

2017 HOUSE ETHOS & RULES FOR TENANTS AT WEIDENHOF HOUSE

The following contains important information for every student wishing to be accommodated at Weidenhof House. Signing of the rental contract forms implies your agreement to adhere to these rules and ethos.

1 BOOKING ACCOMMODATION & CANCELLING ACCOMMODATION

- a. Bookings are made before arrival by emailing netact@sun.ac.za It consists of three forms:
 - 1 A NetACT / Weidenhof House application form and
 - 2 The formal rental contract of Stellenbosch University that indicate the fee and payments procedures and agreement. On your arrival at Weidenhof House the University forms has to be signed and payment of accommodation fees proved before you may receive a room;
 - 3 The House rules and ethos.
- b. When you apply for a room, received and returned the application form you are notified if accommodation is available, also a quote as to the amount liable.
- c. Once the quotation is accepted, student will be loaded as a debtor on US system.
- d. An Invoice will be given to the student where the deposit to be paid will be indicated.
- e. Once proof of payment is sent back to the administration **and to you**, your room will be booked. To make certain of accommodation, book early! In case of emergencies, phone + 27 21 8083260 or +27 21 882 8245 or +27 73 772 6706.
- f. A room is booked for the period indicated in the accommodation agreement and money is not refundable if the resident arrives later than indicated or leaves earlier than the indicated departure time.
- g. The NetACT Executive Director may make an exception to this binding rule on condition that the resident arriving late or wanting to leave earlier found a suitable and acceptable person willing to take over the room and its rent.
- h. Awarding of rooms will take place end of October of each year with preference to those who are already staying there and whose studies continue. Applications for the following year open early in November.
- i. On the end date of the period that you have booked and paid for, the room should be vacated, **all personal belongings removed**, the room cleaned and the key of the room returned to the House Administrator. **It is a University policy and a House rule that we cannot store your belongings.** If your key is not returned and the content of your room is not removed it implies that you are liable for paying occupancy fees.

2 WEIDENHOF HOUSE ETHOS

The house is a home away from home for post-graduate students. It has a Christian ethos. No alcoholic drinks or smoking is allowed and Christian moral values will be followed.

There are sections for men and women. Visiting the opposite sex in his / her room may cause unnecessary tension and suspicion if it happens behind closed doors and at awkward times. If it is necessary to visit, be prudent and keep the door open. We ask house members to be one another's keeper and deal with all cases where the good name of a person or the others in the house are at stake.

3 FINANCIAL MATTERS:

- a. The financial administration of the house is done according to the regulations of student housing of the international office / Stellenbosch University and described above under section 1.
- b. Visitors without student accounts can only get entrance by paying in cash on arrival for the full period. We are not allowed to make an exception to this regulation. The required accommodation form should be filled in. The financial officer at the Faculty of Theology will issue a receipt on acceptance of the money from the House Administrator.

• 4 UPON ARRIVAL AND DEPARTURE:

- a. Access to the house is gained by using your student card. The student card will be updated allowing entrance to the house once the official accommodation agreement is signed and the money is paid. The card is electronically updated at the Faculty of Theology.
- b. Please see to it that you wash the bed sheets & pillows (provided at arrival) before you depart. If the linen is not washed, a R100 fee will be added to your account. If the room is not properly clean before one leaves the cost of cleaning the room will be charged to your account. Future admission to the house and room allocation will depend on adherence to the house ethos and rules.
- c. Please do not move anything from the room as it affects the room's inventory (occupants will be held liable for any loss which will be credited to your account).
- d. Should there be any breakages in the room, the kitchen or elsewhere in the house, please notify the House Administrator.

5 GENERAL HOUSE ROUTINE:

- a. The House Administrator (HA) is appointed by and report to the NetACT office. He/she has a number of specified duties which is available on the notice board in the house.
- b. The HA is responsible for organizing devotions weekdays at 19:30. We expect house members to attend regularly. “A house that prays together stays together.”
- c. The kitchen has six working stations for groups of four people. The HA arrange the groups and will explain the procedure to be followed. All utensils used have to be cleaned directly after each meal and each group will be responsible to keep its station clean.
- d. It is expected of all students to do their own laundry and clean their own rooms. The public areas of the house are serviced by a University cleaner three times a week (Monday, Wednesday and Friday). Please note that this is a service and the cleaner cannot be held responsible for any mess made by a student.
- e. Should the rubbish bin in the kitchen be full, kindly empty it in the rubbish trolleys at the side of the house. The HA takes the trolley-bins outside on Tuesdays for the refuse truck.
- f. All students should strictly adhere to the cleanliness of their allotted *bathroom*. Please make sure that you leave the bathroom in a condition that would not infringe on the personal hygiene of the next user. Like the kitchen stations, the bathrooms are allotted to specific rooms and the room-occupants are responsible for the cleanliness of their bathroom.
- g. Toiletries & dishwashing materials: the House Administrator organises this. Members pool and buy what is needed.
- h. The house administrator shall be making routine checking to see if the room and beddings, floor mat, tables and the rest are kept tidy.

7 ADMITTANCE

- a. The house was donated to create a place where postgraduate theology students from the Reformed and Presbyterian Churches in Africa can stay and study at affordable rates. The endowment stipulates that if there are rooms open, candidates from other denominations are welcome and even students from other faculties given that they adhere to a Christian ethos.
- b. If room is available and people without a student card wants to stay in the house, they should sign the (1) rental contract form, (2) comply with the House Rules and moral values of the house and (3) pay in cash in advance for the number of days

booked. The House Administrator will give a receipt for this money after he/she was able to give the money to the Financial Officer at the Faculty of Theology on the first working day after the money was received.

- c. Married couples will be housed on the lower level in the first three rooms nearest to Weidenhof Street. Single women students have preference to the four lower level single rooms with separate entrances behind the kitchen. These arrangements may be changed according to the gender requirements of the students.
- d. As a rule families with children cannot be accepted in the house.

USE OF WEIDENHOF PROPERTY

- a. The facilities and property of Weidenhof House shall be used only by registered residents. No friend or relative of Weidenhof residents shall use any facility (for example kitchen, washing machines, irons etc) of the mentioned house. However, friends or family visiting will be welcome in the sitting and dining room.
- b. The kitchen facilities are for the house members only and may not be used for outside persons or groups.

The Program Coordinator, NetACT

23 Jan 2017