be quiet in the hallway.

## Section 5

It is the responsibility of every resident to contribute to cleaning the kitchenettes as well as maintaining a tidy appearance in common areas. Do not leave any dirty dishes, pans, pots, cutlery, food/drinks etc. in the kitchenettes. Movable (e.g. but not limited to footwear, bicycles, drying racks, furniture) are not allowed in the hallway, in stairways or on landings. The residents are obligated to follow requests by the Housing Foundation and ISM staff regarding furniture and shared facilities.

## Section 6

It is not allowed to drill holes in ceilings or walls nor using nails, screws, thumbtacks or the like on ceilings walls, doors and doorframes. Pictures, posters or the like may not be mounted by glue, tape or any other sticking agent.

## Section 7

It is strictly forbidden to interfere with the wiring of the University Guest House.

## Section 8

Fire alarms and fire extinguishing material: Misuse of fire extinguishing material and fire alarm systems is strictly forbidden. Doors equipped with automatic door closers may not under any circumstances be blocked. It is not allowed to spend the night in the common areas. All the rules above are according to fire department (Brandvæsen) rules. Violation of the abovementioned rules may result in being reported to the police. In case of false alarm a fine of 3500 DKK will become due.

## Section 9

No pets of any kind are allowed.

## Section 10

The residents are responsible for keeping their rooms and shared facilities tidy.

## Section 11

Any resident is responsible for any kind of damage that his/her guests cause to the building and/or furniture. Guests are not allowed to spend the night in a resident's room. Damaged property, including furniture and keys, should be reported immediately to Housing Foundation.

## Section 12

Disputes between residents should, whenever possible, be settled among the involved parties in accordance with the house rules. Written complaints over violation of the house rules must be made to the University Guest House Administration or ISM staff. Complaints must state time, place and circumstances. If a complaint is considered legitimate, appropriate action will be taken by the University Guest House Administration or ISM staff.

## Section 13

In case of unresolvable disagreements, residents shall contact the Housing Foundation. In case of serious/dangerous situations or emergencies, do not hesitate to call the **POLICE at 112**.

## Section 14

Please note that your housing contract is binding and cannot be terminated early. For more information concerning your housing contract and relocation from the University Guest House, please contact the University of Copenhagen Housing Foundation.

## Section 15

Violation of the house rules will entail an official oral warning on the part of ISM or the University of Copenhagen Housing Foundation. In case of repeated violation, an official written warning will have to be issued on the part of ISM or the University of Copenhagen Housing Foundation. In case of grave and repeated violations of the house rules, eviction will be an option.

Sincerely,

International Staff Mobility