

## Vennelyst Kollegiet

Høegh-Guldbergs Gade 6A  
8000 Aarhus C.

### Dear lessee

Welcome to Vennelyst Kollegiet!

It is our hope that you will enjoy your stay at Vennelyst Kollegiet and kindly ask you to pay attention to the house rules, which must be followed at all times. If you fail to comply with the house rules, FEAS Bolig P/S may terminate your contract without further notice.

## HOUSE RULES

**GENERAL:** The lessee must treat the rented room, the furniture, the common areas and other facilities with care and consideration.

The lessee is liable for all damages inflicted on the building, furniture or other objects belonging to FEAS Bolig P/S.

The room can at all times only be occupied by the person holding the contract with FEAS Bolig P/S (one person). Otherwise, FEAS Bolig P/S will terminate the contract instantly and expel the lessee without warning.

The lessee's private belongings may not be placed in the hallways or in any of the common areas. According to the fire authorities **NOTHING** - incl. ironing boards, shoes and drying racks( located in the laundry room in the basement) – can be placed in the hallways.

The main entrance, the hall entrance and the door to your room must remain closed at all times to prevent uninvited visitors. The lessee alone is responsible for protecting their private belongings.

When leaving your room during the day in the Spring and Summer season -(or when you go away on holiday) always turn off the heat, switch off the light, leave the bathroom door and window a bit open. Open the vent on the wall. This will ensure that excess moisture from the bathroom will be able to escape and prevent the walls in the bathroom from becoming moldy (see “How to clean the bathroom and airing your room” found on the poster board in your room).

When leaving your room during the day in the Autumn and Winther season (or when you go away on holiday) always turn on the heat, switch off the light, leave the bathroom door open and close the window, leave the vent on the wall open. This will ensure that excess moisture from the bathroom will be able to escape and prevent the walls in the bathroom from becoming moldy (see “How to clean the bathroom and airing your room” found on the poster board in your room).

Pets are not allowed.

**Smoking is not allowed on the common premises – only outside! Smoking and incense sticks is not permitted in the rooms.**

**LINEN:** The room is equipped with a pillow, a duvet, and a mattress cover. The lessee must provide linen and towels themselves.

**Covers for the pillow, duvet and mattress MUST be used!** Failure to use linen will result in the tenant being charged for a new set. Please read "How to use linen" found on the poster board in your room.

**CLEANING:** The lessee is responsible for regular, careful and correct cleaning of the rented room and bathroom and for providing the correct cleaning materials for this purpose. The lessee's are welcome to use (and return) the vacuum cleaner found at the end of the hallways. No tape or nails on the walls! If damage is inflicted on the walls, the lessee will be charged with the bill for painting/repairing of the walls. At departure, the room and bathroom must be cleaned. If you fail to comply with this a cleaning fee of minimum 350,00 DKK will be charged. No cooking (incl. rice cookers) is allowed in the rooms.

**KITCHEN:** All lessee's on the same floor share the kitchen and the TV room (located at the 1.200 floor) **The lessee's are responsible for keeping the kitchen clean and in order at all times.** Dishes must be cleaned immediately after use. Stove top, oven, kitchen counters and utensils must be cleaned after use.

**Refrigerators and freezers:** Only use the boxes with your own room number for storing your food.

**Boxes for spices:** Use for common spices.

**Garbage:** All garbage must be sorted! The categories are: Glass and metal, plastics, food waste, residual waste, paper, card board and textile and hazardous waste. The waste bags in the kitchen must be carried down by lessee's when full. Do not leave garbage in the hallways or on stairways.

**Dining room:** Tables must be cleaned and chairs returned when you leave. Also turn off the light. The windowsill is only for herbs and only if they are in a flowerpot – not on a plate/cup/bowl from the kitchen!

**ALL FOOD ITEMS LEFT OUT IN THE KITCHEN EXCEPT FOR IN THE REFRIGERATOR + GREY BOXES WILL BE REMOVED!**

**DAMAGES OR DEFECTS** must be reported immediately to the administration/supervisor.

**MAIL:** The mail can be picked up in your mailbox in the entrance hall. The key will open the mailbox and the number of your mailbox corresponds to your room number. Remember to inform your friends to put your room number on the address along with your name, otherwise the mailman cannot find you. You must also remember to put your name on the mailbox.

Please make sure your packages are sent to the nearest package shop. They might get stolen, if they are sent to the dorm. If they are sent to the dorm, it's on your own responsibility.

**KEYS/ACCESS TOKEN:**

Important: Always remember the access token when you leave your room

**Room Access:**

Place the access token on the door handle – if it is green, the door is open. If it is red, access will be denied. Contact the supervisor or the office.

**When you leave the room, and the door needs to be locked:**

Close the door and it is locked.

**When you leave the room and want the door to be left unlocked:**

If you want the door to be unlocked and thus open:

Place the access token twice on the door handle from the outside – now the door is unlocked, and you can freely go both in and out of the room.

If you want to raise the unlocked function, you must put the access token twice on the door handle outside the room – now the unlocked function has been lifted and you can only enter the room by using the access token.

**When you are in the room, and you want the door to be locked:**

When you are in the room and you have set the door to be unlocked – and then want the door to be locked, you must actively lock the door with the twister.

If you grab the door handle from the inside, the lock function is reset from the inside - this means that the door is not locked from inside the room. And the door is now open from the outside and the inside.

*Good advice – try it out while the supervisor is at work (ask the supervisor) – this will help you get to know the system.*

**BICYCLES:** Bicycles must be parked in the basement or placed in the bicycle rack at the front entrance. Bicycles may not be taken inside the building. Bicycles will be removed without warning if parked elsewhere!

**LAUNDRY:** The laundry room is situated in the basement of Vennelyst Kollegiet. The laundry room can be used by tenants at Vennelyst Kollegiet only.

We have decided to test a none-pay solution! After a test period we will evaluate whether this could be a permanent solution. If the facility is not treated satisfactory by the users, we will consider reintroducing a payment system.

There is an instruction on how to use the washing machine and the dryer in the laundry room. You will have to provide your own laundry detergent.

Drying clothes are not allowed in the rooms - there are drying racks in the laundry room for this.

**EMERGENCY:** Remember to read the fire instructions and do not remove them from the poster board in your room. In case of emergency (ambulance/fire) **dial 112** (no card/money necessary).

**NOTE:** Before 17:30 hrs. and after 21:00 hrs. noisy behavior, music and loud TV is not allowed in the room or common areas.

Parties and other social gatherings may only take place during weekends (Friday and Saturday evenings). The Parties may only take place in the kitchens. All music must be turned off if requested by other tenants or the staff. Each lessee is responsible for their visitors and their behavior. The tenants must clean up after all social gatherings.

Make sure that the windows are closed – there are neighbors to consider!

Doors to the hallways must be locked at all times.

