



RULES AND REGULATIONS OF INTERNAL ORDER

1. In order to maintain communal harmony, all residents must consider other residents and **keep noise to a minimal**, especially between the hours of 22.00h and 08.00h.
2. The **door** should always remain **closed** for safety reasons. Tenants are not permitted to lend their keys to any other party unless prior written approval is given. It is strictly prohibited that any person use the communal rooms for any other purpose than its intention. Communal rooms are not for sleeping or private gatherings.
3. All furniture and facilities are there for your benefit and the benefit of future residents; all items are to be treated with the utmost respect including cleaning shower, bathroom and kitchen facilities after use ensuring the cleanliness for the next resident.
4. It is **prohibited** to dispose of rubbish and/or walk on flat roofs (if present).
5. All residents must abide by proper disposal of rubbish within the building;
 - In the case no containers are available; Residents must sort the rubbish accordingly and dispose of in the correct 'City Approved' rubbish bags
 - Glass will be brought to the glass container **by the students**.
 - In case a container is available, you simply throw the garbage in the container.
6. The use of **fire hoses, fire escapes, fire extinguishers and fire buttons** is only allowed in case of emergencies. Abuse of this is sanctioned with a fine of **€ 500**. Students who deliberately cause a false alarm will have to refund all costs to the Landlord.
7. If there is a bicycle parking stand, it is compulsory for residents to use, if there is no bike parking area then place your bicycle in a public bicycle stand and NOT in the common areas of the building.
8. Intercoms are only used for connecting to the resident; misuse is prohibited.
9. Posters etc. may not be attached on any doors and / or windows, the landlord may remove them without any warning. Prior approval should be sought prior to any items being attached to the walls.
10. It is essential that no objects that may obstruct the flushing of the toilets be put into toilets including toilet cleaning blocks.
11. The **kitchen** must be **cleaned immediately** after use, any items left in the common kitchen area will be removed without any notice. Residents must dispose of fats, soups, oils and the like in the proper manner, **solidifying items should never be washer down the sink**.
12. Common areas are for the use and enjoyment of all residents; **parties, gatherings, unsocial behavior and loud noise are strictly prohibited**.
13. Since many of our communications run to you through email, you should add our email address (info@globiss.be) to your mailing list. Otherwise our mails will be considered spam.
14. Internet is offered by the owner. The owner can never be responsible for problems with the connection or settings. Interventions are always at the expense of the renter (min. 50 € / intervention) unless the cause of the problem lies with the indoor installation that was placed by the owner. Placing routers in the rooms is strictly forbidden. If it appears that a router has been installed, it may be removed immediately by the owner and € 150.00 will be charged.
15. Since many of our communications run to you trough email, you should add our email address (info@globiss.be) to your mailing list. Otherwise our mails will be considered spam.

Date:

For agreement,
Read and approved