

WELCOME TO NYBROGÅRD KOLLEGIET

In this pamphlet, you will be able to read about all the great opportunities you have for participating socially at Nybrogård Kollegiet, as well as gain an overview of the dormitory's layout, general rules and other practical information. In short, you can read about everything that will make your dormitory experience easier and that much greater. We would suggest joining the dormitory Facebook group, so you can receive information and messages from neighbors, clubs and much more.

Welcome to Nybrogård Kollegiet! We hope you will have a fantastic time here at the dormitory and that you will enjoy living here.



NYBROGÅRDKOLLEGIET'S ADMINISTRATION WHO DO I ASK ABOUT WHAT?

As a new resident, it can be difficult to find out who to contact in case of questions, problems, ideas for new initiatives at the dormitory or something completely different. On this page, you will find an overview of the various administrative groups at the dormitory.

THE BOARD

Nybrogård Kollegiet is an independent institution, in which the highest managing body is the board. The board is responsible for coherent budgets and ensuring that laws and regulations for student residences are followed. The board also makes decisions regarding maintenance and development of the dormitory.

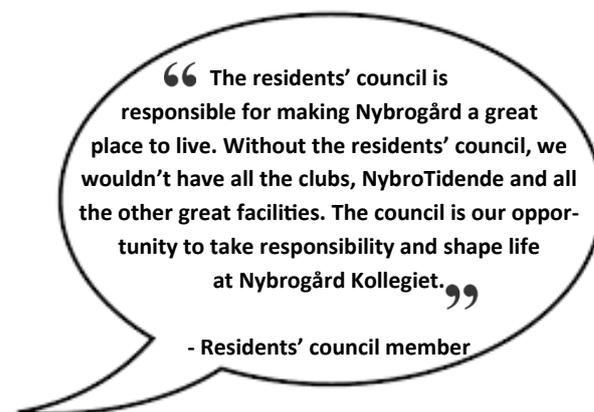
Another of the board's important functions is handling dispensation applications. If you have a reasonable need to be exempted from the rules of the dormitory, it is possible to apply for dispensation with the board. The members of the board who represent the residents will then process the application and decide to either grant it or deny it. Remember to attach all relevant documentation to your dispensation application. The board can be contacted at: bestyrelsen@nybro.dk.

THE RESIDENTS' COUNCIL

The residents' council gives the residents an opportunity to influence decision making, regarding aspects of operations as well as regarding the facilities at the dormitory. This is the place to bring up suggestions for initiatives around the dormitory. The residents' council is made up of one representative and an alternate from each hallway as well as three representatives and three alternates from the apartments. The residents' council is your opportunity to have an impact and make the dormitory an even better place to live, so you are more than welcome to contribute to the residents' council with suggestions for initiatives or as the representative of your hallway.

The residents' council meets once per month with the exceptions of January, July and August. Residents'

meetings are held in connection with approval of the budget and financial report. All residents are welcome to participate in both meeting types, but only the chosen hallway representatives have a vote at the residents' council meeting, while all residents have a vote at the residents' meeting. Lastly, the residents' council is also responsible for the dormitory association NYK and all the clubs at the dormitory.



SECRETARIAT

The Secretariat handles study activity control, dispensation applications, internal waiting lists, contract termination and subletting of rooms. If you have questions regarding your contract or if you want to be on the waiting list for large rooms or apartments, you should contact the Secretariat instead of KAB. KAB only handles external waiting lists, rent collection, etc. The Secretariat is found in the GH basement and is open Mondays 19:00 – 20:00 and Thursdays 20:00 – 21:00, with exception of days where the residents' council meeting would be held on the same day.

Study activity control

As a resident of Nybrogård Kollegiet, you are required to submit a study activity control at least once per year. You will receive the form in a letter from KAB three months before your contract ends. Fill it out with name, address, title of education and name of educational institution, sign it and have the institution stamp and sign it as well. The study activity form must be submitted to the Secretariat no more than 14 days after receiving it.

COMPLAINTS COMMITTEE

The dormitory's Complaints Committee takes care of complaints from the residents, in particular, those that concern breach of the dormitory rules. The Complaints Committee recommends that you always talk with the person before complaining, so the person is aware of the problem. If the problem then continues, you can submit a complaint by letter or email. The complaint will then be processed during the Complaints Committee's office hours.

The Complaints Committee's office hours are Tuesdays from 19:30 to 20:00.

THE BUILDING SUPERVISOR

You have probably already met the building supervisor when you came to pick up the keys to your room/apartment. The supervisor takes care of distribution and collection of keys, inspection of rooms as well as repairs and maintenance around the dormitory. The supervisor's office hours are as follows:

Monday: 16:00 – 18:00

Tuesday – Friday: 07:30 – 09:00

NETWORK ADMINISTRATION

The dormitory's Network Group is responsible for maintenance of the dormitory network.

The Network Group is available in the GH basement on Mondays from 20:00 – 21:00.

NYBROTIDENDE

NybroTidende is the dormitory newspaper, which is published once per month, with the exceptions of January, July and August, so that it is available at least four days before the residents' council meetings. The newspaper is distributed to the kitchens and the apartments, and is also available at nybro.dk.

Besides the regular information, such as minutes of residents' council meetings and notices of upcoming meetings, the content varies from month to month.

You are welcome to send suggestions for articles or submit praise and criticism to the editorial staff at tidende@nybro.dk.

FACILITIES

We have a lot of great facilities at the dormitory that you can use when you live here. Here, you can read more about the facilities, and of course, you can find much more information at the dormitory website nybro.dk.

BICYCLE SHEDS:

There are three bicycle sheds at the dormitory. They are found by the parking lots at AB, GH and JK. The building supervisor handles the keys for the sheds, so bring a deposit of DKK 100 in cash to the supervisor, if you want access to a shed.

A yearly bicycle cleanup is organized in order to get rid of old bicycles. A notice of the event will be given well in advance, and the event itself will be handled by volunteers among the residents. However, it is recommended that you, as resident, help maintain the cleanup daily, so there is room for everyone and their bikes.

LAUNDRY ROOM:

The dormitory has its own modern laundry room with 10 machines and 4 dryers. When you wash, you do not need to bring money. The machines are paid for over the rent by using an electronic card that you receive from the building supervisor.

You can make reservations in the laundry room or at <http://vask1.nybro.dk/>. If you experience problems with the laundry room or your electronic card, contact the building supervisor.

INTERNET:

The dormitory offers internet access through the K-Net association for DKK 30 per month. In order to gain access, you must visit the Network Group in their office hours (see previous page). They will register you and offer advice on using the network.

If you cannot visit the Network Group during their office hours, you can print the user agreement, which can be found on the dormitory website. After filling it out, leave it in the Secretariat mail box in GH. Note

that it can take up to a week to become registered this way, since the mailbox is only emptied during the weekly office hours.

Read more about K-Net and the rules associated with the network on the dormitory website.

TV/ANTENNA:

You can choose between a large and a small TV package at the dormitory. You can change the package at the dormitory website nybro.dk. In case of issues with the TV signal, you can report it at nybro.dk by logging on with the network account given to you when you signed the network user agreement.

CANOES:

We are lucky enough to have a number of canoes and kayaks available at the dormitory. All you have to do is register yourself as a member of the Canoe Club (read more on page 8).

TROLLEYS:

You will find a number of trolleys around the dormitory, locked to the walls of the building. These locks can be opened with your room keys. If you borrow a trolley, remember to put it back and lock it, so it doesn't get stolen.

NYBROGÅRD PIZZERIA AND BURGERHOUSE:

You will also find a pizzeria with a small shop at the dormitory. You can buy anything from pizzas and burgers to delicious homemade milkshakes, as well as certain groceries like soda, chips, toilet paper, pasta and pesto. Perfect for hangovers or after long days in class when cooking is the last thing on your mind.

Opening hours (winter, summer open until 22):

Monday -Thursday

15:00 - 21:00

Friday

15:00 - 21:00

Saturday

13:00 - 21:00

Sunday

13:00 - 21:00

SOCIAL LIFE AT THE DORMITORY

There are plenty of opportunities to participate socially at the dormitory, and not just in the hallways. As a new resident, you will probably be introduced to some terms that, at first, may make you wonder. On this page, you will be able to read more about these well-known dormitory terms, as well as gain an insight into all the fun social activities you can participate in at the dormitory.

THE TERMS YOU MUST KNOW ABOUT:

TDC

Are we talking about the Danish telephone service provider TDC? Not really. It is about something much more festive! TDC stands for Tour de Chambre, and refers to a hallway party where everybody chooses a theme, dresses up and picks a game. Then everybody visits each others' rooms and has a party. Some hallways choose a general theme, while others let each room choose completely freely. One thing is sure! Not only is TDC insanely fun, it is also a fantastic way of getting to know your neighbors in the hallway!

TDK

TDK stands for Tour de Kitchen, and has basically the same concept as TDC, except that here, a number of hallways each come up with their own theme and then the party moves from kitchen to kitchen. This is a fantastic opportunity to get to know some other people at the dormitory than those you share the hallway with.

Kitchen meetings

The term kitchen meeting is kind of self-explanatory, but most new residents don't know exactly what kitchen meetings entail and why it is important to participate in them.

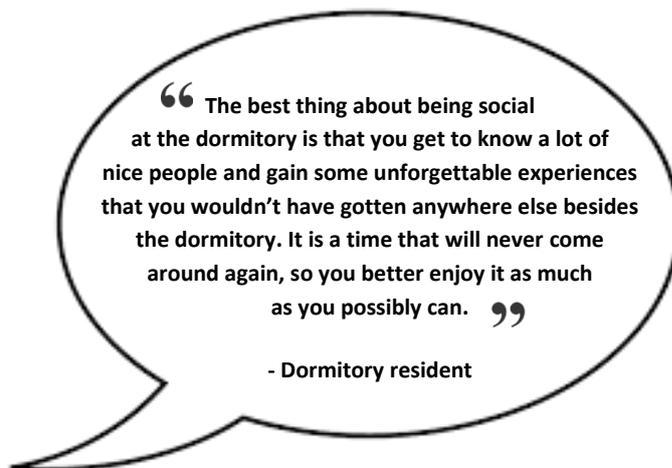
At kitchen meetings, discussions can be had about any topic that is relevant to the residents of that hallway. It could be about buying new furniture or equipment for the kitchens (see item *kitchen funds*), items on the agenda of the upcoming residents' council meeting or

the obvious topic of hallway parties. By participating in kitchen meetings, you gain influence on everything that happens in your hallway, and at the same time, it is a great way to talk with some of the other residents of your hallway.

Most hallways have kitchen meetings once a month, just before the residents' council meeting, but it varies, so ask people in your hallway how they usually organize kitchen meetings.

Kitchen funds:

Every hallway has a kitchen fund which all residents pay DKK 30 toward every month. The money is drawn automatically from the rent and deposited to the dormitory association NYK's account. From here, the money is transferred to each hallway's treasurer, so you can buy things for the kitchens like paper towels, spices and new equipment if anything should break.



OTHER SOCIAL ACTIVITIES

Besides TDC and TDK, many hallways also have a food club where you can hang out with your neighbors while you eat delicious food. It doesn't get much better than that!

If your hallway doesn't have a food club, you can try to start one. In that way, you will quickly get to know some new people and eat plenty of good food in the process!

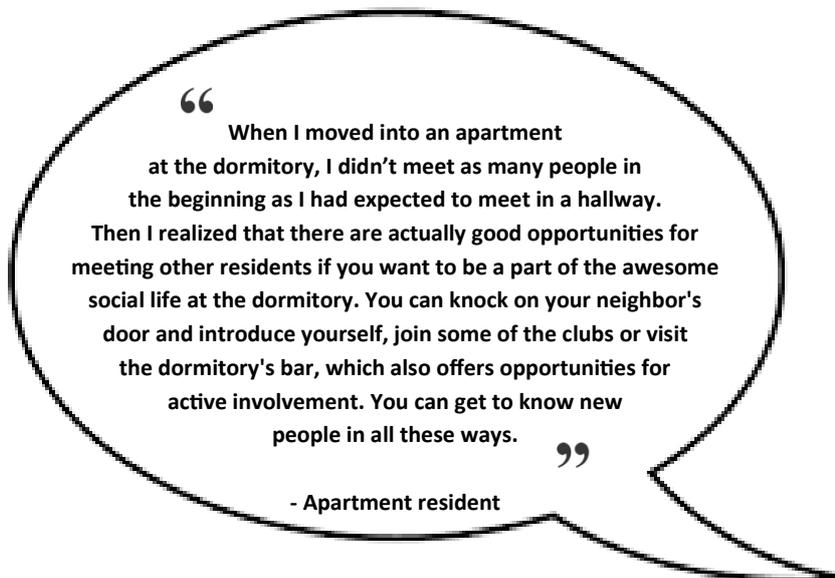
Besides that, there are also all the other social activities that you can participate in or suggest, if they don't

already exist in your hallway. Just to mention a few: movies, cakes, Easter lunch, televised music contest night and much, much more. It is truly, only your imagination that creates any limit to the fun activities you can participate in at the dormitory, and one thing is certain: A social life at the dormitory will guarantee you an awesome dormitory time.

WHAT IF I LIVE IN AN APARTMENT?

If you are one of the lucky residents that have moved into an apartment at the dormitory, there are still plenty of opportunities to participate socially at the dormitory, even when you are not living in a hallway. You can always join one of the dormitory's clubs or visit the dormitory bar *KælderCaféen* and get to know some of your nice neighbors.

You can read more about the clubs and *KælderCaféen* on the following pages.



CLUBS AND GROUPS

We have many clubs and groups at Nybrogård Kollegiet that make life at the dormitory very special and give you the opportunity to meet lots of people across the dormitory. Do you have an interest in beer brewing, board games, art, films or do you just love the idea of paddling a canoe in the fantastic nature surrounding the dormitory? Then you have come to the right place. We have something for everybody here!

The majority of the clubs and groups are organized by the residents' council and the dormitory association NYK and managed by volunteers from the dormitory.

BREWERS' CLUB:

When you are approaching the D-basement, you will frequently perceive a scent of malt and hops. This is where you find the Brewers' Club and the lively brewing of exciting new beers. If you are tired of boring, regular beers and you have a dream of producing your own, then you should take a closer look at the Brewers' Club!

Read more about the club and the brewing on the dormitory website and follow the Facebook group www.facebook.com/groups/454792794605313/

NYBRO BOARD GAME CLUB:

Do you also love playing a good game and hanging out with people in a nice, relaxed setting? Then the Board Game Club in the D-basement is just the place for you! Here, you can experience everything from fun board games, over miniature wars to debates and LAN parties.

Contact the chairman or the treasurer to become a member. Membership costs DKK 50 yearly.

The Board Game Club is usually open every Tuesday from 19:00 to 22:00, but there are also possibilities for making changes to the opening hours. Members can discuss opening at other times and days with the club's board. You can keep up to date with the club's activities on Facebook:

www.facebook.com/groups/1402237493173038/

BICYCLE WORKSHOP:

Is your bicycle broken? Does it just need maintenance? Make a stop by the M-basement where you will find the dormitory's bicycle workshop with all the equipment and tools necessary for maintaining and repairing your bicycle. Bring your laundry card to the building supervisor if you want to become a member. You will use the card to gain access to the workshop.

FC NYBRO:

FC Nybro is the dormitory soccer team, composed of residents from Nybrogård Kollegiet. There is both a men's team and a women's team at the dormitory, who both play in the dormitory tournament, which includes dormitories all over Copenhagen. The teams also compete in the yearly cup tournaments for men and women, respectively. Read more about the teams and how you can join at the dormitory website.

CINEMA CLUB :

We are also lucky enough to have our own cinema club in the B-basement, which you can join for DKK 100. All you have to do, is print out and sign the membership agreement and contact the club chairman by e-mail: filmformand@nybro.dk. After becoming a member, you can book the cinema for both open and closed events.

Read more about booking and registration at the dormitory website.

NYBRO CAKE FESTIVAL:

The Cake Festival is one of the tastiest events at the dormitory and is a guaranteed sugar rush! All you have to do is bring a cake (the more, the better), and then you can eat so much cake that you can roll all the way home – and maybe with an award for bringing the best cake!

If you want to participate in organizing the Cake Festival or just want to keep up to date so you can plan when to bake a cake for the next festival, you can follow the group on Facebook: www.facebook.com/ny-brokagefestival/

CANOE CLUB:

We have our very own canoes and kayaks at the dormitory, and they are free to use as much as you want in our beautiful surroundings as soon as you join the club. This is done by signing an agreement you can find at the dormitory website and then bringing your laundry card to the building supervisor during office hours. You will be registered electronically as a member with your laundry card, and best of all: It is completely free!

Before you can use the kayaks, you must join an obligatory course in correct use of the kayaking equipment. After being registered as a member of the group, you should contact the chairman to arrange a time.

Read more about registration, booking, etc. at the dormitory website.

ART CLUB:

If you are the creative and artistic type, the art club is just what you are looking for! The club is located in a cozy little room in the F-basement, perfect for artistic expression of various types.

If you are interested in joining, you should bring your laundry card to the building supervisor during office hours.

ENVIRONMENTAL GROUP:

There is also a group for the environmentalists at the dormitory who want to create the best environment for people living at and around the dormitory.

The Environmental Group is focused on recycling (read more on page 12) at the dormitory and keeping the swap market in the R-basement organized. The swap market allows anyone to give away useful items or find a useful treasure of their own. All you have to remember is not to place things in the basement hallway, since that would be a fire hazard. Read more about the group's activities at the dormitory website and follow the Facebook page:

www.facebook.com/groups/NybroMiljo/

Here, you can keep up to date with the group's activities and discussions.

EXERCISE ROOM:

Are you dreaming of becoming the new Arnold Schwarzenegger? Or do you just want to maintain that summer body? In either case, you are in luck, since the dormitory has its own exercise room in the O basement. You will find machines for various muscle groups and equipment for many different exercises.

To become a member, you need to sign a set of rules (found at the dormitory website) and bring a one-time membership fee of DKK 200 to the building supervisor along with your laundry card. After registration, the laundry card gives you access to the room.

Keep up to date at the club's Facebook page:

www.facebook.com/groups/1439073929643407/

MUSIC ROOM:

Are you crazy about playing music, or do you just want to practice an instrument? Then the Music Room in the F-basement is the club for you! You will find various musical instruments, including a drum set and a piano here.

To gain access to the Music Room, you need to sign the registration form (found at the dormitory website) and give it to the building supervisor during office hours.

Read more about the club, booking and instruments at nybro.dk and keep up to date with the Facebook group:

www.facebook.com/groups/378872605654962/

GARDEN GROUP:

Were you born with two green thumbs? Then you can apply for one of the garden plots at the dormitory gardens: CD-gardens, LM-gardens and NO-gardens, by contacting the garden chairman by e-mail. If there are any vacant plots, you can choose one, but since the plots are quite popular, you will often be added to a waiting list, and receive an e-mail when there are vacant plots available.

The Garden Group is also in charge of the dormitory's berry bushes and fruit trees, and if you get a craving,

you are free to pick what you want from the bushes and trees at the dormitory's common grounds.

Read more about the rules and registration at the dormitory website: nybro.dk/klubber/havegruppen/

DOG CLUB:

This is the club for all the residents who have a weakness for dogs. Whether you have your own dog or just

love being around these wonderful creatures. At the club's Facebook page, you can organize walks and games, as well as look for people to walk or look after dogs if you need it. When you are a member of the group, you can keep up to date with social events for all dog enthusiasts at the dormitory. Follow the group at: www.facebook.com/groups/890897634362151/

KÆLDERCAFÉEN

KælderCaféen is the dormitory's bar. It is run by volunteers from among the residents. On every Friday and the occasional Saturday, this group of volunteers are ready to do everything they can to give you and the other residents a fantastic evening. KælderCaféen is the perfect place to meet new people or just enjoy a cold beer or a drink with friends from the dormitory – and at student-friendly prices at that!

Keep up to date with parties, promotions, cool activities and much, much more at KælderCaféen's Facebook page: www.facebook.com/KaelderCafeen/

BECOME A BARTENDER

If you want to be more than just a guest in KælderCaféen and you have a dream of flipping bottles behind the bar, then you can apply as a bartender. As a bartender in KælderCaféen, you become a part of a fantastic social scene. And besides all the great nights behind the bar with your bartender colleagues, you will also get to know a lot of the guests. It is the perfect opportunity to meet new people at the dormitory.

“
As bartender, you learn a lot about yourself and you develop your social and communication skills, in addition to being a part of the dormitory's biggest social scenes. You are always a part of the driving force and can influence the party, while obviously having a heck of a party!
”

- Bartender in KælderCaféen

Does it sound interesting? Then fill out the application form at the dormitory website or write an e-mail to kc_hr@nybro.dk



BAR COMMITTEES

The bartenders are not the only ones who make the bar possible. There are also a number of committees within KælderCaféen, who contribute to the bar in various ways. You also have the opportunity to join these!

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Being a member of a committee in the bar gives you the opportunity to meet a lot of nice people and have fun, while letting your creative side loose. It is also perfect for you if you don't feel like a born bartender, but still want to be a part of an awesome social scene.
”

- Member of a committee in KælderCaféen

DESIGN COMMITTEE

If you have a creative mind, and have graphical abilities, KælderCaféen is looking for you to join the design committee! The design committee is proudly responsible for creating various graphical items such as posters, cover photos for facebook events, invitations for theme parties and TV-slides for KælderCaféen.

Does it sound fun to let your creative side loose for KælderCaféen? Then contact KælderCaféen on the Facebook page or send an e-mail to: kc_bestyrelsen@nybro.dk

PR COMMITTEE

The PR Committee is responsible for offers, competitions and activities that make it even more attractive and fun for the residents to visit KælderCaféen. Like theme parties centered on decades, music genres and much much more!

Another important responsibility is advertising KælderCaféen on Facebook and around the dormitory.

Sound interesting? Contact KælderCaféen on their Facebook page or send an e-mail to kc_pr@nybro.dk

THEME PARTY COMMITTEE

Do you have some cool ideas for future theme parties and would you like to participate in planning them? Apply to join KælderCaféen's theme party committee, where KælderCaféen's awesome parties are planned.

The responsibilities of a theme party committee member include conception of themes, decorating, assigning responsibilities for the actual parties as well as creation and distribution of advertisements for theme parties.

If you want to be a part of this fun and creative committee, contact KælderCaféen on their Facebook page or send an e-mail to kc_temafest@nybro.dk

BOOK KÆLDERCAFÉEN

If you want to organize your own party in KælderCaféen, you can! All you have to do is send an e-mail to kc_leje@nybro.dk or contact KælderCaféen through their Facebook page.

NOTE: If you want to book the bar, a contract must be signed, and a deposit must be paid to a member of the bar's board or HR committee at least one month prior to the date of the event.

FREQUENTLY ASKED QUESTIONS

WHAT DO I DO IF I GET LOCKED OUT?

The self-locking doors can be quite a nuisance if you are not used to them, and most residents have experienced the moment when the door shuts and they realize in a panic that they have been locked out. Luckily, there is a solution if you end in a situation like this. At the dormitory, we call these heroes *key bearers*, and if they are home to open for you, it is a lot cheaper than calling the lock smith. It only costs DKK 50 or 100, depending on the time of day. You can find their phone numbers on the bulletin boards in the hallways. If you often forget things (like your keys), it might be a good idea to enter their numbers into your cell phone. Another option is to give one of your extra keys to someone at the dormitory, e.g. someone from your hallway.

THE DORMITORY REGULATIONS? SHOULD I KNOW THEM?

We have a number of rules at the dormitory regarding the considerations that need to be taken regarding the dormitory and its residents. When you move in, it would be a very good idea to get acquainted with these rules, since breaking them can have consequences for your rent agreement. The regulations include rules regarding fire exits, subletting, quiet hours and much more, which you can read all about at: nybro.dk/en/for-beboere/reglement/

The most important thing to remember is that many people live here in a small area, so mutual respect is essential for making everybody's dormitory experience great.

DORMITORY SHELVES? WHAT ARE THEY AND WHERE DO I GET ONE?

The dormitory shelves are specially constructed shelves that can be hung on the wooden strips on the walls of the rooms and apartments. They consist of two shelves, joined with three boards and were originally green, while many have been painted since. The shelves circulate among the residents and are quite popular, so you have to be quick if you see one! The shelves are often found in the hallways when rooms are emptied for moving and they are sometimes posted on the dormitory's Facebook page, but in either case, first come, first serve usually decides who gets the shelf, so do not delay.

MY SMOKE DETECTOR IS BEEPING, WHAT DO I DO?

When your smoke detector is beeping, it means that it is running out of battery. You can pick up new batteries from the building supervisor during office hours.

If the smoke detector starts beeping outside office hours, your sleep can be continued after taking down the smoke detector and removing the batteries. This is done by inserting a screwdriver or a knife into the small hole on the side of the alarm, followed by pushing the alarm in the opposite direction.



THE LIGHT IN MY BATHROOM/HALLWAY WENT OUT, WHAT DO I DO?

If the light in your bathroom or hallway goes out, you can pick up a new light source from the building supervisor during office hours.

MY SMOKE DETECTOR ACTIVATES WHEN I AM IN THE SHOWER, WHAT DO I DO?

It is very simple. Close the door to the bathroom when you are showering to avoid the smoke detector activating, since it is also triggered by large amounts of steam.

RECYCLING AT THE DORMITORY? HOW DOES IT WORK?

There is plenty of opportunity to sort your trash at the dormitory. A number of containers have been placed by the furthest entrance to each block. These containers are clearly marked to show which kind of material should go in each. There are also composting containers by the gardens and at the T entrance. Glass and paper materials can be recycled in the receptacles on the parking lots ABCD and JKLMNO, while larger pieces of trash can be left by the fenced area on the EFGH parking lot.

However, the recycling starts in the kitchens, so if your kitchen is not already sorting its trash, you can propose to do so. By sorting the trash, you will be emptying trash bags less often, since things like plastic and metal containers can be rinsed and collected until a large amount is then recycled. You can also make some money for the kitchen by sorting depositable bottles and cans. Hmm, suddenly recycling became even more attractive!