Westwood Lodge
Live well, Study well

HOUSE RULES – ANNEXURE "B"
STUDENT RESIDENT HANDBOOK

INTRODUCTION:

Welcome to Westwood Lodge.

House Rules are provided to articulate the expectations of Occupants and reflect the unique nature of the community living within the Lodges. The rules will ensure your safety, peace of mind, respectful community living, and an environment conducive to successful study.

Please ensure that you read and understand the rules as set out but also note that the management reserves the right to amend the House Rules as set out in the Student Resident Handbook at any time without notice.

THE PREMISES:

Each Lodge (The Premises) are to be co-occupied by a maximum of 10(ten), or 16(Sixteen) different parties (referred to as The Occupant) who act in a considerate and respectful manner to other Co-Occupants, with a view to maintaining a clean, safe and harmonious environment within the premises. The Occupant shall not in any way interfere with, or cause any nuisance of any nature whatsoever, to any other Co-Occupant of the Premises.

The Premises (Estate) is a MIXED-USE ESTATE and comprises Student Accommodation, Flats, Short-Term Accommodation and Corporate Accommodation.

1. ACCESS TO THE PREMISES

1.1 Access to the PREMISES shall be by way of fingerprint recognition. Should the Occupant, or their sponsor or guardian fail to pay the Monthly Residence Fee, or in any way breach the provisions of the lease or these RULES (which in the sole discretion of the OWNER is material), the OWNER shall be entitled to cancel the Occupants' access to Westwood Lodge.

1.2 The Occupant shall not give possession of the keys to the HOUSE or BEDROOM to the PREMISES to any third party. Should any key be lost by the Occupant, they shall be responsible for the costs of changing the locks and / or the issuing of new keys (which shall include the costs of a locksmith, if so required).

2. VISITORS

The Owner reserves the right to refuse any, or all, visitor access to the Estate or Premises without notice and for any, or no reason whatsoever. This Clause is for the sole benefit of the Owner. If the Owner grants access to visitors:

2.1 A maximum of two visitors per Occupant will be permitted at any one time.
2.2 Visitors will NOT be granted access to the estate before 8am or after 8pm on every day.
2.3 All visitors must have left the estate by 10pm sharp – no exceptions.
2.4 No visitors will be permitted entrance to the estate if the Occupant is not in residence.
2.5 No visitors are permitted to sleep over in any bedroom or common area at any time.
2.6 Any abuse of the visiting hours will result in a complete ban on visitors.
2.7 Please respect your fellow Occupants and be considerate.
2.8 All visitors must park at the allocated visitors parking in front of the office and are not permitted to park at the residences.
2.9 No more than a collective maximum of 20 visitors will be permitted access to the Estate at any one time.
2.10 No Visitors will be permitted access to the Premises during Exam times unless by prior arrangement to be approved in writing by the Owner at least 48-hours prior to the visitor arriving.
2.11 No Males are permitted in a Female Lodge unless ALL the Females in that Lodge agree to it. This is to prevent any misunderstandings. And even if agreed to by the Lodge Females, all Male visitors must leave the Female Lodge by no later than 10pm.

3. VEHICLES

Students with their own vehicles are to receive a windshield access disk and inform the office of the details of the vehicle and driver.

3.1 All vehicles are to be roadworthy and fully licensed as per the National Regulation. All Occupants with vehicles are to provide a valid driver's license.
3.2 The maximum speed limit is 20km's p/h. Should the Occupant be found speeding, steps will be taken or a fine of not less than R1,000 imposed.
3.3 Vehicles that are not working/running are not permitted to remain on the estate longer than one week. After that fines may be issued to the student driving the vehicle.
3.4 Vehicles are not permitted to play loud music at the gates or inside the estate. Hooting or causing disturbance of any kind is prohibited.
3.5 All visitors are to park in the allocated visitors parking in front of the office and will not be permitted to park at the residences. Occupants may not park on the main road or garden areas. Kindly stick to the demarcated parking bays.

3.6 Westwood Lodge can in no way be held responsible for any accident or damage to a vehicle, driver and /or passengers traveling in a vehicle on the Premises, or Westwood Estate.
3.7 Vehicle access can be denied if the rules are not followed or there is a danger to others. Driving while under the influence of alcohol or other substances is strictly forbidden.
3.8 Security may search any vehicle at any time. Occupants and visitors are responsible for always locking and securing their vehicle.
3.9 Fire hydrants or hose pipes may not be used to wash vehicles. (Buckets only.)

4. CARE AND CONDUCT ON THE PREMISES

4.1 ALL COMMON AREAS

4.1.1 Occupants are requested to be considerate of others at all times.
4.1.2 No papers, rubbish, bottles, cans or any other form of waste material can be dropped in the common areas. All rubbish to be placed in rubbish bins.
4.1.3 No writing, graffiti, slogans or posters shall be permitted on the walls. The walls shall not be damaged by holes, hooks, glue or double-sided tape.
4.1.4 Furniture, mattresses, cushions or equipment may not be removed from any room for any reason whatsoever.
4.1.5 No fighting or argumentative behaviour will be permitted.
4.1.6 Smoking and drinking of alcohol is not permitted.
4.1.7 No vehicle spare parts or repair of vehicle and vehicle maintenance permitted.
4.1.8 Kindly notice the following open hours rules apply to other common areas such as:

- POOL / DECK MON-SUN 8 AM-8 PM
- STUDY LAB MON-SUN 6 AM-1 AM
- ENTERTAINMENT AREA MON-SUN 8AM-10PM

4.1.9 No loud music. Note the Study Lab is a silent work environment.
4.1.10 No disorderly conduct.
4.1.11 No glassware or breakables in common areas.
4.1.12 Please leave the area as clean as you found it. If you have made use of the braai facilities at the entertainment area, please clean it.
4.1.13 Persons using the swimming pool must wear recognizable swimwear or bathing suites.
4.1.14 Pool equipment Is not to be tampered with and you could be held liable for costs and damages to equipment.
4.1.15 Common areas are used at your own risk.

4.2 **KITCHEN AREA**

4.2.1 Dishes must be washed by Occupants after every use and packed away.
4.2.2 Dishes and pot/pans etc. may only be washed in the kitchen area and not in any bedroom.
4.2.3 Occupants will provide their own cleaning/dishwashing liquid.
4.2.4 No washing of dishes will be carried out by cleaning staff.
4.2.5 Counter surfaces, sink and stove must be cleaned after use.
4.2.6 No kitchen appliances shall be removed from the kitchen.
4.2.7 All kitchen items and appliances supplied are not to be removed from the house. An inventory list will be supplied.
4.2.8 In the event that Occupants do not wash dirty dishes, WIFI may be switched off until such time that the dishes have been washed and packed away.

4.3 **LOUNGE TV ROOM**

4.3.1 This area is the collective responsibility of all Occupants. All Occupants shall be jointly and individually responsible for keeping the residence premises clean and in a neat state.
4.3.2 TV volume to be kept at an audible low level.
4.3.3 Furniture is to be kept in a neat and tidy manner.
4.3.4 The last Occupant watching TV must turn off the TV.
4.3.5 Occupants may not interfere with the TV connection or attach any device such as Play Stations or Hard drives, Wii, etc. to the TV connection, DSTV or ports.
4.3.6 Occupants will be held liable for any damage to the electronic connections including Television, DSTV, and Wi-Fi connections.
4.3.7 Furniture and decor are not to be removed from the house. An inventory list will be supplied.

4.4 **BEDROOMS**

4.4.1 The bedroom is the collective responsibility of both Occupants, and they shall be jointly and individually responsible for keeping the bedroom clean and in a neat state.
4.4.2 No kettle or toasters or other kitchen appliances are permitted in the bedrooms. No food or preparation of food is permitted in the bedrooms.
4.4.3 No candles, gas heaters or naked flames are permitted in the bedrooms.
4.4.4 All furniture in the room is placed under the care of the occupants and they are requested to take great care to look after the furniture. Any costs for damages and losses will be claimed from the Occupants.
4.4.5 No visitors shall be permitted into the bedrooms.
4.4.6 No visitors are permitted to sleep over in the bedroom or any other common area of the residence.
4.4.7 Occupants with a refrigerator will be charged an additional fee per month for electricity running cost.
4.4.8 Furniture and decor are not to be removed from the house. An inventory list will be supplied.

4.5 **BATHROOM**

4.5.1 Bathrooms and toilets should be kept clean and tidy by the Occupants.

4.5.2 Toilets should be flushed after use.

4.5.3 Showers and basins should be rinsed after use and the total bathroom and floor areas should be neat, dry, clean and tidy at all times.

4.5.4 No foreign objects to be thrown in the drains and toilets. Cleaning of blocked drains will be charged to the Occupant.

4.5.5 Please remove all plugs from the basin when you have finished bathing or washing.

4.5.6 Please do not leave the taps open and use water responsibly.

4.5.7 Leaking taps and running toilets should be reported to the Management immediately.

4.5.8 No writing of graffiti, slogans, etc. on the walls, doors, floors and windows.

4.5.9 KEEP the window open during showering to allow the bathroom and bedroom to air properly which will prevent MOULD from forming as it can only form in a damp room. It is the Occupants sole responsibility to ensure adequate airing of the rooms and cupboards. Wet walls must be allowed to dry, wipe down with a suitable anti-mould product and if necessary, repaint at the sole cost of the Occupant.

5. INSPECTIONS

5.1 Inspections shall be carried out on a regular basis and the Owner reserves the right to inspect any part of the premises without notice to the Occupants.

5.2 Management reserves the right to have access to any room in the residence at all times for spot checks. The Occupant may be requested to open his/her cupboard, bags or suitcase.

5.3 Should the premises be found in an untidy state the Owner shall clean the premises at the Occupants' expense.

5.4 Rooms shall be inspected on a regular basis to identify and attend to deficiencies, repairs and general maintenance.

6. WATER AND ELECTRICITY CONSUMPTION

Water and electricity MUST be used sparingly. Use only the minimum electricity required. Please *switch off all lights and electrical appliances* when leaving the room or when not in use. It is our responsibility to save the environment by Switching Off. This also diminishes the risk of fire. As per Clause 19.3 of the STUDENT RESIDENCE FIXED TERM CONTRACT the Owner reserves the right to charge the Occupant and Co-Occupants equally for any use of water or electricity that the Owner believes is excessive or unreasonable.

Should consumption not decrease maintenance teams will investigate a possible cause and if no plausible reason is found, the Occupants may purchase additional electricity from the office during normal business hours.

The following appliances are NOT permitted in the building:

- The following appliances, but not limited to, are NOT permitted in the building:
  - Any electric heater,
  - Any appliance that consumes electricity that is not approved by the Owner.
  - Refrigerators, other than those provided or approved by the Owner.
  - Portable cooking devices (stoves, microwaves etc) other than those provided by the Owner. The devices will be removed if found.
  - Occupants are strictly prohibited from making any alterations to, or affecting any workings of the electrical or digital equipment in the residence, including the TV and / or DSTV

  Any item that consumes electricity shall attract a supplementary charge of R 300 per appliance per month.

7. SAFETY AND SECURITY

GENERAL:
The security company is responsible for maintaining a secure environment 24 hours a day, 7 days a week for all who live, visit and work within Westwood Lodge, and provide convenient and controlled access to your residences. Security Staff regularly patrol the buildings and perimeter of the property on foot and by vehicle to ensure that Occupants are safe at all times. Please be polite and respectful to the Security Guards as they are performing a service and are not permitted to waive or amend the rules at any time for any reason whatsoever.

7.1 All persons entering Westwood Lodge are to sign in at security. No visitor will be allowed access to Westwood Lodge if the Occupant is not at the premises.
7.2 Keep valuables and money in a secure place, do not keep excess amounts of cash in your room. Keep cell phones and electronic goods in a secure place in your bedroom.
7.3 Be alert to the presence of a stranger and report their presence to security.
7.4 Keep your room locked and do not give a key to anybody.
7.5 In the event that you are a victim of theft, notify a staff member. File a report with the police as this will be needed if an insurance claim is filed.
7.6 Westwood Lodge will not be held responsible for any loss or theft whatsoever.

8. SMOKING

SMOKE FREE ZONE – Spot fine of R500

8.1 Westwood Lodges are smoke free zones and smoking anywhere in the houses is strictly prohibited. This includes all common lounge areas, bathrooms and bedrooms.
8.2 Smoking of any smoking devices, or pipes is also strictly prohibited.

R500 spot fine for smoking in the residence, or where it interferes with others.

9. ALCOHOL AND DRUGS

9.1 No alcohol may be stored or consumed on the premises. Any alcohol found on the premises will be immediately confiscated by Westwood Lodge management or security.
9.2 No illegal narcotics may be stored or used on the premises.
9.3 No illegal narcotics may be purchased or sold on the premises by any Occupant, or Visitor or within a 50m metre radius of the property.
9.4 Random searches may be conducted at any time by management staff. These include personal searches (clothes pockets, bags etc), as well as building searches (cupboards, beds, bookshelves, kitchens etc.) Occupants are obliged to comply with these searches. Failure to do so will result in the Occupant being deemed to have breached the rules with regard to the use of alcohol and drugs, and the necessary action will be taken.
9.5 Management reserves the right to involve South African Police Services (SAPS) in any drug search or spot-check.

10. FIREARMS, FIREWORKS AND WEAPONS

10.1 No firearms or dangerous weapons are allowed on the Premises.
10.2 Under no circumstance shall a firearm be carried by any person, be displayed or fired or stored on the Premises.
10.3 Students are not allowed to possess or handle any dangerous weapon or explosives on the Premises.
10.4 Threats of the Occupant pretending that they may be holding or in possession of a weapon will be deemed to be in contravention of this rule.
10.5 No fireworks or any other flammable substance, liquid, or explosive devices shall be kept or detonated on the premises or anywhere within Westwood Estate.
10.6 Random searches may be conducted at any time by the Westwood Lodge staff. These include personal searches, (clothes pockets, bags etc.), as well as building searches, (cupboards, beds, bookshelves, kitchens etc.) Students are obliged to comply with these searches. Failure to do so will result in the student being deemed to have breached the rules with regards to Firearms, Fireworks and Weapons and action will be taken.
10.7 The Owner reserves the right to involve South African Police Services (SAPS) in any

weapon search or spot-checks.

10.8 ANY OCCUPANT IN CONTRAVENTION OF THE ALCOHOL, DRUGS OR WEAPON POLICY MAY BE ASKED TO SEEK ALTERNATIVE ACCOMMODATION

11. POLITICAL MEETINGS AND SOCIAL GATHERINGS

11.1 Meetings of a political nature, involving members of any political organisation who are not occupants, is strictly prohibited. No political speeches at meetings will be allowed on Westwood Lodge.

11.2 Gatherings, whether of a social or cultural nature, involving interaction with, or the giving of speeches by, persons who are not Occupants, may only be held with the prior written consent of the Owner.

12. PETS AND ANIMALS

Occupants may not bring or keep any pets, animals or any other living creatures onto premises.

13. TRADING

13.1 No form of trading of any services or products shall be permitted within or from the premises whatsoever.

13.2 Trading shall include misuse or abuse of bandwidth or data.

14. PARAFFIN AND GAS HEATERS AND COOKERS

The use of paraffin and gas appliances in any form shall not be permitted in the Lodges.

15. NATURE CONSERVANCY

All wildlife in the nature conservancy is protected, and Occupants are not permitted to harm the wildlife in any way whatsoever. This includes the killing or harming or trapping of chameleons, snakes, monkeys, mongoose, duikers or any other animal found in the conservancy, or on the Estate

16. FIRES/BRAAI/CAMPING

16.1 Camping is strictly forbidden. Fires or braaiing is permissible in the entertainment area where braai facilities are available. Fires are prohibited in the nature conservancy area.

16.2 Braai facilities at the pool area may only be utilised with permission from Westwood Lodge Management.

17. NOISE CONTROL

17.1 COMPULSORY QUIET TIMES: 10PM TO 7AM EVERYDAY
17.2 EXAM TIME: 24 hours compulsory quiet time

Noise is defined as any noise from any source which is audible from outside the room in which it is occurring. ***Each Occupant is asked to please respect the privacy right of fellow students to live in a quiet environment in which they can study.***

18. OFFENSIVE ODOURS

Should the Occupant object to a strong significant odour and the offending odour be identified by the Owner, the Occupant shall be asked to remove the odour, (i.e. incense, dirty laundry and general kitchen odours, etc.)

19. Wi-Fi / DATA

Free 100GB Data/Wi-fi usage is provided to students. Network capacity is, however, limited and excess usage or abuse of capacity is not permitted. Wi-Fi is not guaranteed and is limited to the signal and / or supply of data by the service provider. ***The Owner reserves the right to cap or discontinue the WI-FI service at any time without any notice***.

Wi-fi will be suspended automatically on any account which is in arrears.

20. DSTV

Free DSTV is provided to Occupants. DSTV connection is not guaranteed and is limited to signal supply by service providers. The Owner reserves the right to cancel or change the program package bouquet at any time.

21. EXIT POLICY OF WESTWOOD LODGE

On leaving, students must email student@sgc.co.za of intention to exit the Lodge and specify the date and time of exit as inspection needs to be done. Please also refer to the Payment Policy before exiting.

22. WARNING AND TERMINATION OF CONTRACT DUE TO BAD CONDUCT

Save as provided for in rule 23 below, should the Occupant not comply with the rules one formal Warning Notice will be issued to the Occupant via email. If the student continues with disregard to the House Rules, the Owner has the right to expel the Occupant without further notice. If the Occupant is suspended, the Administration fee, Deposit and any Monthly Residence Fee paid will be forfeited and the Occupant will be required to vacate the premises immediately.

23. ACTS OF VIOLENCE, INCITMENT TO COMMIT ACTS OF VIOLENCE, THREATENING TO COMMIT ACTS OF VIOLENCE

Should the Occupant:

1. commit a violent act;
2. threaten to commit a violent act or
3. incite others to commit, or threaten to commit, acts of violence

on, or in close proximity to, the Estate, then in that event, the Owner shall be entitled to immediately expel the Occupant from the Estate, and cancel the Contract, in which event, all fees and deposits paid by the Occupant shall immediately be forfeited.

The aforesaid acts shall include, but not necessarily limited to :

- vigilante action against a party suspected of being guilty of committing a criminal offence or
- inciting a mob, or acting as a part of a mob, which commits, or threatens to commit, violence against an individual or individuals.

24 DEFAMATORY STATEMENTS AND /OR MISINFORMATION

The OCCUPANT shall use social media generally in a responsible manner. In particular, the OCCUPANT shall not use social media or any other form of communication to :

24.1 make defamatory statements about Westwood Lodge, the Estate, the Owner or any other occupant of Westwood Lodge;
24.2 spread false or misleading information about the aforesaid parties or
24.3 in any way incite the commission of violence against the Owner, a member of staff or any other occupant of Westwood Lodge.

25 **HEALTH REGULATIONS**

25.1 Where health regulations are in place, these must always be followed. Failure to do so could result in your expulsion as you will be endangering your housemates, and others.

26 STORAGE AND BELONGINGS

Westwood Lodge DOES NOT provide storage facilities. ALL items are to be removed by the OCCUPANT on expiry of the termination period. It is the sole responsibility of the OCCUPANT to pack and remove their own items and any item left behind will be disposed of by the Owner at their sole discretion. Any claims for items disposed of by the Owner will not be entertained.

27. MAINTENANCE

27.1 Maintenance issues must be reported in writing by sending an email to: student@sgc.co.za. Please note that it is the Occupants responsibility to maintain their own space and to fix at their own cost any item that it broken in error, or by intention. Westwood Lodge will only respond to written notification and only if it is considered a normal wear-and-tear item. Mould removal is excluded from maintenance as this is preventable by allowing for proper airing of the bathroom/ bedroom.

28. HYGIENE, CLEANLINESS AND PEST PREVENTION

OCCUPANTS are required to keep their rooms and all communal areas clean, hygienic and free from food waste at all times.

Food must be stored in sealed containers, spills and crumbs must be cleaned up promptly, and rubbish must be disposed of regularly in the designated bins.

OCCUPANTS must take reasonable preventative measures to avoid attracting or encouraging insects and pests, including ants, cockroaches, weevils and other insects or critters. Food should not be left open or unattended, dirty dishes should not be left, and cupboards and food-storage areas must be kept clean.

Any signs of an insect or pest problem must be reported to Management as soon as reasonably possible so that appropriate treatment can be arranged. Where an infestation is caused or materially contributed to by poor hygiene, improper food storage or failure to maintain reasonable cleanliness, the resident responsible may be liable for the cost of the necessary pest-control treatment.