

ANNEXURE A

HOUSE RULES

Villa Maria aims to create a homely and family-like atmosphere where all can experience joy and friendship. To achieve this, consideration for one another is essential. The following rules are meant to help us achieve this goal.

1. Meals will be served at the following times:

	Breakfast	Lunch	Supper
Monday – Friday	07h00 – 08h00	Collect a light lunch at breakfast	17h30
Saturday	08h00 – 08h30	12h00	17h30
Sunday	08h30 – 09h00	12h00	17h30
Public Holidays	08h30 – 09h00	12h00	Collect light supper at lunch

2. The provision of late evening meals is a concession made to accommodate those who are working late and is subject to amendment or regulation by the manager and her consultants should circumstances require.
3. Residents are required to provide their own containers, clearly marked with their name, for their sandwiches/light lunches and for late supper requests.
4. Crockery and cutlery are for use in the dining room only. They are therefore not to be removed. Please bring a set of cutlery for your own use outside of the dining room.
5. Special diets can unfortunately not be catered for except for vegetarian meals which are catered for on request.
6. Residents are not permitted to cook meals in their bedrooms. Microwaves are provided on each floor for students' use.

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7. When taking occupation of a room, report within 24 hours anything that is not in working condition or is broken. Residents will be held responsible for any damage that is not reported.
8. Report all breakages immediately. If through negligence any furniture, fittings or painted walls are damaged/broken or keys lost, residents will be required to pay for the repair or replacement thereof.
9. Because of the strong south-easterly wind, fasten the windows securely and do not leave windows open when going out. Residents will be held accountable for any windows broken through their own negligence.
10. All furniture, fittings and equipment should be treated with due care. Please provide your own pin board and check before fixing anything to the walls that may cause damage. Please do not hammer nails into the walls without obtaining permission first.
11. Obtain permission from the manager before any furniture is moved between rooms and advise us if you would like any furniture removed.
12. Residents are to provide their own bedding and towels.
13. Visitors' names are to be signed in the visitors' book. In the event of a fire, it is necessary to know who is in the residence. **Male visitors may only be received in the reception, garden or patio area.** Only female visitors are allowed access to the bedrooms. Visitors must vacate the residence by no later than 8pm on Sunday – Thursday and 10pm on Friday and Saturday.
14. For security reasons, keep keys in the Manager's office during the holidays.
15. Let the Manager know immediately if you are ill.
16. In the interests of basic fire prevention, do not leave any electrical appliance on while out of the room or sleeping.
17. Play radios, CDS, TVS and musical instruments in their rooms only. These should not be audible in the corridors - keep them toned down appropriately. Failure to do so could result in confiscation for the period of residence.

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18. **The house should be reasonably quiet after 22h30.** Please ensure that no one is disturbed after this time, no loud talking and laughter, bathing/showering or banging of doors.
19. For safety reasons, residents are required to indicate on the board provided whether they are on the premises or not. If away for the night or weekend, an address and telephone number should ideally be left so that the resident can be contacted in case of an emergency.
20. Washing may only be done and hung up in the area allocated - not in bedrooms or bathrooms. After bathing/showering, towels are to be hung on the hooks provided and not on the furniture.
21. Residents are to always keep their rooms clean and hygienic.
22. Villa Maria management may inspect the resident's bedroom at any time and will notify the resident of the inspection before entry by management. Rooms will be inspected at the discretion of management.
23. Ensure that the bath/shower is cleaned and excess water mopped up after use.
24. Smoking is not permitted in the house. In consideration of your health and that of others, please keep the atmosphere of the house fresh and pleasant. Neither the burning of incense nor of candles is allowed.
25. Alcohol and drugs are not allowed on the premises (this includes the garden).
26. You are required to always dress decently when in public areas of the residence, this includes the dining room and when walking from your bedroom to the bathroom. Pyjamas, sleepwear, curlers and revealing clothing are not permitted in the public areas. **You will not be allowed to enter the dining room barefoot for hygienic as well as health and safety reasons.**
27. Pets are strictly not permitted under any circumstances.
28. Boiling water is available on each floor, as well as a shared fridge in which the residents can keep smaller items refrigerated. Please ensure that all items are clearly labelled and that your food is removed before it spoils. A microwave is also available on each floor.

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29. A washing machine and tumble dryer is available for personal laundry. Laundry cards are issued which you load with cash at the current rate per wash. Tokens are purchased for the tumble dryer. Facilities for hand washing and ironing are also provided. Residents may use their own iron, or one provided for communal use. The laundry is open every day of the week.
30. The Manager shall in an emergency act in loco parentis, with authority to decide on all medical matters affecting the well-being of the resident during her stay at Villa Maria.
31. Failure to pay and email proof of payment on dates as stipulated in the lease agreement, will result in immediate eviction.
32. Should serious misconduct be reported to the manager of Villa Maria, the Lessee could be expelled by the manager or her appointee, pending an investigation.
33. **No person other than a Lessee may stay in the Lessee's room at any time (not overnight nor whilst away).**
34. Sexual harassment, involvement in racial conflict, the possession and use of alcohol in the residence, presence in the residence when under the influence of alcohol and/or drugs, the possession/use of firearms, and the handling of any other weapons are regarded as serious cases of misconduct and will be treated accordingly. This is a non-exhaustive list and includes any behaviour that management would consider inappropriate.
35. Strict supervision, management and control will be exercised over all activities in the residence, and should any student refuse to subject herself to such supervision, then physical removal from the premises may follow.
36. No victimization may take place in the residence.
37. On departure by no later than 10h00, the room is to be inspected by a manager with the resident present and the keys, access disc & laundry card are to be returned to the manager.
38. Leave a forwarding address to enable us to forward all mail. Mail will be forwarded for three months after departure. Unfortunately, any articles left behind will be disposed of.

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