

**STUDENT WELFARE SECTION
HOUSING OFFICE**

HOLIDAY ACCOMMODATION RULES

**STUDENT HALLS
(OBLIGATIONS OF RESIDENTS)**

1. Check in Procedure

Upon arrival at the Student Halls the tenants:

- 1.1.** Report at the **Resident's Information Centre (RIC)** located at the Student Halls
- 1.2.** Sign the **Guest Arrival Card** and receive the **Statement of Room Equipment**
- 1.3.** Pick up their set of keys which consists **of 4 keys**:
 - The room key
 - The key for the entrance door of their block/ building
 - The key for the personal kitchen cupboard
 - The key for the personal mailbox
- 1.4.** Are directed / guided to their block and bedroom
- 1.5.** After checking their bedroom, they sign the **Statement of Room Equipment** and **return** it to the **RIC**.

2. Check out procedure/Return of keys

Before each tenant's departure, the bedroom/common area is inspected according to the Statement of Room Equipment. In case of any damages, losses and unaccounted damages, the tenant will be charged accordingly.

Upon departure, tenants are responsible for **returning the set of keys to the RIC**. In case the set of keys are not returned, tenants are charged with the amount of **€50**.

Loss of Keys:

For security reasons, in case of key loss, each tenant is obliged to inform the RIC **immediately**, so that we proceed to replace the room/entrance locker as soon as possible. The tenant will be charged accordingly.

3. Rules of Residence

The Accommodation Rules are applied to all tenants and their quests/visitors. The rules for well cohabitation at the Students' Halls presuppose some

restrictions. The tenants must respect each other's rights of security, privacy, time for relaxation, time for studying and sleeping, and to ensure a good accommodation environment for all residents.

3.1. Tenants' behaviour

Each tenant must behave courteously and in a way that will not disturb or endanger other tenants', the staff/co-operators of the Housing Office and the Housekeepers health or bodily integrity. Additionally, tenants must not cause damages to their bedrooms or communal places of the Students Halls.

3.2. Noise

Extreme noise is considered to be an annoyance for the rest of the tenants. The tenants of each building must know and follow the rules of **common tranquillity which are from 15:00 until 17:30 and from 23:00 a.m. until 8:00 p.m.** Except those hours, the tenants of each building are expected to respect other people's wish for quietness throughout the (day) 24 hours.

3.3. Throwing Things Away

Throwing things away through the windows/balconies is strictly prohibited.

3.4. Pets keeping

Keeping pets in the rooms and/or communal areas is strictly prohibited.

3.5. Third Party Hospitality

Third party overnight stay, is allowed only after the Housing Office is informed by tenants. The overnight stay **must not exceed the two back-to-back nights or other nights within the same week.** The tenants are fully responsible for their guests' behaviour and they are obliged to pay the charge of any damage that might be caused by their guests.

4. Cleanliness/Sanitation Rules

Cleanliness is extremely important for the normal and effective function of the Students' Halls. Each tenant must have in mind the following:

- Bedroom and communal areas must be kept clean and all sanitation rules must be followed. Tenants should **supply themselves with cleaning supplies** for their bedrooms.
- All communal areas are cleaned on a daily basis by the housekeepers of the Housing Office. However, tenants are responsible for **washing up their dishes, pans, utensils, crockery and cleaning the cooker and the work tops after use.**
- Residents are responsible for **laundering their own bed linen.**

5. Tenants' Security and Health

For the security and welfare of all residents, a video surveillance system is operating at the external communal/public areas of the Student Halls. Note that video surveillance system is operating on all premises of the University.

For security and health reasons, each tenant must:

- Lock the door, window/balcony door of their bedroom
- Take care so that the exit and entrance doors of each deck remain close.
- Immediately inform the Housing Office in case of room and/or entrance key loss of the building.

Tenants should also have in mind the following:

5.1. Fire

Lighting a fire within the Students Halls is strictly forbidden. In case of events from organized student teams which include barbecue preparation, lighting a fire is allowed only after the Housing Offices' approval.

5.2. Use of flammable material / weapons / explosive materials / drugs

The use of materials that threatens tenants' health and security is strictly forbidden. Such materials are: flammable materials i.e. gas, weapons, explosive materials, drugs and any other forbidden materials.

5.3. Smoking

Smoking is strictly prohibited in all enclosed areas of the Student Halls, including the tenant's bedrooms. The use of electronic cigarette is also prohibited. Each tenant has the right to ask from another tenant not to smoke in those areas.

6. Outdoors events

The organisation of outdoor events must be made by organised student groups, and not by individuals, after they inform in advance the Housing Office.

** The Accommodation Rules have been approved at the 156th and 235th Senate session (October 2nd, 2002 and April 6, 2005). The Rules were later modified at the 26th and 27th session of the Senate Committee for Students Halls (09 June 2006 and October 25, 2006), the 13th session of the Rector's Council (April 10, 2008), the 175th Session of the Council of the University (March 15, 2010), at the 12/2012 Session Senate (May 23, 2012) and the Senate meeting 5/2014 (March 5, 2014). The Rules were most recently modified in the 246th Session of the Council of the University (February 9, 2015) and 20/2015 Senate Session (September 16, 2015). The Rules were recently modified, at the 7th session of the Committee for Staff and Regulations (July 27, 2016) and in the 2/2017 Session of the Council of the University (February 13, 2017).*

**The above document was translated from Greek to English by a Postgraduate Student of the English Department of the University of Cyprus.*