

# Børglum Kollegiet

## House rules

The rules are applicable to tenants, subtenants as well as guests.

### 1. Conduct

All residents have the responsibility of maintaining peace and order at the dormitory. Every resident is due to adhere to rules in that respect given by the residents' board and/or by the administration.

1.a. On a voluntary and unsolicited basis the residents must respect the life style necessary at the dormitory in order to show consideration for all residents – especially the need for silence at night and when studying must be respected. This is applicable in particular when private get-togethers are arranged.

b. Intake of psychedelic drugs are prohibited according to Danish existing laws which is why it is also prohibited at the Børglum Kollegiet. In case of delivery, sale or intake of psychedelic drugs at the dormitory's area, a written warning will be given immediately. In particular severe and repeated cases, it may result in prompt termination of the lease with a 3 months of notice or with an annulment of the lease with immediate effect. Any such incidence will be reported to the police if considered necessary.

### 2. Rooms

1.a. All floors must be washed with a special kind of soap that is to be collected free of charge at the office. Sodium carbonate, liquid soap or any other corrosive, liquid detergent must not be applied.

b. Only **common** toilet paper is allowed in the toilet drains. All other paper material, cotton pad, cotton wool, cotton buds, sanitary towels or the like will clog the drains.

c. In case the drain from the sink is clogged, the resident is obliged to report to the janitors by sending an email to: [service@boerglumkollegiet.dk](mailto:service@boerglumkollegiet.dk)

### 3. Storage

3.a. If the tenant do not wish to use the room's appertaining furniture, it is possible to have it stored in the dormitory's storage room. Please contact the office for further instructions. The tenant is to move the furniture himself to the storage room according to the office's instructions. The dormitory will hand over a signed receipt for the received furniture and hereafter the responsibility for the storage lies with the dormitory.

b. Storage of belongings in the basement's storage room is at the resident's own risk, hence the Børglum Kollegie cannot be held responsible. Flammable substances such as turpentine, paint or petroleum and so on is strictly prohibited in the storage rooms.

### 4. The corridors

4.a. According to the fire authorities it is strictly prohibited to store belongings in the corridors due to the fact that the corridors serve as fire exits. Should this not be respected, the belongings will be removed

immediately by the janitors with no further notice and under no liability. The door to the kitchen must always be kept closed as the door also is a fire exit.

b. The tenants of every corridor have a joint responsibility for cleaning the shared area and its inventory according to the guidelines of the cleaning. The guidelines are pinned unto the kitchen wall/door. Please clean according to the guidelines. In case of neglect of cleaning the area or the guidelines are not followed, the administration can order cleaning from an extern company at the expense of the residents.

c. The tenants are responsible for handling the dormitory's furniture and items properly. The tenants are also expected to see to that none of the dormitory's furniture or item is removed from the shared areas.

d. The dormitory put refrigerators and freezers at every corridor's disposal. It is allowed to install an extra refrigerator and freezer as well in the kitchen by prior agreement with the janitors. On the contrary, it is not allowed to keep neither refrigerator, freezer, electric kettle, dish washer nor washing machine in the rooms.

It falls on the residents to contact the dormitory's office immediately in case of any irregularity or defect by using the contact form at our website: [www.boerglumkollegiet.dk](http://www.boerglumkollegiet.dk)

## **5. Shared kitchen**

5.a. The tenants of every corridor have a joint responsibility for cleaning the kitchen according to the guidelines that can be acquired at the office or from time to time is pinned unto the kitchen wall/door by the janitors. In case of neglect of cleaning the area or the guidelines are not followed, the administration can order cleaning from an extern company at the expense of the residents.

b. The tenants are responsible for handling the dormitory's inventories and items properly. The tenants are also expected to see to that no inventory is removed from the shared areas.

c. The dormitory put a certain amount of refrigerators and freezers at every kitchen's disposal along with a microwave oven, an electric kettle, vacuum cleaner, tables, chairs and sofas.

d. It falls on the residents to contact the dormitory's office immediately in case of any irregularity or defect by using the contact form at our website: [www.boerglumkollegiet.dk](http://www.boerglumkollegiet.dk)

e. Every kitchen has its own household purse, and all tenants are required to pay a small amount into it every month. The users of each kitchen decide the size of this monthly amount. In case of a dispute related to the fixing of this amount should occur, the administration will assist in settling it.

## **6. Common rooms**

6.a. The tenants have access to the dormitory's common rooms only according to the guidelines defined by the Board. In order to book the rooms, please visit our website at: Resident's site.

b. The room must be in the same condition after use, as when it was handed over. As to the rent of the A-basement, an inspection report will be made after the closure of the renting period.

c. It falls on the residents to contact the dormitory's office immediately in case of any irregularity or defect by using the contact form at our website: [www.boerglumkollegiet.dk](http://www.boerglumkollegiet.dk)

## 7. Common areas

- 7.a. It is not allowed to neither draw nor paint at the dormitory's walls, furniture etc. or in any other way cause damage to the dormitory.
- b. Posters are allowed only at the existing pin-up boards, showcases etc.
- c. Should someone dirty the common areas, the necessary cleaning of it must be done immediately by the person who caused it.
- d. The tenants must put the waste, that the refuse collectors do not collect, in the container placed next to the garage (the letter box key is applicable). For further details about Aarhus Kommune's waste system, please see: <https://newcitizen.dk/live/accommodation/your-home/waste/#3/>
- e. Glass, plastic, metal, paper and small cardboard items must be put in the containers placed next to the main entrance.

## 8. Driving and parking

- 8.a. Any kind of driving at the dormitory's area is strictly forbidden. However, bikes are allowed on paved roads and sites. It is forbidden to bike indoors.
- b. Parking of vehicles are allowed only at the dormitory's parking space according to the parking directions that are enforced by ONEPARK with reference to the agreement between this company and the dormitory. Please find the parking directions at the dormitory's website.
- c. Parking of motorbikes and mopeds is allowed only in the parking space indicated for motorbikes and mopeds as well as in the separate motorcycle parking space next to the parking garage at the main entrance, by appointment and against deposit in exchange of a key.
- d. Parking of bikes are allowed only in the bike racks placed next to every block, in the bike parking area in block 4, 7 and 25's basement and allowed wherever indicated. Bikes must under NO circumstances be leaned against the wall or parked indoors in the corridors.

## 9. Laundry

- 9.a. Use of dormitory's laundry only according to the present rules made especially for the laundry.
- b. The residents are not now allowed to wash on behalf of no other than themselves and fellow residents and must not allow intruders to use the laundry.
- c. The laundry offers automatic detergent dosage and therefore it is not allowed to use private detergent. It is also not allowed to color clothes in the machines.
- d. It falls on the residents to contact the dormitory's office immediately in case of any irregularity or defect by using the contact form at our website: [www.boerlumkollegiet.dk](http://www.boerlumkollegiet.dk)
- e. The door(s) to the laundry must always be kept locked.

## **10. Noise**

- 10.a. It is mandatory that the tenants avoid any kind of noisy behavior.
- b. All use of musical instruments is forbidden unless a special and time-limited permission has been granted. Use of musical instruments is allowed only in music rooms 1 and 2. Use of these two rooms must be in accordance to present rules, please see poster in music room 1.
- c. Use of radio, record player, TV or any other digital/electronic equipment is allowed only to the extent that it is not of any harm to the other tenants.
- d. A party must be announced by poster at least two days before the party. To the extent possible a party must be given on Fridays and Saturdays.

## **11. Non-smoking dormitory**

As per the 1<sup>st</sup> of August 2019 the dormitory has been a non-smoking dormitory. Meaning, that all new residents that move in on and after this date are not allowed to smoke indoor – neither in the rooms nor at the common areas. Residents that have moved in earlier than the 1<sup>st</sup> of August 2019, continue to have the right to smoke in their room. However, the board and the residents' board urge all residents not to smoke indoor.

## **12. Liability**

In general the dormitory cannot be held responsible for the tenant's personal liability or his/her personal belongings.

## **13. Insurance**

The dormitory has no insurance to cover for the tenants belongings and no insurance to cover in case a tenant causes damage to the dormitory's furniture/items etc. It is therefore strongly recommended to take out a liability insurance as well as a contents insurance.

## **14. Running a business from the dormitory**

The dormitory reserves the right to approve the running of a business from one of the dormitory's leases which is why that residents who wish to do so must address themselves to the administrator in order to ask for permission to establish such a business. The reason for this is that we want to ensure that any business is not a nuisance to the residents of the college.

## **15. Domestic animals**

It is not allowed to keep any kind of domestic animals – and this includes domestic animals in a cage.

## **16. Complaint policy and procedure**

In case a tenant observes flaws and deficiencies or conditions that do not function in a satisfactory man-

ner, the tenant can hand over a written enquiry to the office. Only written complaints are accepted due to our evidence documentation. A complaint can also be addressed to the board or to the board's chairman under full discretion. Moreover, we refer to the dormitory's policy for handling complaint cases as described in The EU General Data Protection Regulation, please see our website: [Policy of handling complaints](#) (exists at the moment only in Danish).

### **17. Television surveillance**

The dormitory has installed television surveillance only in the laundries and strictly adheres to the rules published by the Danish Data Protection Agency related to use of electronic surveillance in accommodation associations etc.

### **18. Violation of the house rules**

In case a tenant violates the house rules, the person concerned can be given a warning by the administration.

In particular severe or repeated violation of the house rules, it may result in prompt termination of the lease with immediate effect.

Directed by Preben Tolstrup May 14<sup>th</sup> 2019.

Adopted at the meeting of the board May 14<sup>th</sup> 2019.