

Template for student room house rules

This is a template for house rules in shared student accommodation. It includes a number of arrangements and rules of thumb to make sure that students who share student accommodation have a pleasant experience and also to ensure that students have a peaceful relationship with other neighbourhood residents.

The landlord is free to use this template as a guide and to adapt it according to requirements.

Kotatgent or the City of Ghent's student coach can provide advice where needed. Their contact details can be found at the bottom of this document.

1. Close windows and doors when leaving your room, even if you are just popping out for a few minutes.

Close the front door as quietly as possible and always lock it behind you to prevent break-ins. Watch out: theft is not included in fire insurance policies as standard.

2. Respect other people's need for peace and quiet and keep any noise to a minimum.

- a. Games, TVs, laptops, music equipment and electronically amplified music are allowed on the condition that they do not disturb your housemates and neighbours. The volume should be kept low and must not cause a nuisance to the people around you.
- b. Meetings, gatherings, talking at night, student house parties and other parties in your student room are only allowed if they do not cause a nuisance to anyone else. Bear in mind that your neighbours may hear any sound perfectly clearly, especially at night. Their bedrooms might be right next to your room. Many buildings in our city have thin walls and are poorly insulated.
- c. Always respect the nightly noise restrictions between 10 p.m. and 6 a.m. Note that these times are set down in the police regulations in Ghent. At these times, you also have to keep quiet in the shared hallways and common rooms. Avoid loud conversations in hallways, by the front door or in the street. The same goes for your visitors. Ask them to respect your neighbours' right to peace and quiet at night.

3. **Collect the rubbish from your room and dispose of it in accordance with the rules that apply in Ghent. In Ghent, IVAGO is responsible for collecting household waste.**

The IVAGO collection calendar will show you when household waste is picked up and how you have to dispose of it. Everything must be placed outside in the right bag or bin (e.g. glass belongs in strong plastic or wooden tubs), in the right way (bags should be tied, not taped), and left outside at the right time on the right day, i.e. between 7 p.m. on the day before collection and 7 a.m. on the day of collection.

Watch out: in the Overpoort student neighbourhood, there are 46 streets where rubbish can only be put outside on the day it is collected, before 11 a.m.

Since 2016, the landlord is responsible for the correct disposal of rubbish. If the landlord has a set of rules on the subject, students are responsible for correctly disposing of the rubbish.

The documents below are displayed at *(fill in the place where they are displayed)*

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- IVAGO collection calendar
- sorting rules
- rota for waste collection in common rooms and putting out the rubbish

You can also find the collection calendar at <http://www.ivago.be> or download the app on your smartphone.

4. **Use the bicycle parking provided to avoid causing a nuisance to others with your bike.**

Make sure you park your bike without causing an obstacle to pedestrians and also consider people in wheelchairs and with buggies/prams. Bicycles that are left behind or left in places that cause an obstruction can be removed by the City of Ghent's bike patrol. They will not compensate you for breaking your lock. Contact the bike depot for info on bikes that have been taken away on +32 (0)9 266 70 68 or at mobiliteit.fietswacht@stad.gent.

What if problems do occur?

Students, neighbours, or landlords can call on the student coach. The student coach is a mediator and works closely with Kotatgent, higher education institutions, the student officer, the Urban Development and Planning Department, the Housing, Building and Environment Supervision Department and the Ghent police. The student coach reports directly to the mayor.

Avoid fines and penalties.

- You can report any trouble to the Ghent police at the local police station or by calling the emergency number (101). You can find more information at <http://www.lokalepolitie.be> (in Dutch only).

- The City imposes fines of 120 to 350 euros for incorrect disposal of household waste. IVAGO also charges additional fees for picking up and processing that waste. The landlord gets these fines but can pass them on to students, divided among all the residents.
- The Housing, Building and Environment Supervision Department checks whether houses have the right licences to accommodate students. If it turns out that buildings are let to students unlawfully (e.g. single-family homes), measures may be taken.
- The mayor is responsible for taking all the necessary measures to prevent any form of public nuisance, including disturbing the peace of residents. One of the possibilities is issuing GAS fines of between 60 and 350 euros.

Contact details of the student coach

Chantal Smits – chantal.smits@stad.gent – tel. +32 (0)9 266 82 18
Safety and Prevention – City of Ghent
Keizer Karelstraat 1 , 9000 Ghent

Contact details for Kotatgent

Housing department - City of Ghent
W. Wilsonplein 1, 9000 Ghent
Tel. +32 (0)9 266 76 40 – E-mail kot@gent.be

“Signed and approved”

The student