

Disciplinary procedures will be handled by the resident House Father.

Process: Disciplinary conversation with the House Father, then a disciplinary that could lead to a final warning, then termination of the lease agreement.

A. VISITORS

1. Rooms may only be occupied by the authorised lessee.
2. All visitors must be signed in and out at the reception by the lessee.
3. Visitors are only permitted in the building during visiting hours [7:00 - 24:00]. However, no visitor access will be granted after 22:00.
4. Should there be a need for a visitor outside the prescribed visiting hours, the lessee must obtain a sleep over slip from the admin office within office hours, Monday to Friday 8:00 -17:00. This special permission will not be granted more than 4 times a month. The cost for a slip obtained after hours is R150-00.
5. The lessee is responsible for the actions of his/her visitor at all times

B. NOISE

1. Each lessee and his/her guests must conduct himself/herself in a manner that does not cause a disturbance of any kind. While a reasonable level of noise is normal in any living environment, the lessee must keep noise to a minimum. Noise includes, but is not limited to, loud conversation and shouting, as well as music.
2. Quiet time in Kingsway Place: On days preceding University lectures (Sundays to Thursdays) quiet times shall commence at 22:00 and continue until 10:00 the next morning.
On occasion, a Kingsway Place social event may exceed the 22:00 time limit, but such event will be approved by the House Father.
On Fridays and Saturdays, the quiet times shall commence at 00:00 (midnight) – with due consideration of the municipal by-laws requiring quiet from 22:00 – until 10:00 the next morning.
3. A 24-hour compulsory quiet time will be maintained during examination periods, starting two weeks before the exams start.
4. Any equipment with which a lessee continues to disturb an atmosphere that is conducive to study and rest will be confiscated. If equipment is confiscated, it will be returned to the lessee only at the end of the semester.
5. The ground floor inner courtyard must be kept quiet after 21:00.

C. CONDITION AND CLEANLINESS OF ROOMS

1. Each lessee is fully responsible for the condition of their room and for keeping their own room hygienically clean and tidy. Cleaners will clean the common property ONLY, and the lessee may not request the cleaner/s to clean their rooms or to do

any other work. Casual workers will not be allowed to do work for the lessee. Special attention must be given to the hygiene of bathrooms.

2. All garbage must be disposed of properly in waste/garbage containers available throughout the Kingsway Place and in the refuse area located on each floor. No litter or other items may be thrown out of windows.
3. Rooms may not become a health risk to fellow lessees. Any cleaning necessary as a result of any act or omission of a lessee or their visitor, will be for the account of the lessee.
3. A lessee is responsible for ensuring that their room is in the same condition in which it was found when they vacate. Should a lessee fail to do so, they will be held responsible for the condition of the room and furniture and for any costs incurred for replacement or repairs in this regard.
There will also be a charge for cleaning the room if it is vacated and not returned in a clean state.
4. Please note that scheduled and random room inspections will be held to ensure that the abovementioned rules are adhered to.

D. DAMAGE

1. All damages must be reported at the admin office as soon as possible.
2. The person responsible for the damage will be responsible for the cost of the necessary reparation or replacement.
3. The lessee may not make any alterations or additions in or on the premises. The lessee may also not drive any nails into the walls, ceiling or furniture or make any holes or attachments.

E. SMOKING, ALCOHOL AND ILLEGAL SUBSTANCES

1. Smoking is prohibited in the building at all times. This includes the rooms, stairwells and the internal common property. The lessee may only smoke in the specifically assigned demarcated outside areas. This smoking policy is also applicable in terms of the use of hookah pipes (“hubbly- bubbly”). Cigarette butts are not to be left lying around anywhere on the property, except the allocated containers, and may NOT be thrown out the windows.
2. The consumption of alcoholic beverages is prohibited in all areas. No alcohol is allowed in the building. In the case of a specific Kingsway Place event, alcohol will be allowed if special permission has been obtained from the House Father prior to the event.
3. The lessee must ensure that visitors/guests adhere to the abovementioned rule.

A lessee in the company of a person who does not adhere to this rule regarding alcoholic beverages may also be subject to disciplinary action.

4. Drunken, disorderly and rowdy behaviour due to alcohol consumption is strictly prohibited.
5. Illegal substances cannot be brought into the building. A policy of zero tolerance will be applicable and offenders will be reported to the police. Management reserves the right to request the lessee to consent to the search of their person or property and/or to testing for drugs.

F. COMMUNAL AREAS

1. All persons residing in Kingsway Place can make use of communal areas such as the games and TV lounge and study area. Bookings for specific events must be done in the office during office hours.
2. When making use of the communal living areas please do not cause any excessive noise, undue inconvenience, or disturbance.
3. Communal study areas should be kept neat and everything must be returned to its original position after use.
4. Silence must be maintained in the study centre at all times and group discussions must be taken elsewhere.

G. MEDICAL ISSUES

Any serious injury, physical condition, indisposition, disability or illness of a lessee must be reported to the House Father or the Security Desk immediately, who will obtain medical assistance if necessary.

H. PRIVATE PROPERTY

The lessee must lock their rooms at all times when out of the room. It is strongly recommended that the lessee obtain insurance cover for their personal property at the residence, as Kingsway Place is under no circumstances responsible for damages or loss of whatever nature that the lessee may incur.

I. FIRE SAFETY

1. Fire sensors, fire alarms and smoke detectors may not be covered or tampered with whatsoever. This includes fire sensors in individual rooms. Any person who tampers with or misuses any safety equipment shall be guilty of a criminal offence. If your actions result in the Fire Department attending the premises due to a false alarm, you will be held liable to pay the cost.
2. Fire escape doors and emergency exits may only be used in the event of a fire or similar emergency. These may not be used as normal exits or entrances to the residence.
3. No person may light any fire outside, break any fire glass, set off any fire alarms without cause, or misuse fire extinguishers or hoses.

4. No open-flame devices (including all space heaters, open-bar heaters, paraffin or oil lamps or stoves, alcohol burners or gas stoves as well as candles of any kind) are allowed. Residence management shall confiscate such articles.
5. Burning candles, oil burners, incense burners, bar/oil heaters etc. are prohibited at all times.

J. PARKING

1. Vehicles may only be parked in the allocated rented parking bays as set out in the lease schedule. If a vehicle is parked in the wrong parking bay a R250.00 penalty fee will be applicable.
2. Please ensure that vehicles do not drip oil or brake fluid on to the common property or in any way deface the common property.
3. Use of the parking area is on own risk. Kingsway Place will not be liable for the theft or damage to vehicles parked on the property or for the injury to or death of or loss of property of anyone on the property. Insurance of vehicles, motorcycles and bicycles are the owner's responsibility and vehicles must be locked at all times.
4. Only person's who have leased a bay at Kingsway Place may enter the parking area with a vehicle. No friends or visitors may enter the building via the parking area.

K. STOVES AND COOKING

1. Kitchenettes must be kept clean and neat at all times.
2. Food preparation may not pose a fire hazard, cause cleanliness or hygiene issues and inconvenience fellow tenants. Cooking may only be done in the microwave or on an induction stove. The lessee may not cook food in any area of Kingsway Place other than in their own kitchenettes.

L. GENERAL

1. At no time is a lessee permitted to become abusive towards any other lessee, cleaner, security or staff of Kingsway Place in order to resolve disputes. Disputes must be reported to the management office.
2. Nothing may be thrown out of windows or the building. This includes, but is not limited to, bubble-gum, cigarette butts and fruit peels.
3. Personal items such as bags, suitcases and bicycles must not be left on the common property. Any such items will be removed by the cleaners.
4. No equipment or furniture may be removed from the rooms or the common property.
5. Any abuse of equipment in the games room will result in the closing of the facility.
6. The lessee will not be allowed to tamper with or damage the plants, trees or door/gate/mechanism. Any damage due to such action will be charged to the lessee's account.