

# House Rules

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## Chapter 1 – Responsibility for Peace and Order

**§ 1.** Residents jointly share responsibility for maintaining peace and order at the dormitory. Every resident must comply with instructions issued by the residents' council and the board and must ensure that their guests do the same. The resident is liable to the dormitory for the conduct of their guests.

(2) The following activities may be noisy and are therefore only permitted between 08:00 and 22:00 every day of the week.

- 1) Use of drills and other tools
- 2) Playing loud music/sound from stereo systems, televisions, instruments, etc.
- 3) Loud conversations in common areas
- 4) Play or other noisy activities in common areas
- 5) Other undefined activities which the resident performing them knew or should have known would disturb others

(3) Outside the times mentioned in (2), residents should generally be mindful of the need for a quiet study environment in the dormitory.

(4) During exam periods (early May to late June and early December to late January), residents should be especially mindful of reducing noise.

(5) When common houses are used noisily, windows and doors must be kept closed after 22:00. Official dormitory-organized events are exempt.

(6) Noise from parties in common houses after 22:00 on Fridays and Saturdays is regulated by the rental agreement between the renting resident and the responsible landlord from the residents' council. Noise complaints must therefore be directed to the landlord, who will attempt to minimize the disturbance. Information about this can be found under "renting rules".

(7) Parties in private apartments are allowed on weekends (including Friday and Saturday evenings). Residents planning a party are expected, if possible, to notify nearby residents at least 24 hours in advance. Neighbors must then accept noise until 02:00, after which agreement must be reached regarding the noise level.

(8) Larger social events and parties in common houses are not allowed without prior rental of the common house. Whether rental is required can be discussed with the residents' council.

- 1) To assess whether the event is in violation of the house rules, the following parameters are considered: alcohol consumption, time, number of people, noise level.
- 2) Public holidays are considered weekends, and the same rules apply.

(9) If a common house is rented by a resident, that resident has exclusive rights to the building and its associated outdoor areas. All other residents must respect this and comply with instructions from both the renting resident and the landlord. Failure to comply is considered gross misuse, § 26 (6).

(10) Violations of the above rules may be reported to the residents' council.

**§ 2.** As all residents are jointly liable for the inventory belonging to the common house, it is the responsibility of each resident to treat it with care and to ensure that nothing is misused or removed. Residents are required to follow the instructions of the Residents' Council and the Board regarding the use and cleaning of inventory and shared facilities. Always remember to clean up after yourself when you have used the common house.

(2) This also applies to outdoor areas and other shared spaces.

**§ 3.** Smoking and pets are not allowed in the common houses.

## **Chapter 2 – Responsibility for One's Own Residence**

**§ 4.** If the heat meters on the radiators fall off, the caretaker must be informed immediately. Removal of a heat meter can be instantly detected on the meter's display by a dot indicator. If the caretaker is not notified, the removal will be discovered at the next reading and will be considered tampering. In accordance with a decision by the Board, any tampering will result in a fine, with the amount determined by the utility provider.

**§ 5.** The bicycle sheds are primarily intended for the storage of bicycles, scooters, and strollers.

(2) Inappropriate use or excessive occupation of space in the bicycle sheds may be reported to the Residents' Council, which may then order the shed to be cleared so that all users once again have the necessary space.

(3) Any exceptions to this rule must be agreed upon by all individuals sharing the shed.

**§ 6.** Every resident is responsible for maintaining their own garden, terrace, or balcony. Grass must be cut before it reaches a height of 10 cm (only where robotic mowers are not used).

(2) If a resident is unable to maintain their garden, it is recommended that they make a mutual assistance agreement with a neighbor.

(3) The caretakers may grant exemptions from § 6 in special cases; however, this should not be expected.

(4) If a resident fails to comply with the above provisions, the caretakers may impose a fee for mowing the lawn in accordance with § 28.

(5) Neglect of one's garden may also result in termination of the tenancy agreement in accordance with the lease contract. Residents are therefore strongly encouraged to comply with the above rules.

**§ 7.** Fencing a private garden or terrace for the purpose of keeping pets requires permission from the caretakers. This permission may be withdrawn at any time if the owner fails to properly maintain the fencing.

**§ 8.** Generally, each resident has the right to arrange their garden, terrace, or balcony as they wish. However, in special cases, complaints regarding another resident's garden may be submitted to the Residents' Council.

### **Chapter 3 – Responsibility for Common Areas**

**§ 9.** Vehicles are only permitted on pedestrian pathways for the purpose of loading and unloading, as these areas serve as emergency access routes.

(2) Failure to comply with the above provision will result in a fine in accordance with § 27.

**§ 10.** Doorstops may be used in common houses equipped with key-card access; however, they must be removed when leaving the premises.

**§ 11.** Booking of common houses is allowed between 06:00 and 24:00 for a maximum of 6 hours.

(2) The rule in § 11 regarding use of the common houses between 06:00 and 24:00 does not apply when the premises are formally rented.

(3) Permission may be requested from the Residents' Council to make a booking exceeding six hours without it being considered a rental.

(4) It is not permitted to circumvent the six-hour booking rule in § 11 by coordinating with another resident to create a longer booking period. Such conduct will result in a one-month suspension from access to the common houses for all parties involved.

(5) Violation of the rules in § 11 will result in a written reprimand or written warning. If the resident has previously received a reprimand or written warning, sanctions will be imposed in accordance with § 26.

**§ 12.** Cooking in the common houses outside designated kitchen areas equipped with ventilation is not permitted. This also applies to portable hotplates and similar appliances brought from home.

(2) Certain appliances consume excessive electricity (more than 2000 watts) and must therefore not be connected to power outlets in common areas. If in doubt, the caretakers are available to provide guidance.

(3) Violation of the rules in § 12 will result in immediate sanctions in accordance with § 26.

**§ 13.** The common houses and shared areas are generally intended for use by all residents. Accordingly, the facilities should be used with moderation and respect, ensuring that shared amenities do not become a substitute for a resident's private facilities.

(2) Failure to exercise such moderation may result in suspension in accordance with § 26.

**§ 14.** Key fobs are personal and must not be lent to others.

(2) If a resident grants access to shared areas to external guests, the resident is expected to accompany the guest.

(3) Violation of § 14 will result in suspension in accordance with § 26.

**§ 15.** Items belonging to the common houses must not be removed from the premises.

(2) If an item or piece of furniture is removed from a shared area or damaged, the person who booked or rented the area will be held financially liable for the removed or damaged property in accordance with general liability rules.

**§ 16.** Residents are required to clean up and tidy the common houses and shared areas after use.

(2) The following must always be done after using the common houses and shared areas:

1. Empty the trash bins.
2. Return furniture and other items to their designated places as instructed.
3. Clean the toilets.
4. Sweep or vacuum the room and mop if necessary.
5. Remove all waste and food leftovers.
6. Empty the dishwasher.
7. Turn off lights and televisions.
8. Remove cigarette butts, cigarette packs, bottles, etc.

(3) If the above instructions are not followed, the caretakers are entitled to impose a fee in accordance with § 28.

(4) In addition to fees for the caretakers' work, failure to comply with § 16 may also result in suspension in accordance with § 26.

**§ 17.** As a general rule, the audio/video and Hi-Fi systems in the common houses are correctly set up. Therefore, there should be no reason to tamper with the cables or connections. If you are unsure whether the equipment is connected properly, you may contact the Residents' Council.

**§ 18.** Children under the age of 15 are not permitted to stay in the common houses without parental supervision. If this rule is violated, the parents will be suspended from using the common house facilities.

**§ 19.** The fitness room is reserved for residents of the student residences on weekdays between 14:00 and 20:00 to prioritize residents during peak hours.

(2) When using the fitness room, a timeslot must be booked through the NORK booking system.

(3) Bookings must be made in your own name. A person may not book on behalf of others in the household.

(4) Outside the weekday period from 14:00 to 20:00, residents may invite one guest to train with them. This must be specified by booking two slots under the same name at the same time (e.g., by booking "Fitness 1" and "Fitness 2").

(5) Permission to bring a guest during the restricted weekday hours (14:00–20:00) may be requested from the Residents' Council via Messenger or email.

(6) The fitness room is primarily intended for residents. Inviting guests should therefore be done with moderation and respect.

*Stk. 7.* Violation of the rules in § 19 will result in a written reprimand or written warning. If the resident has previously received a reprimand or written warning, sanctions will be imposed in accordance with § 25.

**§ 20.** The instruments in the music room, as well as the room itself, must be handled with care.

(2) Before use, it must be checked that all equipment is present and that there is no significant visible damage. A list of instruments is posted on the wall in the room.

(3) Any damage reported before use will be attributed to the person who previously booked the room.

(4) The liability rules described in § 15 apply.

**§ 21.** All waste must always be disposed of in the appropriate Molok underground container or waste container.

(2) Household waste must always be disposed of in the Molok underground containers assigned to the respective new and old sections (new section: 78A-198B; old section: 200A-276).

(3) Bulky waste must be taken to the recycling facility. You can ask the caretaker for assistance if needed.

(4) Residents must physically place their waste inside the correct Molok underground containers or waste containers. Leaving waste next to the containers is not acceptable.

(5) Failure to comply with the above provisions entitles the caretakers to charge a fee for additional work and any extra costs related to waste removal, in accordance with § 25.

## **Chapter 4 – Pets**

**§ 22.** Pets (except dogs) are allowed. For pets not kept in cages/aquariums:

- 1) Maximum weight 10 kg
- 2) Must be approved by caretakers
- 3) Permission must be obtained from the caretakers before acquiring
- 4) Must be vaccinated, tagged/chipped, and if possible neutered
- 5) Must be on a leash outdoors or within approved enclosure, in accordance with § 7.
- 6) Must not disturb other residents

(2) It is possible to apply for an exemption from one or more of these guidelines by contacting the caretakers.

(3) Approval from the caretakers is required in order to keep or care for a dog or other animals.

## **Chapter 5 – Communication, Announcements and Complaints**

**§ 23.** Communication and announcements:

- 1) The dormitory's primary channels of communication are Facebook (the group "NORK – Nordjysk Kollegium") and the information screen in room 276.

- 2) All information about clubs, events, and offers will be shared here.
- 3) Announcements and messages from the caretakers will be shared here.
- 4) Communication between residents will also take place here.

(2) Unless the residents' council or the caretakers are required to send letters or electronic mail, all messages and information will be shared via Facebook or the information screen in room 276.

(3) We recommend that all residents join our Facebook group. However, if one chooses not to, it is the resident's own responsibility to stay updated with messages and information.

(4) Inappropriate language or behavior in the group will not be tolerated and will result in immediate removal from the group.

**§ 24.** Complaints about violations of the house rules must be submitted to the residents' council.

(2) Before submitting a complaint about another resident to the council, all possibilities for reaching an amicable settlement between the parties must have been exhausted. If reconciliation has not been attempted, the residents' council will dismiss the complaint.

(3) In special cases, the residents' council may grant an exemption from (2).

(4) Complaints about the landlords of the common houses must be submitted to the residents' council.

(5) Complaints about the caretakers may also be submitted to the residents' council, which will then attempt to find a solution. However, the residents' council may only handle complaints concerning the caretakers' behavior or interpretation of the house rules and otherwise has no authority over them.

## **Chapter 6 – Sanctions for Violations**

**§ 25.** A household that fails to follow the prescribed regulations for use of the fitness facilities will be penalized with a 14-day suspension from using the gym.

(2) If the same sanction has been issued previously, the suspension period will be extended by an additional 14 days.

**§ 26.** A household that fails to comply with the prescribed regulations for the use of the common houses will be penalized with a three-month suspension from using or renting these facilities, except the laundry house.

(2) Before a suspension is enforced, the household will first receive a written reprimand or a written warning.

(3) Both the residents' council and the caretakers have the authority to issue reprimands, warnings, and suspensions.

(4) A reprimand or warning remains valid for 12 months from the date it was issued.

(5) After a suspension has ended, the household must again receive a reprimand and a warning before a new suspension can be enforced. Any further violations after the end of a suspension will result in a new suspension lasting six months.

(6) In cases of serious misuse, the household may be penalized with a suspension regardless of whether a reprimand or warning has been previously issued.

(7) Violation of three or more different rules in the house regulations may, following an assessment by the residents' council, be considered serious misuse.

(8) Continuous, repeated, and particularly severe misuse of common areas may result in permanent suspension.

**§ 27.** A fine of DKK 500.00 applies. Parking on emergency access roads will result in a fee imposed by Q-Park; see the regulations in § 9.

(2) The fine may be issued without prior warning.

(3) Parking rules and their enforcement are administered by Q-Park.

**§ 28.** The caretakers are entitled to charge a fee for extra work resulting from residents' violations of the house regulations.

(2) The rules on reprimands and warnings, as referred to in § 26, also apply in this context.