

## Rules of conduct for Nybrogård Kollegiet

**Section 1** These are the rules of conduct for Nybrogård Dormitory. Every dormitory resident upon moving into the dormitory must receive a copy of the rules of conduct.

*Clause 2* It is the duty of every dormitory resident to comply with the rules of conduct. This applies to both the lease agreement holder and the sublease agreement holders.

### Peace and order

**Section 2** The dormitory residents are responsible for maintaining peace and order at the dormitory. Every dormitory resident is responsible for the conduct of their guests at the dormitory.

*Clause 2* Every dormitory resident must comply with the rules that may be issued by the residents' council, the dormitory board or its authorized representatives.

*Clause 3* The dormitory residents must voluntarily and on their own accord submit to the restrictions on conduct as a consideration for the shared living situation that the dormitory necessitates. In particular, the quiet study time and night rest of other dormitory residents must be respected.

### The responsibility of dormitory residents

**Section 3** All dormitory residents must help maintain order in all rooms that serve shared use. Every dormitory resident must comply with the rules currently in force for the use of the dormitory's common rooms.

*Clause 2* Residents of each hall are jointly and severally liable for the inventory of their respective kitchens. All dormitory residents are obliged to treat this inventory with consideration and ensure that nothing is removed from the kitchens. Orderly conduct at the halls and kitchens is the shared responsibility residents. A dormitory resident who uses the facilities of the kitchen or the kitchen account is obliged to pay the share of the kitchen account determined by the kitchen.

*Clause 3* The property caretaker must be contacted immediately regarding damages to the kitchen or its inventory. A dormitory resident that uses a common account other than the kitchen account is obligated to pay their bill for that account.

### Traffic at the dormitory

**Section 4** The hallways and stairwells of the dormitory must be kept clear. This also applies to the paved paths and terraces by the apartments and kitchens. Due to fire hazard, items placed illegally will be removed.

*Clause 2* The smoke alarm system may only be used in the event of fire and in other situation where there is a danger to residents of the hall. Misuse of the system is considered to be a violation of the house rules.

*Clause 3* The powder extinguishers may only be used in the event of fire. In event of misuse, the perpetrator will be given a warning and fined DKK 1,500 as well as being responsible for the cleaning.

*Clause 4* It is forbidden to walk on the roof area of the dorm as this will damage the roofing.

*Clause 5* Bicycles may only be parked in bicycle sheds and at/by bicycle racks. Mopeds and scooters must also be parked at the bicycle racks and in the bicycle sheds.

*Clause 6* Cars may only be parked at the parking lots. Parking on the paved paths is not permitted.

*Clause 7* Motor traffic inside of the boom barriers may only occur with permission of the property manager and within normal working hours: Monday to Friday. Motor traffic must also be in immediate connection with loading and unloading. Motor traffic inside of the boom barriers may only be done with extreme caution due to playing children.

*Clause 8* Motor traffic in accordance to Clause 7 can only be done outside of the Property Manager's normal working hours with exemption from the chairman or the board.

### **Rules regarding moving in**

**Section 5** Upon moving in, the dormitory resident will be handed the keys to the accommodation. These are the property of the dormitory and must be returned upon vacating.

*Clause 2* After receiving the room keys, the dormitory resident is responsible for the accommodation and its furnishings and is therefore obliged to compensate any damage that is not attributable to normal wear and tear.

*Clause 3* If the dormitory resident upon acquisition of the accommodation discovers deficiencies or damages for which they do not believe that they can assume responsibility, a written notice must be provided to the property caretaker within two weeks.

*Clause 4* Under no circumstances is it permissible to paint, drill, screw or strike nails in the woodwork of the rooms and apartments, neither indoors nor outdoors. However, this does not apply to the mounted wooden strips.

*Clause 5* Mounting of one's own antennas, satellite dishes, cat ladders, etc. on the masonry of the dormitory is only permitted in the event of prior dispensation by the dormitory inspector.

*Clause 6* Under no circumstances is it permissible to use refrigerators, hotplates and the like in the dorm rooms.

### **Rules for subleasing**

**Section 6** A dormitory resident whose lease is terminated due to a breach of the rules of conduct can not reside by subleasing at the dormitory.

*Clause 2* A subtenant whose lease has been terminated due to breach of the rules of conduct may not be considered for permanent rooms or apartments at the dormitory.

*Clause 3* All subleasing must be done through or with the consent of the dormitory's subleasing secretariat. Any other subleasing is considered to be a breach of the lease agreement and will result in a termination of the contract (see Section 90, clause 1, item 6 of the Danish Act on the Rent of Social Housing).

*Clause 4* Subleasing may only take place for up to 3 months. However, exemptions may be granted for the absence in connection with education.

*Clause 5* The dormitory resident may not upon subleasing relinquish their obligations under the original lease agreement with the exception of those terms mentioned in the sublease agreement.

*Clause 6* In order for a room to be sublet, the sub-lessee must meet with the rules currently in force for admission to the dormitory. Furthermore, the lessee must be able to document study activity throughout the entire rental period.

## **Rules regarding moving out**

**Section 7** When moving from the dormitory, the accommodation must be emptied and cleaned by the vacating party by noon on the moving day, and the keys and the telephone must be returned to the property caretaker's office.

*Clause 2* General moving days are the last weekday of each month and the last weekday before the 15th.

*Clause 3* If the deadline for vacating is not observed, a fee equal to a quarter of a monthly rent will be charged.

*Clause 4* If the vacating party wishes to be present at the final walk through and appraisal of the premises, an appointment must be made with the property caretaker before the moving day.

## **Pets**

**Section 8** For keeping of pets, permission must be sought from the dormitory inspector. In order to keep dogs, a valid liability insurance is required. In order to keep cats, tagging is required either by chip or earmarking, and it is required that sexually mature male cats are castrated. In addition, sexually mature female cats must be sterilized or be on birth control pills.

*Clause 2* All pets must be registered with the inspector.

*Clause 3* Reptiles, spiders as well as domestic animals that can not be kept at the accommodation are not permitted.

*Clause 4* Keeping of pets may only take place when there are no objectively justified protests from the other residents of the hall and surrounding apartments, see, however, Clause 8. It is the pet owner's responsibility to inform all other residents of the hall of the acquisition of a pet well in advance in order to allow for objectively justified protests. In case of doubt, the residents' council determines whether or not a protest is objectively justified or not.

*Clause 5* Pet owners are responsible for ensuring that their pets are not a nuisance to the other residents of the dormitory.

*Clause 6* Pets must only stay in the kitchen upon acceptance from the other residents of the kitchen.

*Clause 7* Pets are not allowed in the dormitory's laundromat.

*Clause 8* Pet owners must dispose of excrement from their pets themselves.

*Clause 9* Dog owners must keep their dogs on a leash at all times on the dormitory premises.

*Clause 10* Dog walking must take place outside the dormitory premises.

## **Duties and authority of the dormitory**

**Section 9** The dormitory and its board assume no responsibility for the dormitory resident or their belongings.

*Clause 2* The dormitory's board and its authorized officers are entitled, when circumstances require, to gain access to the premises. If no special circumstances apply, this access must be notified in good time.

*Clause 3* The dormitory assumes no responsibility for transient disturbances in the heating, hot water and electricity supply, but is obliged to remedy such disturbances as soon as possible. The dormitory is entitled to interrupt the heating and hot water supply to the extent necessary for the inspection and repair of the system. Interruptions are notified as far as possible in good time.

*Clause 4* Dispensation cases must always be submitted to the board for approval. The chairman may make the decision in urgent cases.

### **Complaints about breach of the rules of conduct**

**Section 10** In case of violation of the rules of conduct, the violation is submitted to the dormitory's complaints board.

*Clause 2* The complaint's committee is authorized by the board, in cooperation with the administration, to judge and reprimand violations of the rules of conduct, including sending of reminders in accordance with Section 93, clause 1, subparagraph g of the Danish Rent Act. The procedure for handling complaints is approved by the board. The complaint handling procedure can be obtained by contacting the complaint's committee.

*Clause 3* If the complaint's committee finds, see Clause 2, that a dormitory resident has been guilty of material violations of the rules of conduct, a written warning is issued. This contains notice that the lease may be terminated upon repeated violations of the rules of conduct. If the rules of conduct are violated again, a further written notice is issued with similar content.

*Clause 4* The complaint's committee will notify all parties involved of their decision and the reasons thereof. This must be done with guidance on the possibilities for bringing the decision before the board (see Section 11).

*Clause 5* The complaint's committee may recommend the board through the administrator to terminate/cancel the lease (as soon as possible) if a dormitory resident violates these rules of conduct in accordance with applicable rules:

- A) If a dormitory resident violates these rules of conduct after having received more than two warnings within the last 12 months.
- B) If a violation of the rules of conduct by a dormitory resident is of such a nature that the removal of the dormitory resident is required.

*Clause 6* Rooms and apartments can not be used for internal relocation if tenants have been terminated as a result of breach of the rules of conduct.

### **Possibility of appeal of the complaint's committee's decisions**

**Section 11** Any decision of the complaint's committee may be appealed before the board.

### **Changes in the rules or conduct**

**Section 12** Changes to the rules of conduct must, after being presented to the board, be sent in proposals to each individual dormitory resident before it can be approved by the residents' meeting and subsequently adopted by the residents' council. Approval of the residents' meeting is by simple majority of the attending residents, see, however, Organization's Executive Order, Section 11, Clause 5 on the ballot.