

SAVANA RESIDENCE - HOUSE RULES

WELCOME TO SAVANA RESIDENCE

We want to create a happy home away from home where passing your studies is the ultimate goal! You are kindly requested to adhere to the following rules, which will ensure your safety, peace, quiet and an environment conducive to successful study.

The following House Rules are applicable to all the residents of Savana Residence

Only the Management, in its sole discretion, will consider any exceptions to the House Rules.

1. IMPORTANT PROVISIONS IN REGARD TO ACCOMMODATION

- 1.1 Accommodation is accepted and provided for a full academic year, covering the period from the opening of the residence in January/February to the conclusion of the university examination; recess periods excluded, but never later than the official closing date for residences. At the end of the academic year, students must depart from the residence as follows:
 - Students who take examinations depart within five days of the conclusion of their examinations.
 - Students who are not taking examinations, or who have not been admitted to the examinations, depart within two days of the conclusion of their lectures.
 - NB! The Residence will be closed for the duration of recess periods of your Tertiary Institution. Students are kindly requested to vacate their rooms during these recess periods. Exceptions (e.g. for supplementary exams), will be at the discretion of Savana Management. Arrangements for personal belongings can be made.
- 1.2 Accommodation in the Residence is subject to the following provisions:
 - 1.2.1 Students must clean and tidy their rooms satisfactory before 09:00 daily. (Cleaning equipment is provided for each room.)
 - 1.2.2 The right is retained to move students in the residence to another room. Rooms are normally shared except where a single contract is being paid for.
 - 1.2.3 No nails or sharp objects may be hammered into the walls.
 - 1.2.4 Each occupant is fully responsible for the condition of his room. Any damage to or defect in a room must be reported immediately to the building supervisor. Damage caused by the occupant will be repaired by management at the occupant's expense. If the identity of the guilty occupant cannot be determined, all students will be held collectively responsible and will be liable for the damage caused.
 - 1.2.5 Personal belongings may be locked in the store rooms during holiday seasons during the course of the academic year unless notice is given that residence must be vacated. At the end of an academic year, all personal belongings must be removed from residence.
 - 1.2.6 When vacating a room at the end of or during an academic year, each occupant is responsible for leaving his or her room in a clean and neat condition. Should any occupant fail to do so, he will be held responsible for the condition of the room and furniture.
 - 1.2.7 Furniture and other equipment may not be exchanged or moved from one room or hall to another.
 - 1.2.8 No unauthorised person(s) are allowed to occupy or use the room for whatever purpose, regardless of the period of occupation or use. A student could be summarily expelled if he contravenes this clause.

2. GENERAL PROVISIONS

- 2.1 **Alcohol, Liquor, Drugs and Weapons:**
 - 2.1.1 No Alcohol is allowed on the premises. No intoxicated people are allowed on the premises.
 - 2.1.2 No Dagga, nor the use of Dagga, is allowed at Savana, neither any abuse of substances. (Not even in your room!)
 - 2.1.3 No drugs or any form of illegal substances, fire-arms or weapons are allowed on the premises, or may be used by any person.
 - 2.1.4 No Smoking in any rooms or public areas.
- 2.2 **Noise:**
 - 2.2.1 No noise, no loud talking, no shouting, and no arguments or fighting inside or outside the building.
 - 2.2.2 No loud music. Music is not to be heard in the next room or building or by the public.
 - 2.2.3 This is also applicable when having a braai or entertainment outside. (only by permission from the Management)
 - 2.2.4 Residents are not allowed to disturb the safety, peace, property etc. of the adjacent buildings, its inhabitant customers, friends, family and the public, including pedestrians and vehicles.
 - 2.2.5 Complete silence after 10 p.m. – we live in an enclosed area.
 - 2.2.6 All guests to leave the premises by no later than 22h00.

3. ROOMS, COMMON ABLUTION AND OTHER FACILITIES

- 3.1 You take full responsibility for your room.
- 3.2 All furniture in the room is placed under your care. Residents are requested to take great care to look after the furniture. Any damages will be claimed from the residents.
- 3.3 Rooms must be kept clean and tidy at all times.
- 3.4 The Management reserves the right to inspect the rooms at any time.
- 3.5 The Management or their successors or workers reserves the right to do suitable and or necessary maintenance and repair work by pre-arranged hours.
- 3.6 No pictures, poster or any object to be placed on the walls, except on the pin boards when provided.
- 3.7 No prestik, glue or nails or similar items to be affixed on the walls.
- 3.8 No holes may be driven into the walls, ceilings and floors.
- 3.9 No writing, graffiti, slogans, etc. on the walls, doors, floors and windows.
- 3.10 Do not leave the taps open. Please close all taps properly after use.
- 3.11 Leaking taps and running toilets have to be reported to the Management immediately.
- 3.12 Please remove all plugs from the basins and baths when you have finished bathing or washing.
- 3.13 No blocking of drains. No foreign objects to be thrown in the drains and toilets.
- 3.14 Nothing else but water to be poured in the drains or toilets.
- 3.15 No foreign objects may be flushed in the toilet. Costs to open the blockage will be for the resident's account.
- 3.16 No water or moisture to drip or stand on the floors.
- 3.17 No wet clothes and towels may be left on the floor.

- 3.18 Windows to be closed during adverse weather conditions and whenever you leave the room. Window stays need to be engaged at all times, if these are faulty, they need to be reported immediately.
- 3.19 All damages and breakages will be for the resident's account.
- 3.20 No Smoking at Savana Residence.
- 3.24 No dirt or rubbish to be swept into or placed in the passages.
- 3.25 All rubbish to be put in plastic bags, sealed and put in the dustbins provided in the passages.
- 3.26 No preparation of food allowed in rooms.
- 3.27 Please limit the food in your room to the minimum dry rations, as it invites cockroaches, ants and other pests.
- 3.28 No electric appliances or lights to be left on, unless the occupant is in the room. When you leave your room even for 5 minutes, please switch off the lights. Unnecessary electrical consumption will be collected from the occupant.
- 3.29 It is the responsibility of each resident to ensure electrical applications used for personal purposes has a 15 amp three-pin plug and that it is connected correctly to the lead of the appliance concerned. For safety purposes, the metal housing of electrical appliances must have an effective earth connection. It is in the students own interest to have all electrical appliances tested by a qualified electrician before using them.
- 3.30 No pets allowed.
- 3.31 Please keep your doors locked at all times.
- 3.32 Please do not distribute your key or access card to other residents, visitors, friends or family.
- 3.33 Please report any signs of bedbugs, pests, rodents and diseases to the Management.
- 3.34 No pot plants to be put on the windowsills outside.
- 3.35 The Management does not take responsibility for any loss or damage of your property.
- 3.36 The Management reserves the right to transfer occupants to other rooms when necessary.
- 3.37 Each occupant is fully responsible for the condition of his or her room. Any damage to, or defects in a room must be reported immediately to the building supervisor. Damage caused by an occupant will be repaired by the LESSOR at the occupant's expense. If the identity of the guilty occupant cannot be determined, the occupants will be collectively liable for damages caused.
- 3.38 Personal belongings may be locked in wardrobes during holiday seasons in the course of the year unless notice is given that the residence must be vacated. Students must vacate their rooms fully during the June/July recess. At the end of the academic year, all personal belongings **must** be removed from the residence. The LESSOR is not responsible for any belongings left in a room at the end of the year.
- 3.39 When vacating a room at the end of or during the year, each occupant is responsible for leaving his or her room in a clean and neat condition. Should an occupant fail to do so, he or she will be held responsible for the condition of the room and furniture.
- 3.40 Furniture and other equipment may not be exchanged or moved from one room or hall to another.
- 3.41 No unauthorized person(s) are allowed to occupy or use the room for whatever purpose. Regardless of the period of occupation or use. The occupancy could be summarily terminated if a student contravenes this clause.
- 3.42 The LESSEE shall not make any alterations or additions to the PREMISES or to any installations therein, whether structural or otherwise, or drive or permit any nails or screws to be driven into the walls, ceilings or furniture of the PREMISES or in any manner whatsoever do or permit anything to be done that may be calculate to damage the walls or any other portion of the PREMISES.

4. ABLUTION AREAS

- 4.1 These areas are the collective responsibility of all residents. Occupants may use the bathrooms on the wing of the floor where the occupant has his/her room. We rely on the full co-operation of all the residents at all times.
- 4.2 Residents making use of the common bathrooms and toilets should leave it in the way they would like to find it.
- 4.3 Toilets should be flushed after use. If not kept properly clean you will be clean it yourself!!!
- 4.4 Bath and basins should be rinsed after use and the total bathroom and floor areas should be neat, dry, clean and tidy at all times.
- 4.5 No foreign objects to be thrown in the drains and toilets.
- 4.6 Please remove all plugs from the basins and baths when you have finished bathing or washing.
- 4.7 Please do not leave the taps open.
- 4.8 Leaking taps and running toilets should be reported to the Management immediately.
- 4.9 No writing, graffiti, slogans, etc. on the walls, doors, floors and windows.

5. COMMON AREAS AND STEPS

- 5.1 These areas are the collective responsibility of all residents. We rely on the full co-operation of all the residents at all times.
- 5.2 Residents are requested to be considerate to others.
- 5.3 No running, pushing, loud talking, shouting, smoking, sitting or loitering at any time.
- 5.4 No writing, graffiti, slogans, etc. on the walls, doors, floors and windows.
- 5.5 Maximum 4 (four) people allowed in the lift. No overloading of the lift or playing with the lift buttons.
- 5.6 Please make use of the staircase in times of "rush hour" as to prevent long queues and overloading of the lift.
- 5.7 In case of emergencies please make use of the staircase and emergency fire steps
- 5.8 Please do not tamper nor play with the fire extinguishers found in the corridors of the Main Building and Annex. They are strictly to be used for emergencies only. Anybody that is caught tampering or playing with the fire extinguishers will be fined R1000.00. If a fire extinguisher is found to be tampered or played with and no culprit is found, the whole student body will be held responsible and the costs of replacing, fixing or replenishing a fire extinguisher will be deducted from every student's deposit.
- 5.9 No residents are permitted in the parking area and no tampering with any vehicle, electrical appliances, windows, walls, water taps, etc.

6. RECREATIONAL AND OUTSIDE AREA

- 6.1 These areas are the collective responsibility of all residents. We rely on the full co-operation of all the residents at all times.
- 6.2 Students are not allowed in areas specifically marked "no entry".
- 6.3 Areas must be clean and tidy at all times. All rubbish to be placed in rubbish bins.
- 6.4 Complete Silence after 10 p.m. – we live in an enclosed area.
- 6.5 Chairs and tables should be put back in their respective places.
- 6.6 No shouting and screaming. The noise level should at all times be controlled.
- 6.7 Great care should be taken not to damage our property, i.e. windows and garden.
- 6.8 Use of the outside braai area must be co-ordinated with management approval for each occasion.
- 6.9 The garden area is for enjoyment. Great care must be taken that no damage is done to the grass, trees, shrubs, etc.
- 6.10 When using the outside area, or having a braai or a party the area should be left clean and tidy at all times.

7. BEHAVIOUR

- 7.1 Your behaviour should be exemplary at all times.
- 7.2 No aggression allowed.
- 7.3 Consider and respect the needs of all residents, staff and visitors at all times.
- 7.4 Consider and respect all passers-by, pedestrian and vehicle owners. We live in a busy area.
- 7.5 Please consider the residents the adjacent buildings.

8. VISITORS

- 8.1 Residents are responsible for the conduct and safety of their visitors at all times.
- 8.2 Visitors to sign visitors book at all times and produce identification. No entry will be allowed without I.D.
- 8.3 No visitors are allowed after 22h00.
- 8.4 **Savana Residence is a mixed residence. It is therefore very important to note that female visitors/tenants are not allowed on the male floors and not allowed in the male rooms. Male visitors/tenants are also not allowed on the female floors and also not allowed in the female rooms. Visitors/tenants of the opposite sex wishing to visit or socialise with each other can do so in the TV room or in the garden area.**

9. DRESS CODE

- 9.1 Residents should be dressed properly and decently when appearing in public, or in the common areas.

10. TV ROOM

- 10.1 This area is a collective responsibility. We rely on the full co-operation of all the residents at all times.
- 10.2 No drinking of alcohol allowed.
- 10.3 Please do not disturb those that want to watch TV.
- 10.4 Please remove your papers, bottles and tins when leaving the TV room.
- 10.5 No damaging of our property.
- 10.6 No fighting or arguments allowed.
- 10.7 No writing, graffiti, slogans, etc. on the walls, doors, floors and windows.
- 10.8 Please keep the TV volume down, but audible to listen.
- 10.9 Please do not play with the equipment, controls and knobs.
- 10.10 When leaving the room, please place the chairs in an orderly manner.
- 10.11 The last person watching television must switch it off.

11. LOUNGE

- 11.1 This area is a collective responsibility. We rely on the full co-operation of all the residents at all times
- 11.2 The Lounge is common area and should be kept clean and tidy at all times.
- 11.3 The Lounge is allocated for your guests and let them enjoy their visit with you.
- 11.4 No noise and no fighting allowed.
- 11.5 No drinking of alcohol allowed.
- 11.6 No writing, graffiti, slogan, etc. on the walls, doors, floors and windows.
- 11.7 When leaving please push the chairs under the tables.
- 11.8 When leaving the area, please remove all the papers, cans and bottles.
- 11.9 Leave the room as you would like to find it to entertain your guests.

12. MEETING AND GATHERINGS

- 12.1 No meeting or gathering of whatever nature will take place on the premises unless prior written consent has been obtained from the Management.

13. SECURITY

- 13.1 Be security conscious at all times.
- 13.2 Visitors book to be signed by all visitors. No entry will be allowed without positive I.D.
- 13.3 **When you notice a stranger that does not belong on the property, please report it immediately to the Management.**
- 13.4 Gates to be kept locked at all times, and no student is allowed to open the gate for any visitors. Only the security or management on duty can open for visitors.
- 13.5 Keep your rooms locked.
- 13.6 The Management does not take responsibility for any loss or damages to the private property of the residents.
- 13.7 No student is allowed to open for another student.
- 13.8 Residents should all be inside the premises and/or building by 20h00 Sundays to Thursdays and 22h00 on Fridays and Saturdays.

14. OTHER STAFF AND CLEANERS

- 14.1 All other staff and cleaners should be respected at all times.

15. TRANSGRESSIONS

- 15.1 Any transgression of the House Rules may lead to a final warning or immediate expulsion and/or a penalty – depending on the severity of the transgression. It is an expressed term of the occupancy by a student that should the occupant transgress any of the House Rules he will vacate the room with immediate effect if so requested. The full balance of the rental amount for the full year will still be payable and the occupant undertakes to make such payment immediately.

16. DEPOSIT

- 16.1 The occupant hereby agrees to pay the deposit, before occupation or receiving a key. This deposit or balance thereof will be held and refunded at the termination of the occupancy; provided no loss or damage is suffered or caused to the property or its contents and no debts are left unpaid.
- 16.2 Utmost care must be taken not to cause any damage as these will be deducted according to a damage calculation list and be paid to the owner of the building. A cleaning fee of R600-00 per occupant will be deducted from the deposit for cleaning at the end of the academic year or contract.
- 16.3 The balance the deposit will only be released upon final inspection and the PREMISES has been found to be in the same good condition as what it was found, and all amounts to the LESSOR have been paid. Should it not be the position then in such event the Owner is entitled to utilise any portion or whole of the deposit to rectify the position at its sole discretion.

17. AMENDMENTS

- 17.1 The Management reserves the right, in its sole discretion, to amend the House Rules from time to time for good household and to secure your safety.

The Management and staff wish you a happy stay. Please feel free to discuss any problems with us. Success in one's studies is a result of perseverance and hard work. We wish you a successful year!

TO BE COMPLETED BY EACH RESIDENT:

I, _____
Full Names and Surname (Please Print in Capital Letters)

*HAVE READ AND ACCEPT THE HOUSE RULES OF SAVANA RESIDENCE
AND UNDERTAKE TO ABIDE BY THE HOUSE RULES*

- IDENTITY / PASSPORT NUMBER: _____ CONTACT NO: _____
- SIGNATURE : _____ DATE: _____
- WITNESS: _____
- Signed At: _____

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FOR OFFICE USE

ROOM NO _____
ADMIN NO _____