

Kingsway Place has devised a set of House Rules to facilitate the common enjoyment and respect of all students that live here

GENERAL RULES:

- Please respect the peace, comfort and privacy of other residents by keeping noise levels to a minimum.
- Lifts, fire equipment, smoke alarms, fire escape routes, safety doors, fire signage and security access equipment is placed in the building for safety and convenience. Please don't tamper with this equipment as it is a serious offense and can be subject to both a fine and criminal prosecution.
- The use of alcohol and any drugs or illegal substances is strictly forbidden.
- This is a smoke free building. However, we have demarcated smoke areas – please use these areas to smoke and keep the area free of litter and cigarette butts. Please don't throw cigarette butts anywhere other than in the designated smoking area dispenser as they get into and block the storm water drainage system causing unnecessary flooding in periods of rainfall. Smoking in rooms will be fined at R200 per incident.
- Absolutely no fireworks, crackers, rockets, firearms, air guns or paintball guns may be brought onto or discharged on the property.
- Please be respectful towards each other and any cleaner, security or staff of Kingsway Place.
- Unfortunately pets are not allowed on the property.
- Please do not throw anything out of the windows, fire link bridges or over the boundary walls onto neighbouring properties.
- Please keep your room in a clean and hygienic condition.
- Please don't flush anything down the toilet other than toilet paper. All "other things" tend to block the system.
- Refuse bins are placed at the end of a corridor for your convenience and emptied every day. Please make use of these to place your personal refuse in.
- Common property is to be enjoyed by all residents and should be left in a neat, clean and tidy state.
- Please ensure that personal items and bicycles are not left unattended.
- Please make sure that you keep your room locked at all times.

VISITORS:

- All visitors need to register on the access control system to enter the building. Visiting hours are from 7h00 to 24h00. Should you require extended visiting hours please make arrangements at the office.
- No visitors will be allowed entry into the building after 22h00.
- Each student is allowed to have a maximum of 3 visitors at any given time

- Management allows for 1 sleepover per week. Arrangements for the sleepover need to be made in advance and during office hours. Management reserves the right to charge for any additional sleep-overs.

FIRE SAFETY:

- As the burning candles, oil burners, incense burners and the like are a fire hazard they are not allowed.
- Fan or oil heaters are allowed, but bar heaters are a fire hazard and not allowed.

SMOKING:

- Kingsway Place is a smoke free building. Smoking is only permitted in designated areas. Please keep the environment clean by not discarding cigarette stubs anywhere. A fine of R200 will be imposed for breaching this rule.

10 LIVING RULES

We have 10 basic living rules to abide by to ensure a good living experience during your stay at Kingsway place is enjoyable.

1. Visitors are welcome between 7h00 to 24h00 – please ensure your guests respect the space of your fellow students and these simple rules
2. Let's keep our environment neat and clean. Use bins placed on floors and common areas to discard rubbish
3. Kingsway Place is a smoke free building. Please use demarcated smoking zones for smoking – and please put cigarette stubs in specified bins
4. For the sake of everyone's sanity let's be mindful of the noise that we and visitors make
5. Fire safety is our concern. Please don't tamper with fire equipment (it is illegal). Please don't burn candles, oil burners or use bar heaters as these are a fire hazard. Fan or oil heaters are welcome
6. Please keep your room clean – we will be doing scheduled inspections to check on this
7. Mutual respect is key for happy co-existence – based on this we respect each other and the service providers (cleaners, security etc.)
8. Should you have a problem in your room that needs attending to please follow the maintenance procedure that's in place
9. Drugs, fire arms or any other illegal activity simply can't be allowed and will be considered a serious offence
10. Water is a scarce resource – please use it but don't abuse it.