

Background:

A **communal** living environment is not a completely private environment such as a self-contained flat or private house, but more in line with a social residential club where most facilities are shared between all members of the social club.

As such, the health and wellbeing of all members are directly affected by the conditions of the common food preparation, recreation and ablution facilities.

The rules below are aimed at creating a fair, safe and harmonious **communal** living environment for all members.

1. WATER AND ELECTRICITY

- 1.1. Use only the minimal amount of electricity required. Please switch off all lights and electrical appliances while not in use.
- 1.2. Water should be used sparingly.
 - 1.2.1. Showers must be limited to no longer than 5 minutes per person.
 - 1.2.2. Taps must not be left running/open without a plug being in the drain to retain water.
- 1.3. Abuse or wasting of any services provided is forbidden. Any such abuse, as maybe determined by Management, will lead to ALL members being held jointly and severable liable for such abuse.
- 1.4. Electrical heaters are not allowed in the common areas and will be confiscated if found.
- 1.5. You may not run any form of extension cord from a communal power plug.
- 1.6. No form of cooking appliance may be in present in your room nor may you may cook in your room.
- 1.7. In the event that your room is equipped with a pre-paid electricity meter please take note of the following:
 - 1.7.1. Should your meter not work please contact <https://www.citiqprepaid.co.za> or 086 111 66 55
 - 1.7.2. Should we find that the device has been tampered with while you are in occupation of the room, you will be issued with a R5,000.00 (five thousand Rand) spot fine and criminal charges may be laid against you.

2. CONSIDERATION FOR OTHERS

- 2.1. Your use of ANY communal facility is subject to your agreement to leave the facility in exactly the same condition (or better) than you found it. For example:
 - 2.1.1. When preparing and/or consuming food it is expected that you will, immediately after finishing your meal, clean and remove/store your cooking utensils and crockery.
 - 2.1.2. Similarly, when using the ablution facilities, ensure that the washbasin and toilets are left clean and/or flushed, and remove all your personal items.
- 2.2. Considering that a large proportion of the members are engaged in academic activities it is critical to try and maintain an environment conducive to studies by minimising external disruptions.
 - 2.2.1. Playing of music or television at loud volume levels is strictly forbidden.
 - 2.2.2. Shouting or screaming in a raised voice is also not acceptable.

3. CARE OF THE BUILDINGS

- 3.1. Furniture should not be moved between the common areas and your rooms nor should any furniture be moved out of the building.
- 3.2. Any damage to communal areas and/or the property therein shall result in all members being held jointly and severally liable for the damage.
- 3.3. You will ensure that prior to vacating any common area that it is cleaned and that any form of food or drink is stored or thrown out and that all dirty pots, pans, cups and plates are cleaned and stored away. We reserve the right to dispose of dirty cutlery, crockery, toiletries or any other item found in a common area.
- 3.4. Should at any stage a common area be found to have been left in an unacceptable state, members will be requested to immediately clean up and remove their personal items failing which we reserve the right to clean it up and dispose of the dirty items, with all members being held jointly and severally liable for the cleaning cost.
- 3.5. Should we find that the state of your room is such that there may be a potential health hazard, you will be requested to clean your room immediately, failing which we reserve the right to clean it up, the cost of which will be for your account.
- 3.6. Clothes or other items may not be hung from the windows of the building nor may any posters or other items be permanently affixed to the walls, windows, furniture or fittings in **any part of the building**.
- 3.7. All food kept must be stored in suitable containers or wrapped tightly, this prevents insects or rodents from accessing it. Stale, unfinished or waste food must immediately be thrown in the dustbins provided.
- 3.8. Please inform us of any leaks, blocked drains or any other maintenance issues as soon as you become aware of them.

4. SMOKING, DRUGS AND ALCOHOL

- 4.1. Smoking is strictly prohibited within your room and in any of the common areas in the building.
- 4.2. Consumption and storage of alcohol is not allowed anywhere on the premises.
- 4.3. Consumption, storage or trading in illegal substance anywhere on the premises is strictly prohibited and any offence will lead to criminal charges being laid against offenders.
- 4.4. Should alcohol or any illegal substance be found on your person or in your room, we reserve the right to immediately terminate your membership agreement and take whatever legal action necessary.

5. SECURITY AND SAFETY

- 5.1. We cannot be held responsible for any losses that you may incur whilst using our residential services. 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.
- 5.2. The key or RFID token for your room must never be given or lent to any other person.
- 5.3. Lost keys/tokens will lead to the issuing of new keys/tokens and you will be held responsible for the full replacement cost.
- 5.4. Should you forget your RFID tag or lock your keys in your room you will be charged an administration fee as per the membership agreement to unlock your door.
- 5.5. Tampering with any security or firefighting equipment is a criminal offence and is strictly forbidden. Should you tamper with security or firefighting equipment, we reserve the right to immediately terminate your membership agreement; issue you with a R5000.00 fine and take whatever legal action that may be necessary against you. The cost of restoring such equipment will be for your account.

- 5.6. The use of candles, oil lamps, incense or anything that produces a flame, other than the gas stove(s) that might be fitted, is strictly forbidden in the building.
- 5.7. Firearms or any form of weapon e.g. knives, batons etc. is strictly forbidden. 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.

6. VISITORS

- 6.1. Visitors are welcome provided they bind themselves to these rules and the conditions of your membership agreement.
- 6.2. No more than two visitors per member are permitted to be present at any time.
- 6.3. You will be required to fetch all visitors from the gate.
- 6.4. No visitors are allowed to remain in the building without your presence. Should you leave the building, your visitors must leave the building with you.
- 6.5. Visitors have access to the building from 9h00 to 22h00.
- 6.6. Visitors sleeping overnight is permitted with the written consent of the building manager and payment of a fee equal R100.00 per night stayed.
- 6.7. Management reserves the right to request any/all guests to vacate the property immediately.

7. GENERAL

- 7.1. In order for us to create and effectively manage a communal living facility we heavily rely on the help and support of the members.
- 7.2. Member are encouraged to report any disturbances and/ or damage to facilities and/or breaking of rule to us as soon as possible.
- 7.3. Whenever possible we suggest you use your smartphone to record audio and/or video evidence of the transgression(s).
- 7.4. Management reserve the right to inspect any room should a complaint be laid or should we have reason to suspect that any of the rules above are being broken. Such inspections will always be done by 2 people, at least 1 being a member of management.