

# House rules

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This English version is translated from the Danish "Husorden" which is the original and applicable one.

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## Chapter 1 – Responsibility in terms of orderliness and quiet

§ 1. It is the responsibility of the entire community to maintain orderliness and quiet in the collective. Each individual resident is required to adhere to the rules and regulations set forth by the Resident Council and the board. Each individual resident is responsible for any violations of the rules and regulations done by their guests.

*sec. 2.* The following activities can be considered as being too loud and are therefore not allowed outside 08.00 – 22.00 during all weekdays:

- 1) The use of electrical and nonelectrical drills and other tools
- 2) The use of loud music emanating from stereos, television, musical instruments etc.
- 3) Loud conversations in, and around, common areas
- 4) Play, games or other loud activities in, and around, common areas
- 5) Any undefined activities of which the resident should have realized presented a significant bother for other residents

*sec. 3.* In addition to the times defined in section §1 section 2, all residents should generally be aware of the need for quiet due to the majority of the residents studying throughout the week. The following rules must be adhered to:

- 1) Play and games with children should take place on the surrounding green spaces and should be kept away from walking areas. If a resident is not satisfied with the green spaces in this community, one can find several other playing fields nearby, i.e. Bundgårdsparken.
- 2) Ball-games are directed to dedicated green spaces.

*sec. 4.* During examination periods, May through June and December through February, all residents are encouraged to be extra mindful of their behaviour.

*sec. 5.* During loud use of common areas, all windows and doors must be closed after 22.00 Sunday through Thursday, and 24.00 Friday through Saturday. Parties arranged by the collegium is excepted.

*sec. 6.* Noise from parties in the common areas after 24.00 Friday through Saturday is regulated by the contract between the renting resident and the responsible representative from the Resident Council. Complaints from other residents concerning violations of rules and regulations during common area festivities must be addressed to the representative from the Resident Council. The representative will in cooperation with the renting resident attempt to minimize the effect on nearby residents. Further details can be found under "Rules for Renting".

*sec. 7.* Parties in private residences are allowed Friday through Saturday. It is expected that residents planning on throwing a party inform their neighbours 24 hours before the party, if possible. Loud

behaviour is allowed until 02.00 the following night, and any continuation of said behaviour should be discussed with the neighbours before proceeding.

*Sec. 8.* Larger social gatherings and parties in the common houses are not permitted without prior rental of the common house

- 1) In valuation of whether social arrangements are against the house rules following parameters will be assessed; alcohol intake, point of time, amount of people and level of noise.
- 2) In accordance to the above mentioned holidays are considered equal to weekends why the same rules apply.

*sec. 9.* If a common house has been rented to a resident, then this resident has exclusive rights to the common house and the associated outdoor areas. All other residents have to respect this and therefore obey any direction from both the renter and the owner. If the above rule is not followed, then it will be considered as gross misconduct of the common house, as stated § 23, sec. 6.

*sec. 10.* In case of violations of these rules and regulations (including the following paragraphs), complaints can be issued to the Resident Council.

**§ 2.** All residents are liable for the inventory associated with the common areas. Thus, it is the responsibility of each resident to treat the inventory with care and follow the guidelines set forth by the Resident Council concerning usage and cleaning of common areas and their respective inventory. Residents must clean up after themselves when using the common areas.

*sec. 2.* The above mentioned rules and regulations apply to all common areas (outdoor, indoor, etc.).

**§ 3.** All residents are required to maintain orderliness in all rooms and areas serving a collective purpose.

**§ 4.** Smoking and pets are not allowed in the indoor common areas.

**§ 5.** All residents are expected to adhere to the rules and regulations, despite any inconveniences this may entail, so that a common regard for other residents can be maintained.

*sec. 2.* In reference to complaints regarding loud behaviour, see § 1.

## **Chapter 2 – Responsibility in terms of individual residence**

**§ 6.** In case of a radiator meter failure, residents should contact the caretakers immediately. Detachment of radiator meters is immediately visible in the display in the case of a dot (on the display). If the caretakers have not been contacted, the detachment will be considered manipulation of inventory, and will be noted

during the next scheduled check-up. The first manipulation will, according to a Resident Council decision, result in a fine of 500 DKK, per manipulated radiator meter.

**§ 7.** Bicycle sheds are first and foremost meant for the storage of bicycles and prams.

*sec. 2.* Inappropriate use of, or extreme use of, space in the bicycle shed can be reported to the Resident Council, who can demand that the shed must be cleared, so that all residents can store their items in the shed.

**§ 8.** All residents are required to maintain their own garden and porch. The grass must be cut before it reaches a height of 10 cm.

*sec. 2.* In the case of a resident being unable to maintain these duties, said resident should ask their neighbours for help.

*sec. 3.* The caretakers have the mandate to give dispensation for § 8 in special cases, but this should generally not be expected.

*sec. 4.* In the case of a resident not adhering to the above mentioned rules and regulations, the caretakers have the mandate to fine the resident for the work of cutting the grass, as stated in § 25.

*sec. 5.* Failure to maintain own garden and porch by the resident can result in termination of the rental agreement. Therefore, all residents must adhere to the above mentioned rules and regulations.

**§ 9.** Partial or full enclosure of ones garden or porch for animal containment requires permission from the caretakers. This permission can be revoked at any time if the owners neglect maintenance of the enclosure.

**§ 10.** All residents have the right to decorate their garden as they see fit, however, in special cases a complaint can be filed with the Resident Council.

### **Chapter 3 – Responsibility in terms of common areas**

**§ 11.** Cars are only allowed in the walking areas during transportation of items to or from a residence, due the walking areas being emergency routes in case of a fire.

*sec. 2.* Non-compliance of the above mentioned paragraph will result in a fine issued by the caretakers as stated in §24

**§ 12.** All doors installed with a chip-lock in the common areas must be locked at all times, independent of whether or not other people are in the common area.

*sec. 2.* Obstruction of the locking mechanism or blocking of the doors can result in exclusion from the common areas.

*Sec. 3.* The caretakers have dispensation, and can give dispensation, for the above mentioned paragraph.

**§ 13.** Common areas are for everyone. Use of the common area thus requires some restraint and respect, so it does not become a substitute for the residents personal facilities.

*sec. 2.* Failure to apply restraint is grounds for exclusion as stated in §23.

**§ 14.** Locking chips are personal, and may not be lend to others.

*sec. 2.* A resident is expected to accompany guests when they are using the common areas

*sec. 3.* Failure to adhere to §14 is grounds for exclusion as stated in 23.

**§ 15.** Objects in the common areas may not be removed from the common areas.

*sec. 2.* If an object/furniture is damaged or removed from the common area the responsibility lies with the person who rented/booked the respective area in compliance with the general replacement rules.

**§ 16.** The residents are required to clean up after themselves after use of the common areas.

*sec. 2.* The following must always be done after using the common areas:

- Empty waste bins
- Furniture and other objects must be put back to their original positions
- The bathrooms must be cleaned
- Sweep/vacuum the floors, and wash them if needed
- Waste and food leftovers must be thrown out
- The dishwasher must be emptied
- The light and electrical appliances must be shut off
- Cigarette butts, cigarette packets, bottles etc. must be removed

*sec. 3.* The supervisors can collect a fee according to § 25 if the following requirements are not fulfilled

*sec. 4.* Failure to clean up can also result in exclusion according to § 23

**§ 17.** The Audio/Video, along with the Hi-Fi system, is installed correctly in the common areas. Thus, changing the installation of said systems is inexcusable. If a resident is in doubt whether or not an installation is correct, said resident can contact the Resident Council.

**§ 18.** Children under the age of 15 are not allowed to stay in the common areas without adult supervision. Non-compliance will result in exclusion of the parents from the common areas.

**§ 19.** All trash and garbage must be disposed of in the correct containers.

*sec. 2.* Domestic waste must be disposed of in the containers located at the new (no. 176) and the old (no. 276) common areas.

*sec. 3.* Bulky refuse (1 m \* 1 m \* 1 m flammable) should be disposed of in the container located at the parking lot at the new common area (no. 176).

*sec. 4.* All trash and garbage bigger than the measurements supplied in section 3, need to be driven to the trash compound by the resident. If this is not possible by the resident, the caretakers can be contacted and will assist for a minor fee.

*sec. 5.* Residents are required to physically dispose of the garbage in the correct containers. Thus, it is not allowed to place the garbage next to the containers.

*sec. 6.* Non-compliance of the above mentioned rules and regulations will result in a fine issued by the caretakers according to § 25.

## Chapter 4 – Pets

**§ 20.** The keeping of pets is allowed (except for dogs). In the cases of pets not kept in cages or aquariums, the following rules apply:

- 1) Pets cannot weigh more than 10 kg.
- 2) Pets must be approved by the caretakers.
- 3) A permit must be acquired from the caretakers before pets are admitted into the residences.
- 4) Pets must be vaccinated, earmarked, and, if possible, neutered.
- 5) Pets are only allowed outside on a leash, or in a permitted enclosure according to § 9
- 6) Pets are required to present no bother to other residents.

*sec. 2. Dispensation from one or more of these rules can be given by the caretakers .*

*sec 3. A permission from the caretakers is needed to take care of other peoples dogs/other animals.*

## **Chapter 5 – Communication, messages and complaints**

### **§ 21. Communication and messages:**

- 1) The collectives primary form of communication is Facebook (Facebook Group "NORK – Nordjysk Kollegium").
- 2) All information concerning clubs, parties, arrangements and offers will be shared in this group.
- 3) Information and messages from the caretakers will be shared in this group.
- 4) Communication between residents will happen in this group.

*sec. 2. Unless the Resident Council or caretakers are required to send out physical or electronic mail, all messages will be shared in the Facebook group.*

*sec. 3. The Resident Council recommends usage of the Facebook group, but in the case this is not wanted, it falls to the resident to stay up-to-date with the happenings at the collective. The Resident Council recommends creating an anonymous user, and using this for the Facebook group.*

*sec. 4. Inappropriate use of language and unacceptable behaviour in the Facebook group is not accepted, and violators will be removed from the group.*

### **§ 22. Complaints concerning violations of the rules and regulations are to be sent to the Resident Council.**

*sec. 2. Before a complaint is filed with the Resident Council, all options of settlement between the two parties must be depleted. If attempts at a settlement have not been depleted, the complaint will be rejected.*

*sec. 3. Dispensation to section 2 can be given by the resident council in special circumstances.*

*sec. 4. Complaints concerning the representative from the Resident Council (when renting a common area), must be filed with the Resident Council.*

*sec. 5. Complaints concerning the caretakers can be filed with the Resident Council. The Resident Council will attempt to find a solution to the problem. Only complaints regarding the caretakers' behaviour and function as a judicial body can be filed, as the Resident Council holds no authority over the caretakers.*

## Chapter 6 – Sanctions as a result of rules and regulation violations

**§ 23.** A household not adhering to the rules and regulations concerning the use of common areas will be excluded from renting the common areas as well as using them for three months (not including the washing room).

*sec. 2.* Before an exclusion will be in effect, a household will receive a written reprimand, followed by a formal written warning.

*sec. 3.* Both the Resident Council and the caretakers have a mandate to dispense the reprimand and warning, along with the exclusion.

*sec. 4.* Reprimands and warnings are in effect for 12 months; starting the day the reprimand or warning is issued.

*sec. 5.* Upon expiration of quarantine a household will not have to receive further reprimands or warnings before a new quarantine can be set into effect. Further infringements of the rules after ended quarantine will result in further six months quarantine.

*sec. 6.* In cases of gross misconduct the household will be punished with quarantine, regardless of the resident has received any prior reprimand and or warning.

*sec. 7.* Breach of three or more different rules in the house rules, can after specific assessment by the Resident Council, be considered as gross misconduct.

*sec. 8.* Continuing, consequent and special misuse of common areas can result in permanent exclusion.

**§ 24.** If a car is parked in the walking areas of the collective, a fine of 500,00 DKK will be issued according to § 11.

*sec. 2.* The fine can be issued without any verbal or written warning.

*sec. 3.* Parking rules and regulations are administrated by Q-park

**§ 25.** The caretakers have a mandate to collect fee for any extra work as a result of a resident not complying with the rules and regulations.

*sec. 2.* Rules for verbal and written warnings are also in effect according to § 23.