

SiTel – Telemark Students' Association

**Regulations
(ordensreglement)
for Student Halls of Residence
with Appendices 1 and 2**

Chapter 1: General regulations and rules concerning order

§ 1

Tenants shall treat their room, the common premises and other parts of the property with due care.

On moving in, the tenant shall as soon as possible notify the Association if the lodgings have faults, defects, or if anything is lacking. If, when moving out, it turns out that there are faults and defects that the tenant failed to report when moving in, and these are not the result of ordinary wear and ageing, the tenant shall be liable, cf § 7, cf Appendix 1 to the present contract.

The tenant shall be responsible for damage to property and equipment, whether caused by himself/herself, or by someone else whom s/he has given permission to enter the property.

The tenant shall immediately report any damage to the administration/caretaker (*vaktmester*), cf Appendix 1 to the Regulations.

At least one day before moving out, the tenant shall notify the administration/caretaker, who will inspect the room, cf Appendix 1 to the Regulations. If the room has not been satisfactorily cleaned, cleaning will be carried out at the tenant's expense.

§ 2

The tenant cannot change the room/common premises by painting, erecting lightweight dividing walls, removing or changing pieces of furniture, doors, windows, permanent flooring or other items provided with the room. Nails, pins and similar objects must not be stuck into walls, floors, or furniture, without special permission. This also applies to common premises.

§ 3

Notices, posters, messages etc must be put up on the notice boards only. Skis, sleds, bicycles, etc must only be placed in the assigned places, and must not be parked inside the common premises. Likewise, parking of cars, mopeds etc. is permitted only in the assigned places.

After due notice, such items may be removed at the tenant's expense, at rates set by SiTel.

§ 4

Drying, airing and beating of clothes must not be done in a manner that causes inconvenience to the other tenants.

§ 5

Each tenant must keep his/her own cupboard in the common kitchen clean and tidy. Cooking in the room is not allowed. Each tenant is responsible for cleanliness and order on his/her own premises. This includes the tenant's obligation to keep any shared premises such as corridor and bathroom clean and tidy. In addition, all students are obliged– in cooperation with other users – to keep any common premises clean and in good order.

A shared kitchen must be cleaned at least once a week by those who have access to it. Garbage must be removed every day. Each tenant must see to it that the refrigerator is kept clean and tidy. Personal cupboards and shared lockers must be kept clean and orderly.

If the rules concerning cleaning and order are substantially neglected, SiTel may issue a warning. After a number of such warnings rental relationship may suffer consequences. If there are several users of common premises like kitchens, showers, toilets etc., a cleaning roster will be posted. Every tenant is obliged to observe such posted schedules for cleaning and tidying.

SiTel's caretaker service will throughout the year, after posting more specific notices, carry out inspections of shared kitchens and other common premises at regular intervals. Any deficiencies in order, tidiness and cleanliness will be charged to the tenant according to rates determined by SiTel, cf Appendix 1 to the contract.

Heating other than the common heating system is not allowed without special permission. Use of electricity for car engine heaters is not allowed except where outlets are installed and permission for their use is granted.

§ 6

Keeping pets is not allowed in SiTel's lodgings.

§ 7

Tenants are obliged to respect other tenants' right to work undisturbed. The caretaker must be notified in advance about parties planned in lodgings. From 2300 hours on weekdays and 2400 hours on holidays until 0800 hours next morning, general calm (no noise) in the rooms and other parts of the premises must prevail. Each tenant is responsible for the behaviour of his/her visitors in the lodgings, common premises and other parts of the property.

The responsible officer, or authorized person, may if necessary demand that visitors leave the lodgings and property. This especially applies to persons who are under the influence of intoxicating substances or otherwise misbehaving. In cases of noise and disturbances of public order in the student lodgings assistance from a security company may be ordered. The costs are billed to the/those student(s) responsible for the disturbance.

§ 8

Guests are allowed to stay for a maximum of 10 nights at a time. No tenant may have guests staying longer than a total of 20 nights in one semester. The Association may at any time check that those living in the lodgings are in fact issued with a valid contract. Illness and absences lasting more than 14 days must be reported to the administration.

§ 9

A tenant summoning an employee of the Students' Association outside of ordinary working hours pays a fee as stipulated in Appendix 1 to the contract. Exceptions are made if the reason for the call is related to issues of peace and quiet, or avoidance of major damage to property, etc.

The fee to be paid for a lost key is determined by SiTel, cf Appendix 1 to the contract.

§ 10

The Students' Association bears no responsibility for private possessions kept by the tenant in the lodgings, unless loss and damage can be proved to have been caused by negligence on the part of the Association or its employee(s).

Possessions left behind by students moving out will be kept in storage for one year, after which the Association may dispose of/discard them. Valuables will be treated in accordance with the Lost Property Act of 29 May 1953. Abandoned manuscripts may in any case be thrown away after one year.

The Association may without warning discard smelly or rotting goods, or items that pose a danger to the building or to other stored goods.

Chapter 2: Assembly of tenants, election of Student Committee and (Chief) Spokesperson (*tillitsstudentutvalg/hovedtillitsstudent*)

§ 11

Students are themselves responsible for calling together, at the beginning of each academic year, an Assembly/meeting of tenants to elect a Student (Spokesperson) Committee (*tillitsstudentutvalg*) and a Chief Student Spokesperson (*hovedtillitsstudent*).

On demand from the Student Committee, or the Association, or from at least 20 tenants in the form of a written petition, an extraordinary Assembly of tenants may be called on 48 hours' notice.

Student spokespeople who prove unfit for their duty may be replaced during the academic year by a majority decision in the committee where the person in question is a member.

Summons for Assemblies of tenants and their agendas must be sent to the Students' Association.

§ 12

The Student Committee (*tillitsstudentutvalget*) represents the tenants in relation to the Association.

The Student Committee elects the Chief Student Spokesperson (*hovedtillitsstudent*) who chairs the Committee. The Chair summons meetings of the Committee. In cases of a tie, the Chief Student Spokesperson has a casting vote. Minutes of meetings must be kept.

§ 13

Student Spokespeople shall notify the Association if the regulations are not observed.

They have a right to exercise authority in cases of noise and disorderly behaviour in lodgings.

They may also expel intruders from the premises.

Student Spokespeople shall notify the Association of any damage they discover.

Complaints from tenants concerning living conditions must be raised in the Student Committee before being taken to the Students' Association.

Chapter 3: Supervision

§ 14

The Director of the Students' Association or the one s/he gives power of attorney is the Association's representative in relation to the tenants and the Student Committee, and has a right to participate in Assemblies of tenants and the Student Committee, and a right to see the minutes of meetings.

The Director or his/her attorney has a right to inspect the rooms if this is announced by written posted notices or with at least 24 hours notice. If regulations have been broken, other inspections may be carried out, but then with permission from the Student Committee. In cases of necessary repairs etc, the approval of the tenant should, as far as possible, be asked for in advance.

The Director or his/her attorney has the right to intervene on his/their own initiative in matters concerning disturbance of order, and can carry out needed measures if this seems necessary.

Chapter 4: The summer season

§ 15

In the period when lodgings are rented to other than students (summer rentals), only the person responsible for the summer rental, or a person s/he authorizes, has the right and the obligation to enforce measures to secure peace and quiet, and to carry out necessary measures, cf § 14.

In the same period the Director or the one s/he authorises, has the right to exchange rooms.

SiTel – Telemark Students' Association

Appendix 1 to the Regulations (ordensreglement)

Information on procedures to follow when you discover faults, defects or damage in student halls of residence, cleaning routines when moving out, etc.

1. According to § 1 in the Regulations all faults or defects discovered by students must be reported to the caretaker (*vaktmester*), who will take care of the problem. Unless necessary in order to prevent major losses, students must not do anything that incurs expenses for the Association, unless this has been agreed with the caretaker or the Association beforehand. Students must not, for example, call in craftsmen to repair faults and defects, or carry out a general cleaning of premises and present the bill to the Association. If the lodgings are unsatisfactory, in your opinion, at the time you move in, you should tell the caretaker as soon as possible, cf § 5 in your contract.
2. We ask students to particularly note the established routines for moving out, especially the points concerning cleaning of rooms and common premises. Please refer to the rule in the last subsection of § 1 in the Regulations, which states that you must notify the caretaker before you move out, so that your room may be inspected and your keys returned. **Nobody must move out of their lodgings before this has been done.** Concerning the cleaning of common areas, students themselves are responsible for working out reasonable routines, so that each student does his or her part of the common areas. In this way we avoid a situation where the last student to move out is left alone with the whole final cleaning job.

Appendix 2 to the Regulations

Regulations for payment of rent and for reminders

1. Rent shall be paid by the 15th day of each month, cf. the rental agreement § 4, 2nd subsection. Invoices will be issued by the Students' Association for each month.
 2. In cases of late payment of rent, a reminder fee is to be paid, cf the rental contract's Appendix 1.
 3. It follows from the statements above that payment after the 15th of each month is late payment, and leads to reminders and addition of a reminder fee. For practical reasons, and because of established administrative routines, reminders with giros are never sent out before the 1st of next month. **This does not mean that the date due has been changed: it remains the 15th day of the month.** If a reminder letter has already been sent, the reminder fee must be paid, even if the rent was paid the on the 25th or the 29th of the month, and perhaps before the reminder was received. This is because it takes from 4 to 6 days from the day you pay your rent and the day the Association receives confirmation of your payment from the Clearing Centre for Norwegian banks (BBS), which registers the transfer. In the meantime, the reminder may have been issued. **In all cases, payment after the 15th day of each month is late payment, entailing a reminder fee.**
 4. A debt-collecting agency handles debt collection for the Association. We therefore ask you to note that the Association passes the claim on to the agency 14 days after a reminder warning/notification of debt collection (*purre-/inkassovarsel*) has been issued. After this, the Association is no longer involved in the handling of the claim, and you therefore have to deal with the agency, also concerning possible additional costs incurred during the further rent collecting procedures. **Please note: you save yourself much trouble, and much money, by paying your rent in due time.**
 5. The Students' Association may grant short-term extensions of rent pay-dates in special cases. If you have made such an agreement with us, reminders of late pay will, of course, not be issued.
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