

HOUSE RULES FOR Engvej Studios

Section 1

Together, the residents are responsible for maintaining peace and order at Engvej Studios. Any resident is obligated to comply with the rules and regulations stated in these house rules and any request from the administration of Engvej Studios or The Housing Foundation Copenhagen (henceforth referred to as “the Foundation”). The residents are responsible for their guests complying with these rules as well.

In the interest of security, all tenants should lock the door to their personal room(s) when leaving the apartment, wherever possible. Room doors should be regarded with the same awareness as the house’s front door to the street. This is because all residents of a house can open that house’s front door and all residents of a flat can open the flat’s front door. By locking their room door(s), tenants secure themselves against misuse of keys by third parties.

Section 2

The residents are obligated to keep themselves informed of any updates. In case of dispute, the most recent rules will apply. Updates will be posted on the Foundation’s website or otherwise communicated by the Foundation’s staff.

Section 3

The entire building in Engvej Studios is a non-smoking area. If there are any odour problems caused by smoking when vacating the room, the resident has to expect significant costs in connection with cleaning.

Section 4

Barbecue

It is strictly forbidden to use any sort of disposable barbecues and other kind of barbecues on the premises.

Section 5

The residents must always show consideration for fellow residents with regard to noise, especially when using TVs, radios, instruments, machines, etc. Demands for peace and quiet during study periods and in the night must be heeded especially. Any complaint over noise must be respected the first time.

Noise is to be kept to a minimum from 10 pm to 6 am. Particularly noisy machines should not be used outside 8 am – 8pm on weekdays and 10 am – 4 pm on weekends and holidays. Please be quiet in the hallways. Noisy behaviour on the roof terrace is forbidden at any time.

For their own safety, tenants may not sit on the roof beside the roof terrace, but have to stay on the wooden terrace area.

Section 6

It is the responsibility of each resident to contribute to maintaining a tidy appearance of the common areas. Do not leave any dirty dishes, pans, pots, cutlery, food/drinks etc. in the common areas. Movable (e.g. but not limited to footwear, bicycles, drying racks, furniture) are not allowed in the hallway, in stairways or on landings. Bicycles and prams, etc. should be parked in the

designated areas only. The residents are obligated to follow requests by the Foundation regarding furniture and shared facilities.

Section 7

Residents are not allowed to drill holes in ceilings or walls, nor use nails, screws, thumbtacks or the like on ceilings walls, doors and doorframes. Pictures, posters or the like may not be mounted by glue, tape or any other sticking agent.

Section 8

It is strictly forbidden to interfere with the wiring of Engvej Studios. Antennas and satellite dishes may not be installed.

Section 9

Fire alarms and fire extinguishing material: Misuse of fire extinguishing material and fire alarm systems is strictly forbidden. Doors equipped with automatic door closers may not be blocked under any circumstances. It is not allowed to spend the night in the common areas. All the rules above are according to fire department (Brandvæsen) rules. Violation of the abovementioned rules may result in being reported to the police. In case of setting off a false fire alarm, a fine of 3500 DKK is due.

Section 10

No pets of any kind are allowed.

Section 11

The residents are responsible for keeping their rooms and shared facilities tidy. Trash must be placed in the appropriate containers, and the containers' lids must be kept closed. If a container is full, residents must remove their trash themselves, but are not permitted to place it on the floor by the containers. Large trash items may never be left in shared areas.

Section 12

In the interest of other residents, we kindly request that guests stay no longer than maximum 1 week.

Any resident is responsible for any kind of damage that his/her guests cause to the building and/or furniture. Damaged property, including furniture and keys, should be reported immediately to the Foundation.

Section 13

Disputes between residents should, whenever possible, be settled among the involved parties in accordance with the house rules. Written complaints over violation of the house rules must be made to the Foundation via email. Complaints must state time, place and circumstances. If a complaint is considered legitimate, appropriate action will be taken by the Foundation's staff.

Section 14

In case of unresolvable disagreements, residents shall contact the Foundation. In case of serious/dangerous situations or emergencies, do not hesitate to call the **POLICE at 112**.

Section 15

Please refer to your rental contract as well as The Housing Foundation Copenhagen's Booking Manual for information about terms for contract termination/shortening options. For more

information concerning your housing contract and relocation from Engvej Studios, please contact the Foundation.

Section 16

Violation of the house rules will trigger a first written warning from the Foundation. In case of repeated violation, a second official written warning will be issued by the Foundation, and the University of Copenhagen and the resident's home university will be notified. Should the offending behaviour persist after a third and final written warning, eviction will be considered.

Sincerely,

The Housing Foundation Copenhagen