

## Short Stay Tenancy Agreement

August 2011

The undersigned,

The Housing Office (division of housing association De Huismeesters, Friesestraatweg 18, 9718 NH in Groningen), lawfully represented by one of her student managers, hereafter to be called 'lessor'

and the tenant:

<b>First name(s)</b>		<b>Registration number</b>	
<b>Family name</b>		<b>Address code</b>	

hereafter to be called 'lessee',

taking into consideration the following conditions

- a. De Huismeesters (Housing Office) is an authorised institution in terms of the Housing act, and has a specific housing stock, mostly consisting of one-room or two-room apartments or of units with communal amenities, mainly aimed at leasing to those studying at one of the educational institutions in the municipality of Groningen, in particular the University of Groningen and the Hanze University Groningen university of applied sciences, hereafter referred to as: the university.
  
- b. The university regularly receives requests from foreign students who want to study at the university for a limited time (maximally one year). Likewise the university invites guest lecturers as well as researchers, who will be active at the university for a limited period (once again maximally one year). These persons do not have the intention to establish themselves for a longer period in Groningen. After realising the particular objectives for which they had come to Groningen, they again return to their place of residence elsewhere.
  
- c. Said university has requested De Huismeesters (Housing Office) to provide accommodation for this particular group of persons (such as described above under b), who come to study or to work at the university for a limited time and with a specific objective.
  
- d. It concerns a particular (unusual) form of accommodation, also referred to as "short stay accommodation", namely the providing of rooms/apartments furnished and fitted with curtains and carpets, that are equipped with as many facilities as possible, such as 24-hour service, supervision, and various cleaning facilities, all this in comparison with the rental of a hotel room.

e. De Huismeesters (Housing Office) has agreed to equip their rooms/apartments in a way as described under d, in order to make these rooms/apartments available to only those persons who, in accordance with the objective described above, temporarily study at the university and/or work there.

f. This form of "short-stay accommodation" is in this way linked to the above-described objective of each of the tenants. This means that when the study for which the foreign student has come to Groningen, has been completed, or when the assignment (education/research) of the particular lecturer or researcher has been completed, all this with a maximum of one year, the person in question (tenant) must leave the room or apartment and does not have any claim to alternative accommodation.

g. Considering the unusual nature of the manner of accommodation, linked to the specific objective for which the tenant is temporarily studying at the university or working there, the rental agreement has to be qualified as being one of short duration, and that the regular Dutch rent protection measures, as well as the Dutch rental costs protection act do not apply.

h. The tenant acknowledges the unusual nature of this form of accommodation and agrees that he/she will again leave the rented premises after realising the objective (as described hereafter under article 1).

**Declare to have agreed to the following:**

**A. The accommodation**

article 1.

1. The lessor declares to have leased out to the lessee and to have given in use, as lessee declares to have leased and taken in use, this for the duration of the objective for which the lessee will remain in Groningen, namely:

- a. studying at the University of Groningen or the Hanze University Groningen university of applied sciences, or
- b. performing research at the the University of Groningen or the Hanze University Groningen university of applied sciences, or
- c. giving guest lectures the University of Groningen or the Hanze University Groningen university of applied science.

From:

<b>1<sup>st</sup> of</b>	<b>(mm-yyyy)</b>
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(date according to reservation form, always starting on the 1<sup>st</sup> of the month)

To:

<b>The final day of</b>	<b>(mm-yyyy)</b>
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(please note: minimum and maximum stay)

a furnished  **Single room** or  **Shared room** in Groningen at the address:

**Albertine Agnesplein 2**  
9717 EV Groningen

**Antillenstraat 1**  
9714 JT Groningen

**Blekerslaan 4**  
9724 EJ Groningen

**Donderslaan 156 (Martinihouse)**  
9728 KX Groningen

**Kornoeljestraat 2**  
9741 JB Groningen

**Melkweg 26/Kraneweg 2,4**  
9718 ES/ 9718 JP Groningen

**Moesstraat 16-22**  
9717 JW Groningen

**Plutolaan 329 (Bisschop Nierman Centre)**  
9742 GK Groningen

**Van Houtenlaan 27**  
9722 GR Groningen

**Van Ketwich Verschuurlaan 82**  
(Diaconessenhouse)

9721 SW Groningen

**Winschoterdiep 46**

9723 AC Groningen

**Other .....**  
97 Groningen

**Room and/or flat number:** .....

with the right to joint use of the communal rooms and communal facilities present in or near the aforementioned premises (if applicable).

**Earlier arrival before 1<sup>st</sup> of month**

**1 night**

**2 nights**

**3 nights**

**Exception in August 2011 earlier arrival possible from 20-08-2011:**

20	21	22	23	24	25	26	27	28	29	30	31
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Lessee is allowed to arrive before the first of the month (with a maximum of 3 nights) only in case your room is available and only if approved by the student manager. Costs are € 20,- per night, per person and will be charged to your account in our reservation system).

2. In case the lease concerns a shared room, the lessee agrees upon sharing the use of the room and accompanying facilities with another lessee of the room. In such circumstance, the lessee recognises the right of the lessor to lease the room to that other lessee and recognises that the other lessee will be equally entitled to the use of that room and accompanying facilities. Both lessees agree to mutually recognise each other's rights and interests.

article 2.

Lessee may rent a sealed bed linen packet, with a sheet cover, a duvet cover and a pillow case for € 18,50 per stay. The rented bed linen should be handed in upon leaving.

<b>A bed linen packet is part of the agreement</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
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article 3.

**Regular tenancy agreement from five to twelve months**

The tenancy agreement, being a kind of agreement of short duration, is concluded for a fixed period of time, viz. the period as indicated on the application form, but for a period **of at least five months and one year at the most. The agreement is only valid during** the period in which the student is an international student in Groningen.

A tenancy agreement is concluded **per full month only, starting on the 1<sup>st</sup> day of a month at 12.00 hours p.m. (noon) and ending on the final day of a month at 12.00 hours p.m. (noon).**

The lessee can terminate or prolong his or her tenancy agreement:

1. After a minimum stay of five months, the lessee can request an earlier termination of the agreement. This request should be sent to the Housing Office 1 month prior to the **new** departure date. This departure date can only be the last day of a month.
2. Prolonging the agreement, provided it does not exceed the maximum of 12 months, should be requested 1 month before the **original** departure date of your agreement. The departure date can always only be the last day of the month.

article 4.

**Fixed time tenancy agreement for only one, two, three or four full months**

A fixed length of stay for only 1, 2, 3, or 4 months can only come to terms if the involved parties, the university, the Housing Office and lessee mutually agree upon.

A fixed time tenancy agreement, being a kind of agreement of ultra short duration, is concluded for a set period of time, viz. the period as indicated on the application form. A definite time tenancy agreement is concluded **per full month only, starting on the 1<sup>st</sup> day of a month and ending on the final day of a month.** The lessee can not terminate this agreement before the date of departure indicated on the application form. Nor can this agreement be prolonged.

Article 5

**Termination of the agreement**

1. In any case the rental agreement comes to an end after 12 month(s) at the most after commencement. The tenant is obliged to vacate the rented room/apartment on the last day of the rental agreement at the latest before 12.00 p.m. (noon), and to leave it to the lessor in the same condition as it was when he/she occupied it. This termination legally takes effect, without notice thereof being required.
2. The lessor will terminate the rental agreement with immediate effect without any warning or notice of default being necessary in cases of:

- serious trouble
- the use of drugs
- public drunkenness
- mechanical noise nuisance after 22h00
- deeds that are in contravention of the Criminal Code (*Wetboek van Strafrecht*).
- occupation by a third party (subletting)

## B. Rent and further costs

article 6.

**The monthly rent is € \_\_\_\_\_**

A compensation for the following additional services are included in the rent: heating, electricity, water, use of the kitchen equipment, use of furnishings and furniture, use of goods as indicated by your student manager (if applicable), real estate tax (rates), communal waste rights, communal TV licence fees and internet infrastructure (if applicable), cleaning costs for communal areas (if applicable), daily maintenance, maintenance of the garden (if applicable), costs for (re)decorating the premises and management costs.

article 7.

The lessee has paid registration costs and a deposit in advance. The registration costs are not applicable for 1 month rental agreements. At the end of this lease, the lessor shall return the deposit, reduced by any possible arrears of rent or service costs, as well as the amount of money that may be due to the lessor for damages by the lessee or a person or persons for whose actions the lessee is legally liable or for the repair of changes which have become necessary because the lessee acted contrary to this agreement. The settlement and reimbursement of the deposit or the remains will take place by (inter)national bank transfer after returning the keys that were handed to the lessee upon the signing of this agreement and after the accommodation has been checked by the lessor or his representatives and after signing the deposit form. **It is not allowed to pay your last month rent with your deposit.**

article 8.

1. **Rent has to be paid every month in advance, no later than the first day of each month, by means of a credit slip or deposited at the ING bank into account number 68.35.98.260, in name of Housing Office (Swift/BIC code: INGBNL2A for Europe: IBAN: NL51INGB0683598260).**
2. **The obligation to pay rent starts on the day the lessee has reserved the room as indicated on his or her application form, even if his or her real date of arrival is later than indicated on the application form.**
3. Non-payment at the latest on the first day of the month in question deems the lessee to be in default. In such case of default, the lessee will be reminded of this within 15 days by means of a demand for payment. This demand for payment will be sent **by e-mail to the e-mail address as given by the student in the appendix.**

In case of further non-payment and no or insufficiently grounded reaction to the reminder, which will be judged by the Housing Office, within 7 days after the deadline, a debt collecting agency will be invoked.

The lessee will be held responsible for the payment of the necessary extrajudicial collection fee, which amounts to at least 15% of the unpaid sum, VAT excluded. In the event of further non-payment of the total owed amount within a week from then, the debt collecting agency shall turn to seizure of matters within the rented property and/or clearance of the rented property (with the exception of properties that belong to the lessor).

4. Once a year, on the 1st of July, the rent will increase. Price index compensation for basic rent will be passed on to the lessee and gross rent will be recalculated.

### **C. Maintenance duties and (fire-) safety**

article 9.

1. The lessee is obliged to regularly clean his or her room and the goods entrusted to him on loan. In case this is done insufficiently, the lessee is bound to obey the instructions of a person appointed by Housing Office, i.e. student manager or caretaker. In the event of non-compliance with the instructions by the lessee, the costs for invoking a third party for these cleaning activities will have to be paid by the lessee.
2. The lessee is obliged to contribute in the household of his or her student house, e.g. cleaning common areas, doing the dishes, remove waste etc. The lessee is bound to obey the instructions of a person appointed by Housing Office, i.e. student manager or caretaker.

article 10.

The lessee must obey the house rules drawn up by a person appointed by Housing Office, i.e. student manager or caretaker.

article 11.

1. Under no circumstances it is allowed to block corridors, exits or escape routes with any goods whatsoever. Student managers/caretakers have the right to remove such goods from these exits.
2. The abuse of any of the (fire-) safety equipment, like fire hose, smoke detectors, camera security system, etc, will be severely punished and may lead to a termination of students' rental agreement and exclusion of Housing Office services. A camera security system is available at Diaconessenhouse, Van Houtenlaan, Martinihouse and Winschoterdiep.
3. It is not allowed to smoke in a room with smoking detectors, except for the communal areas if the house rules so indicate. Should any costs for resetting a fire alarm or unnecessary departure of a fire brigade occur because of this the lessee will have to cover these costs.

article 12.

1. The lessee can be allowed to paint the room, though **only** after the student-manager gives permission. The lessee has to comply with the conditions provided for by the Housing Office.
2. For the installation of other matters, e.g. posters, extra furniture etc., the lessee should contact the lessor or a person appointed by the lessor, i.e. student manager or caretaker.

article 13.

The lessee must notify the lessor as soon as possible of any flaws or defects at or in the rented property or the common facilities. The lessee checks upon arrival that the window and door lock are working properly.

article 14.

The lessee undertakes to return the accommodation including all items on the inventory list in the same condition in which it was accepted. In the event the lessee does not comply with the instructions, the costs for contracting a third party to return the room to its former state will have to be paid by the lessee.

#### **D. Nuisance and further rights and duties**

article 15.

1. The lessee shall not cause any inconvenience or noise nuisance. The lessee shall provide for a livable situation and will not cause any inconvenience created by the lessee, roommates, guests or others who are present in the room or shared facilities of the lessee. Should the lessee refuse to comply, a warning may be issued or his or her rental agreement may be terminated.
2. The lessee shall restrict the production of noise between 10.00 hours p.m. and 07.00 hours a.m. to such a volume that the noise cannot be heard outside the accommodation. Non-compliance with these duties presents default on the part of the lessee.

article 16.

1. The lessee is entitled to keep the accommodation under lock and key. The lessor shall accept the accommodation as private quarters and enter only when necessary. The lessee has to allow the lessor, or a person appointed by the lessor, to enter the accommodation at its request.
2. Deliberate damage to or abuse of Housing Office property will be severely punished. The costs for cleaning or repairing after such an event will have to be paid by the lessee.

article 17.

In case of misbehaviour the lessee can be fined.

article 18.

The lessee is not allowed to keep pets.

article 19.

Under no circumstances hard drugs are allowed on the premises. Weed plants are also prohibited on the premises.

article 20.

When signing the agreement, the lessee has received, a key for the main entrance, the room, the letter box and the bicycle shed, if applicable. The lessee shall not pass the keys to any other person and has to hand the keys personally to the lessor upon departure. There will be a charge for each missing key.

article 21.

If you would like to change rooms in one of the International Student Houses, please apply for a "bed-hop" through our website [www.housingoffice.nl/international\\_student\\_houses/bedhopping](http://www.housingoffice.nl/international_student_houses/bedhopping). A "bed-hop" will cost € 75,- per bed-hop. The request for a bed-hop can also be in writing on the specified form which can be obtained and be addressed to the Housing Office.

article 22.

1. The property is rent to the lessee as living space solely. The rented property may not be let, part-let, sub-let, granted or given in any other use to a third party or parties neither partly nor as a whole, and no transfer of lease may take place.
2. The lessee is entitled to receive a visitor or visitors in the rented property.  
The lessee must notify the lessor when a visitor or visitors spend the night. Such visits should be of temporary nature with a maximum of 14 days, and not cause any inconvenience. The lessee is responsible for his or her visitor(s).
3. **A former lessee is only allowed to stay as a guest** in one of the International Student Houses of the Housing Office when **at least 30 days have elapsed between his/her departure as a lessee and his/her stay as a guest.**

article 23.

The lessee declares being an international guest of and to study or work at one of the two educational institutions in Groningen mentioned hereafter: the University of Groningen or the Hanze University Groningen university of applied sciences.

Article 24.

The lessee states that his/her gross annual income is below EUR 33,614.- or an equivalent sum in another currency.

article 25.

1. For the implementation of this agreement, the lessee invariably takes up residence in the accommodation as referred to in this agreement.
2. For all international student houses general house rules apply. The general house rules are issued to the lessee upon arrival together with this agreement in the appendix. These house rules are inextricably bound up with this agreement.
3. By signing this agreement, the lessee declares that he or she will comply with above conditions at any Housing Office International Student House. The lessor is entitled to take measures e.g. deducting costs from your deposit or having to cancel this agreement should the lessee fail to live up to above conditions in any of our International Student Houses.

Article 26.

In case of legal action Dutch law applies.

**Agreed and signed in duplicate in Groningen on**

**Date** \_\_\_\_\_ (dd-mm-yyyy)

Lessor .....(signature) Lessee .....  
(signature)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Boris Becker        | <input type="checkbox"/> Marc de Vries          | <input type="checkbox"/> René Wijkema             |
| <input type="checkbox"/> Charles Belfor      | <input type="checkbox"/> Marjon Albring         | <input type="checkbox"/> Sahra Yusuf              |
| <input type="checkbox"/> Christian Garrard   | <input type="checkbox"/> Mathilde van Heereveld | <input type="checkbox"/> Soraya Risamena          |
| <input type="checkbox"/> Dagmar Hoogenboom   | <input type="checkbox"/> Mira Karadzova         | <input type="checkbox"/> Stephanie Berghuis       |
| <input type="checkbox"/> Darius Karremans    | <input type="checkbox"/> Miriam Neeleman        | <input type="checkbox"/> Suzanne Bergenhenegouwen |
| <input type="checkbox"/> Jason Wang          | <input type="checkbox"/> Nathanael van den Berg |   |
| <input type="checkbox"/> Jelle van der Ploeg | <input type="checkbox"/> Nelly Wedel            |   |
| <input type="checkbox"/> Jinyoung Choi       | <input type="checkbox"/> Nena van Beuningen     | <input type="checkbox"/> Office staff member      |

**APPENDIX**

<b>Your e-mail*</b>	
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**\*This e-mail address will be used for all official correspondence by our Housing office. Please write clearly. In case of any changes in this e-mail address, you should inform the Housing Office immediately (obligatory!).**

<b>Internet username**</b>		<b>Internet password**</b>	
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**\*\* if applicable**



**Moesstraat**

1ps room	€ 364,- € 307,- (room MO 22 B and C) € 347,- (room MO B8 and C8)
2ps room	€ 286,- (per person)

**Kornoeljestraat**

€ 322,-

**Plutolaan / BNC**

€ 364,- (rooms 320 and 321)  
€ 381,- (rooms 311, 322 and 323)  
€ 425,- (all other single room)  
€ 314,- (per person, shared rooms)

**Van Houtenlaan**

1ps room	€ 312,- (rooms 101, 202-204) € 324,- (rooms 212, 223, 301-304, 706, 707, 711) € 336,- (rooms 102, 103, 104) € 281,- (all other rooms)
2ps room	€ 263,- (per person)
Last minute floor	€ 259,- per person (single and shared rooms)

**Van Ketwich Verschuurlaan / Diaconessenhouse**

A-Building	€ 365,-
B-Building	€ 365,- € 340,- (rooms 001, 003, 005, 007, 009, 011, 013, 015 101, 103, 105, 107, 109, 111, 113, 115 201, 203, 205, 207, 209, 211, 213, 215 301, 303, 305, 307, 309, 311, 313, 315) € 293,- (per person, shared room) (rooms 117, 327)

**Winschoterdiep 46**

AB ground floor	
1ps room	€ 376,-
2ps room	€ 282,- (per person)
AB 1st floor	
1 ps room	€ 376,-

CD ground floor		
1 ps room	€ 376,-	C15, C16, C17, C18, C19, C20, C21, C23, C25, C27, C29, C34, C35, C36, C37, C38, C39, C40, C41, C53, C55, C74, C76, C78, C80, C82, C84, C86, C88, C90, C92, C94, C96.
	€ 376,-	D1, D3, D5, D6, D7, D8, D9, D33, D34, D36, D38, D40.
	€ 404,-	C46, C48, C50, C52, C54, C56, C58, C60, C73, C75, C77, C79, C81, C83, C85, C87, C89, C91, C93.
	€ 404,-	D14, D16, D18, D20, D22, D24, D26, D42, D44
2 ps room	€ 282,-	C68, C70, D46 (per person)
	€ 302,-	C33, D2, D10 (per person)
	€ 325,-	D30 (per person)
CD 1st floor		
1 ps room	€ 376,-	C114, C116, C117, C118, C119, C120, C121, C122, C123, C124, C125, C126, C127, C129, C131, C133, C134, C135, C136, C137, C138, C139, C140, C141, C155, C157, C168, C170, C172, C174, C176, C178, C180, C182, C184, C186, C188, C190, C192, C194, C196.
	€ 376,-	D102, D104, D105, D106, D107, D108, D109, D110, D112, D123, D132, D133, D135, D137, D139, D141.
	€ 404,-	C146, C148, C150, C152, C154, C156, C158, C160, C171, C173, C175, C177, C179, C181, C183, C185, C187, C189, C191, C193.
	€ 404,-	D114, D116, D118, D120, D122, D124, D126, D128, D134, D136, D138, D140, D142.
2 ps room	€ 282,-	C144 (per person)
	€ 302,-	C113 (per person)

## Plutolaan

Paddepoel apartments € 790,- per flat 113, 159, 485, 493

## General House rules

### Room

#### Damage in room:

- All that **belongs in** your room is on the inventory list. Housing Office assures you that from the beginning everything on that list is in your room. When you cause damage on these belongings, the costs are paid by you and you need to replace them yourself.
- When **utilities** are broken, please mention this to the student manager. See section 'Student Manager – Supplies' where the student manager provides for.
- Your **personal belongings** are not insured in the room. Should anything happen to these, the University or the Housing Office are not responsible.

#### Guests in rooms:

- You are allowed to use the **guestroom** at the cost of € 20 per night.
- When you have a guest, he is allowed to stay in your room for a maximum of 14 nights.
- Always **notify** this to the student manager in advance.

#### Loss of key:

- The **loss of a key** will cost you € 25 per key.

### Student Manager

Keep in mind that the student manager is a student, just like you. He/she will try to be at the location as often as possible, yet he/she cannot be there 24/7.

#### House meetings:

- Your student manager arranges **house meetings**. He/she will always announce this 1 week in advance by mail or note in the common area. Please fit this into your schedule.
- It is for your benefit to **attend meetings** and very much appreciated by the student manager.

#### Scheduled cleaning:

- The student manager **manages** the cleaning. He/she makes a schedule for the kitchen duties. Please live up to this schedule.
- Should you not be able **to do your kitchen duty**, first arrange this with one of your fellow students to see if you can switch. Otherwise, do the duty yourself.

Supplies: Your student manager and the Housing Office provides for:

1. garbage bags
2. new light bulbs
3. cleaning supplies if applicable

When you use the last product in stock, please mention this to the student manager so he/she can buy new products.

#### Communication:

- In **urgent situations** you can call the student manager at his/her phone. Be sure to have their phone number with you all the time. If you cannot reach them, please call 112 (for police, ambulance and fire brigade).

#### **Building rules**

#### Smoking/alcohol/drugs policy:

- You are **not allowed to smoke** and use drugs or severe alcohol in the **common areas**. Your student manager indicates the smoking areas in your building.
- If one of the other students asks you to stop, you have to stop. This way, you maintain a good and liveable atmosphere.
- You are allowed to **smoke** cigarettes and soft drugs in **your room**. First discuss this with your roommate.
- When there is a **fire alarm inside your room**, you are not allowed to smoke.
- You **are not allowed** to use any form of hard drugs, or drugs other than weed and hash. When you use this, it will lead to immediate eviction.

#### Safety rules:

- **A party** is allowed with the permission of the student manager. Let him/her know one week in advance. After a party everything must be clean the next morning before 12.00 p.m. (noon). The persons who organizes the party is responsible. If the party gets out of hand (for example its too noisy) the student manager will stop the party. The person(s) throwing the party is/are held responsible for the behavior of the guests. Any damage are on the account of the person organizing the party.
- **Fellow students:** Please behave responsible so you and your fellow students can have the greatest time.

#### Fire alarm system:

- **The fire alarm system:** Every student house has a fire alarm system at the corridors and in the kitchens. Some of our locations have a fire alarm inside the room. If you cause the fire alarm to go off, firemen will immediately be aware and come to the house. Should they find out that it was unnecessary, the fine will be and is paid by the student who caused it.
- **Manipulation**, damage or any other misdemeanors performed on the fire alarm system is strictly forbidden.

#### Silence/noise:

- Inside the house, **avoid loud noise** after 10.00 p.m. This means: don't make any loud noises in the corridors and no loud music inside the rooms.

#### Internet:

- Your Internet connection, if applicable, is part of the network of the University of Groningen. You are obliged to follow the rules as stipulated in the 'Acceptable Use Policy of the University of Groningen for University Computer Systems' on <http://www.rug.nl/cit/security/aup/index>.

## Building facilities

### Common areas:

- The **common room** will function as a place to gather, have dinner and relax. Likewise, you are responsible of its cleanliness. Take all that you have been eating or drinking back to your room. Don't move the furniture without asking the student manager first.
- Keep the **corridors** free of items due to fire-instructions. Student managers have the right to remove any personal belongings from the corridor (for example flip-flops, shoes, doormats). Retrieving your belongings is your responsibility; not student manager/concierge or cleaning personnel's.
- Keep the **bathrooms** clean by removing your hairs out of the drain (this also prevents the drains clogging up!)
- Sitting **outside** (balcony, barbeque places, common sitting areas) is allowed until 10.00 p.m. .
- Do not use the **emergency exits**. Keep them closed at all times. If you do open the emergency exits and you leave them open unattended, thieves or burglars will be able to sneak in the house. It is not allowed to keep the door open by putting something between the door and the doorframe. If the student managers sees you while opening the emergency exit, you will be charged a fine of € 25.

### Kitchen:

- **Inventories:** upon arrival, you are shown the kitchen utensils. It is different for every student house what belongs to you and what is for common use. Only take your plate with food to your room and return it that same day.
- The student manager will **check** if you have returned all your utilities upon departure. If anything is missing, the student will pay the costs.
- **No cooking** between 10 p.m. – 7 a.m., and when the kitchen duty is performed.
- Be sure to **switch off** the gas and lights after using the kitchen.
- Do **not leave food** unattended when you are preparing it. Accidents are waiting to happen.

### Kitchen duty:

- **Always clean your dishes** directly after usage, leave all surface clean and all trash in the trash bins
- The **kitchen duty** must be performed before 10.00 p.m..
- If you **cannot do your kitchen duty**, trade your kitchen duty with someone else.
- Inside every kitchen you will find a **checklist** with all that concerns the kitchen duty. The student manager will decide whether the duty is fulfilled properly. If not, he will ask you to improve the duty.

### Cleaning

- **Kitchen duty:** see the previous paragraph.
- **Bathroom:** The bathrooms will be cleaned by the cleaning company. However, you should take all your personal belongings with you after taking a shower. This way, the next student has a clean shower as well. Do remove your hairs out of the drain.
- **Common area/room:** After using the common room, the students are responsible for cleaning it that night/next morning before 12.00 p.m. (noon). This means: take all that you have used back to your room and place the trash in the garbage bins.
- **Take care of your own rubbish.** A cleaning company is hired to clean common areas (bathroom and corridors) However, they are not hired to clean your mess. For the cleaners to perform their task, it is necessary that you clean the common areas from items you have used.
- **Garbage bins:** Every location has areas with garbage bins and other places to drop of your trash. The student manager will show these to you. Make sure to put all your trash in the designated areas.

- **ANTILLENSTRAAT/ORANGE HOUSES refuse bags:** Do not leave any refuse bags in the building. Should you place a bag outside your room, Nijestee will clean it. This costs € 15 and will be paid by the student.
- **Outside:** The same rules apply as the common area/room.

## Location

### Noise outside:

- Please bear in mind that you have **neighbours** that have a different lifestyle than you. Therefore, you are not allowed to make any loud noises after 10.00 p.m. . If you wish to go outside and you know you cannot live up to this rule, please go to a café in the city center.

### Shopping trolleys:

- It is strictly forbidden to take the **shopping trolley** home from the supermarket. People who still do so will get a fine, when caught with a trolley, of € 30 per person seen with the trolley.

### Strangers:

- Do not let any **strangers** inside the corridors/the building. When in doubt, ask one of your fellow students if he/she knows the person downstairs. Strangers have to leave the building straight away.

### Departure

- You are obliged to **inform** the student manager about your upcoming departure at least 4 days before your actual date of departure.
- Before you leave, make sure **you cleaned your room** and paid all your rent.
- The **student manager will check** your room and he/she decides whether it is clean or not. If not, the cleaning company will clean your room and the actual costs are for the student. This will be held back from your deposit.
- Be sure to **sign the deposit** form with your student manager. This way, the Housing Office can return your deposit on your bank account.

Beside above mentioned general house rules each location can have additional house rules. Your student manager will inform you.

We wish you a pleasant stay in Groningen and hope you will have a great experience here!

