



Welcome to Randers Kollegiegaard. Young students from all over the world meet here. It gives you the opportunity to make acquaintances across borders and educations. We hope that you will have a pleasant stay at the dormitory and look back on it with pleasure.

The dormitory has the capacity of approximately 250 students. It makes demands to each student when so many people live together. It is necessary with a set of rules and we hope that you and your neighbours will help the staff of the dormitory to enforce the rules so everybody will have pleasant stay at the dormitory.

### OFFICE HOURS:

Normal office hours are:

|           |                                |
|-----------|--------------------------------|
| Monday    | 8.00 – 12.00 and 16.00 – 17.30 |
| Tuesday   | 8.00 – 12.00                   |
| Wednesday | 8.00 – 12.00                   |
| Thursday  | 8.00 – 12.00 and 16.00 – 17.30 |

Due to the limited staff some of these office hours may be cancelled. If so, this will be announced on notice boards on the office door or at the webpage well before the cancelled office hours.

### OUTER DOORS AND KEYS:

To all outer doors each tenant has a Salto electronic key. Please note that these doors must stay locked at all time because of insurance. **If any tenants or their visitors unlock and keep these doors open, it may result in a claim and a notice of termination of tenancy according to § 93 in the Danish Rent Act.**

There is only one key to all single rooms. To all other rooms there may be two keys depending on the number of tenants. The key to the room is either a 6 point Ruko key or a Salto key. Beside this each tenant has a 5 point Ruko key for the mailbox. Only one set of keys per room is handed out.

Loss of a 5 point Ruko key is replaced – at 75 kr.

Loss of a 6 point Ruko key is replaced – at the price of a new cylinder 621 kr.

Loss of a Salto key is replaced – at 150 kr.

### INSURANCE:

Randers Kollegiegaard has no responsibility to replace or compensate damaged or lost private property. Randers Kollegiegaard has all compulsory insurances covering buildings and staff. Therefore it is a good idea to find out if it is necessary to take out an insurance yourself.

### KITCHEN FACILITIES:

The shared kitchen facilities can be used by all residents provided all dishes are washed after use. For this purpose you must use a washing-up bowl in order to economize on water. Never leave unwashed dishes in the kitchen. After washing up, tables and cooker must be cleaned, and also the oven must be cleaned immediately after use.

If you drop things on the floor you must clean it up and put the garbage in the black bag. Should your food boil over, quickly reduce the heat. When you cook, the cooker hood must always be on. It switches off automatically or you may switch it off. Turn off the light when you leave the kitchen.



### HOUSEHOLD GARBAGE:

Residents must take their garbage bag to the container outside the block. If residents have something big they want to depose, then use the marked area by the parking lot of block 2. **Garbage left anywhere else on the dormitory may result in a claim and a notice of termination of tenancy according to § 93 in the Danish Rent Act.**

### THE ROOM IS YOURS PERSONALLY:

Only the resident must inhabit the room, and it must under no circumstances be made available to others. **The resident is personally responsible for his guests and visitors, both in the room, in the shared facilities and in the discotheque. The rules and regulations that apply to residents also apply to guests and visitors.**

### BEER, WINE, SPIRITS, SMOKING AND NARCOTICS:

According to the Danish law of smoking, smoking is only allowed 3 places on the dormitory; in your room, outside and in the discotheque.

Beer, wine and spirits may be consumed in limited quantities provided this does not cause any inconvenience, noise or malicious damage. No narcotics of any kind can be consumed or kept in the room or in the shared facilities. This also applies to the surrounding areas of Randers Kollegiegaard. **Violations will result in a claim and a notice of termination of tenancy according to § 93 in the Danish Rent Act.**

### PEACE AND ORDER:

To ensure the residents' undisturbed sleep peace and quiet must be maintained by 11 p.m. every day and at all times it must be possible to study without being disturbed, which means that music must not be played too loudly. If a resident wants music to be turned down his request must be met. **Violations will result in a claim and a notice of termination of tenancy according to § 93 in the Danish Rent Act.**

### PARTIES:

It is forbidden to have private parties at Randers Kollegiegaard, both in the rooms, and in the shared facilities.

Block parties may be arranged 3-4 times per year. A block party is a party where most of the residents from the block take part. Before block parties all party participants agree to replace any possible damage to buildings or furniture by signing a form to that effect. **On New Year's Eve no party is allowed.**

### DEPOSIT:

A deposit of 3 months' rent must be paid. The deposited amount may be lost if:

1. no notice of termination of tenancy is given
2. room, furniture and shared facilities have not been maintained properly
3. room key or other keys have been lost
4. rent is still owed

If the deposit cannot cover the expenses incurred, additional payment may have to be made.



### PROCEDURE FOR OVERDUE RENT:

1. Within the 20<sup>th</sup> in the previous month the tenant will receive an invoice for the monthly rent.
2. Within the 5<sup>th</sup> in the month the rent must be paid in one of the four following ways: by PBS (new), by Dankort at the college office, by home banking transfer or cash in the bank or at the post office.
3. Between the 6<sup>th</sup> and the 9<sup>th</sup> (Depending on the weekend) the bank will make a list of those tenants who owe rent.
4. At the 10<sup>th</sup> in the month a reminder is sent from the office with a demand to pay the rent no later than the 25<sup>th</sup> in the month.
5. Once again at the 26<sup>th</sup> in the month the bank will make a list of those tenants who still owe rent. Those who do so, receive a notice of three days to clear their room and return the key.
6. At the 29<sup>th</sup> in the month. If the tenant has not returned the key, the law firm Lou & Partnere will process the distress.

### PETS:

No pets are allowed and considered a breach of the rules. **Violations can result in a claim and a notice of termination of tenancy according to § 93 in the Danish Rent Act.**

### PARKING:

Cars may be parked in the parking lot between block 1 and block 6. Please park in the marked spaces. The parking lot in front of block 2 is for the staff and the residents of block 2. The gravel road from Glarbjergvej by block 6 to the parking lot by block 2 is a fire road. **On this and the green areas parking is forbidden. Cars will be towed at the car owner's expense.**

Motor cycles may be parked on the pavement alongside block 1 or some other suitable place where they are not in the way or inconveniencing anybody in any way.

Mopeds and bicycles may be parked in the bicycle rack or in a place and in a way where they do not get in the way for cleaning the area or any other traffic. Preferably, bicycles should be parked in the basement of your block. **It is forbidden to park bicycles in the corridors and in the rooms. These bicycles will be removed without responsibility for the dormitory.**

### FURNISHING OF THE ROOM:

Pictures, posters etc. should only be fastened to the wooden strips on the walls, and nowhere else, not even with pins, tape or in any other way.

The furniture in the room must only be removed if permission is given, and such arrangements must be agreed no later than a week before you want to have the furniture removed from your room.

Lamps must not be fitted, and no aerial must be put up. There must be no cooking in the room.

### CLEANING OF THE ROOM:

The resident must clean his room regularly, especially the bathroom must be cleaned weekly otherwise the chalk from the water will be difficult to remove. If, when a resident moves, it turns out that the bathroom has not been cleaned properly, an extra charge will have to be paid.

When a resident moves, the room must be cleaned in compliance with instructions. If a resident fails to do so, a charge for cleaning will have to be paid.

There is a vacuum cleaner at the end of the corridor on the ground floor. The key to the room may be borrowed at the office and must be returned no **later than 24 hours after borrowing it**. After using the vacuum cleaner, please return it to its place and return the key – immediately or after 24 hours at the latest. Please lock the door. There are new bags for the vacuum cleaner in the room. When a bag is full,



please put it in the garbage container. There is some other cleaning gear in the washing room beside the kitchen.

### AIRING OF THE ROOM:

In order to prevent damage caused by damp, the room must be aired at least once a day. This is done by opening the window completely for a few minutes. Afterwards close the window. The valve under the window must be open all year round in order to ensure sufficient ventilation. It is particularly important to air the room after taking a shower. After taking a shower the water must be scraped from the walls and floor into the drain.

### COMPENSATION LIABILITY:

The resident is fully responsible for his room and its furniture. All damage caused by the resident must be compensated by the resident paying the necessary amount of money for repairs or new purchases. Please report any possible damage or defects to the office immediately.

### CONSUMPTION OF ELECTRICITY, WATER AND HEATING:

The rent includes payment for electricity, water and heating. However, it is in everybody's interest to economise on consumption, as excess consumption may result in an increase of the rent.

Advice:

Turn off the light in the room when you are not there. Turn off the light in the bathroom and in the hall, when you are in your room. Turn off the light in your shared facilities if you are the last person to leave the room. Do not leave the window open when the heating is turned on. Turn the radiator thermostat to 2 when you leave your room at weekends or for holidays.

In the heating season the window must not be kept half open. You may air the room by opening the window completely for a few minutes. The valve under the window must always be open in order to ensure ventilation and prevent damage caused by damp. Do not leave the water running – not in the bathroom, nor in the kitchen.

### LAUNDRY:

In the basement of block 1 the laundry room is open from 07.00 to 23.00. The use of these machines is paid for electronically and requires a Dankort from your Danish bank connection. This requires that you get a "washing card" at the office and pay a deposit of 75 kr. for the card. This amount is refunded when the card is returned in an undamaged condition.

### THE STAFF OF RANDERS KOLLEGIEGAARD:

|                      |                     |                     |                     |
|----------------------|---------------------|---------------------|---------------------|
| Overall Leader:      | Jakob Falch         | Maintenance Leader: | Børge Kristensen    |
| Maintenance Assist.: | Flemming Hundborg   | Officeassistant:    | Anne Mette Tolstrup |
| Cleaning:            | Forenede Rengøring. |                     |                     |

### COMPLAINTS:

If a resident wants to file a complaint against another resident you have to fill in a form at the office during office hours. A complaint must be filed immediately after the incident the resident wants to complain about. A contact about a complaint is kept confidential. If possible have more than one person signing the complaint. When a resident have signing a complaint the office will take action.



### THE MANAGEMENT OF RANDERS KOLLEGIEGAARD:

The Management is a board of 6 members:

2 members representing the colleges that have an interest in Randers Kollegiegaard

2 members representing Randers town council

2 members representing the residents' council (chairman and vice chairman of the residents' council.)

The board chooses its own chairman.

All members must be approved by the town council. The town council is the supervisory authority of Randers Kollegiegaard and must approve budgets and accounts.

### RESIDENTS' COUNCIL:

The residents' council consists of block representatives. 2 block representatives (if possible) per block are elected. The representatives are elected at the annual presentation of the account of Randers Kollegiegaard. The residents' council has the responsibility for this presentation.

### CABLE TELEVISION AND INTERNET CONNECTION:

The Dormitory provides a small wireless connection. Cable television is installed in all rooms. If you want any channels you have to contact the cable TV company yourself. Through the cable TV, internet connection is possible. If you want an internet connections you have to contact the cable TV company yourself to make the arrangement. Payment for the channels and additional interne is collected by the company.

### NOTICE OF TERMINATION OF TENANCY:

Regardless of whether the resident has stated the duration of his educational program on his application form, the resident must terminate the tenancy according to the Government's form "Typeformular U" of 12<sup>th</sup> of November 1991 in pursuance of § 5 in the Danish rent act. (Regarding 1 and 1½ room) or "Typeformular B" of 1<sup>th</sup> of July 1998 (Regarding 2 and 3 rooms apartments)

**All rooms:** termination must be handed in before the 1<sup>st</sup> in the month 3 months before the resident wants to move out and the key must be handed in 2 weeks before the end of the last of the 3 months.

When notice of termination of tenancy has been received by the administration, the resident will receive a receipt after a few days. The wording of the receipt is considered accepted if the resident does not raise any objection to the receipt within 2 days of receiving it. (There are cleaning instructions on the back of the receipt).