

Conduct Rules for Burgers Park Student Hotel



1. General Conduct

- 1.1. All residents, staff and visitors must be treated with respect and dignity at all times.
- 1.2. Any behavior that causes a disturbance, harassment, or a threat to safety is strictly prohibited.
- 1.3. Residents must comply with all South African Laws and Municipal bylaws while staying on the premises.
- 1.4. Any violation of conduct will be subject to the Disciplinary Policy and Procedure outlined in this document.
- 1.5. No animals, reptiles and birds of any description may be kept by residents under any circumstances. No exceptions will be made, and no applications for permission to keep animals will be accepted by Management.
- 1.6. Under no circumstances are any type of cooking, either with an electric stove, induction or gas stove or microwave or air fryer or any other cooking appliance allowed in the rooms. Residents may only cook in the centralized kitchen and microwaves in the floor kitchen.
- 1.7. Residents are not allowed to light any candles, incense or any type of open flame or hazardous substance or gas item in the room or any other place in the building.
- 1.8. Residents can use the braai facilities when pre-booked with the Res Life Manager and additional conduct rules will apply.

2. Noise Rules

- 2.1 Quiet hours: 10:00 PM – 7:00 AM
- 2.2 During pre-exam and exam periods, all hours will be considered quiet hours. These periods will be communicated in advance.
- 2.3 Any noise disturbances outside these hours must be kept at a reasonable volume to maintain a conducive learning environment for all.
- 2.4 Management reserves the right to confiscate any equipment causing excessive noise.
- 2.5 Repeated violations will be subject to disciplinary action.

3. Visitor Rules

- 3.1 Visitors must sign in and out at the reception and abide by all house rules.
- 3.2 Visitors are only permitted between 7:00 AM and 9:00PM weekdays and 7AM to 12PM Saturdays, Sundays and public holidays.
- 3.3 No overnight stays are allowed. If residents need an emergency overnight stay, a fee of R250 per night will be payable upon entry to the building at reception.
- 3.4 Residents are fully responsible for their visitor's actions in rooms and public areas.

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- 3.5 Visitors are allowed in the hosting resident's room and may not access other areas unaccompanied.
 - 3.6 The landlord reserves the right to charge visitors who visit the hotel more than 8 times per calendar month a fee for every visit over and above 8 times per month. Such a fee will be charged on an ad-hoc basis.
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4. Room Maintenance

- 4.1 Residents are responsible for maintaining the cleanliness and hygiene of their rooms.
 - 4.2 Scheduled and random room inspections will be conducted daily between 9am & 3 pm.
 - 4.3 Inspection can be extended to 11pm without notice
 - 4.4 Trash must be disposed of in designated refuse rooms; improper disposal will result in fines.
 - 4.5 Any damage to the room or furniture and fittings caused by a resident must be reported and will be charged to their account.
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5. Common Areas

- 5.1 Neither washing nor any other article may be hung over rails or in windows or on balconies or on any part of the property so as to be visible to the public or other residents.
 - 5.2 The laundry room is for residents use only. No outside visitors may use the facilities.
 - 5.3 Residents must remove their laundry promptly after each cycle to allow fair access for others. Students are only allowed 6 cycles per month.
 - 5.4 Residence will be charged on a adhoc basis if they use more than 6 cycles per month
 - 5.5 Residence are to use the prescribed washing powder when using the mashing machines.
 - 5.6 The machines must be used according to the instructions provided. Any damage caused by misuse will be charged to the resident responsible.
 - 5.7 Residents are responsible for their belongings. Management is not liable for any lost, stolen or damaged items.
 - 5.8 The laundry area must be kept clean, and lint traps must be cleared after use.
 - 5.9 Any misuse of laundry facilities may result in disciplinary action.
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6. Gym Areas Regulations

- 6.1 The Gym facility is for residents use only. No outside visitors may use the facilities.
 - 6.2 Operating hours are from 06h00AM to 11h00PM or as arranged from time to time.
 - 6.3 Residents must clean the machines & equipment after use and put all equipment back in the space allocated for it, especially movable items such as weights.
 - 6.4 No private items must be left in the Gym, and the facility must be always kept clean and hygienic.
 - 6.5 The machines and equipment must be used according to the instructions provided. Any damage caused by misuse will be charged to the resident responsible.
 - 6.6 Any misuse of Gym facilities may result in disciplinary action.
 - 6.7 Towels must be used in the gym to clean machine / equipment directly after use.
 - 6.8 The Lessor accepts no liability for any injury whatsoever that may occur due to the lessee use of the machines / equipment.
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7. Common Areas Regulations

- 7.1 Shared spaces must be used responsibly and cleaned after use.
 - 7.2 Any damage caused to shared furniture / fittings and or appliances due to misuse will be charged to the resident responsible.
 - 7.3 No disruptive behavior, including vandalism or excessive noise, will be tolerated.
 - 7.4 Misuse of communal facilities will lead to disciplinary measures.
 - 7.5 No loitering will be allowed in common areas.
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8. Communal Kitchens Regulations

- 8.1 Communal kitchens must always be kept clean after use. Residents are responsible for cleaning up after themselves immediately.
- 8.2 Cooking appliances and utensils provided must be used with care and returned to their designated places after use.
- 8.3 The stoves and microwaves must be used with the utmost care and according to the instructions provided and common sense.
- 8.4 Food storage and cupboards must be properly labelled and stored hygienically.
- 8.5 Residence must take care not to damage and / or burn any table or equipment with heated pots.
- 8.6 Any misuse of kitchen and equipment will result in disciplinary action.
- 8.7 Damage of equipment will be charged to the resident.

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- 8.8 Locker will be placed in a central area where residents can store their pots, pans, crockery and food (dry items). There is no guarantee that there will be enough lockers available.
 - 8.9 Any spoiled or expired food must be disposed of promptly by the residents.
 - 8.10 Leaving unclean dishes or food waste unattended will result in a cleaning fine.
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9. Swimming Pool Regulations

- 9.1 The swimming pool is for residents use only. No outside visitors are allowed without prior approval.
 - 9.2 Pool hours are from 07h00AM to 08h00PM.
 - 9.3 No resident or resident's visitor may enter the fenced-in swimming pool area if he / she / it cannot swim. Entrance to the swimming pool area is strictly for residents who have proved they can swim.
 - 9.4 The resident enters the fenced-in swimming pool area if residence can prove they can swim and enters the pool at their own risk. The resident or any of the entity's employees, contractors or associates accepts no responsibility or liability of any sort in any form for any resident or resident's visitor with regard to injuries, drowning, accidents, damages and any incidents in the swimming pool area.
 - 9.5 No glass bottles, food or alcohol are permitted in the pool area.
 - 9.6 Swimming attire must be appropriate; no casual clothing allowed in the pool.
 - 9.7 No diving, rough play or disruptive behavior is permitted. No pool games will be allowed.
 - 9.8 The pool area must be kept clean, and personal belongings must be removed after use.
 - 9.9 Only individuals who can swim will be allowed to enter the pool area. Life guards are not provided, and all swimming is at the resident's own risk.
 - 9.10 Residents acknowledge that the management will not be liable for any accidents, injuries, or fatalities that occur in or around the pool area.
 - 9.11 Any violations of the pool regulations will result in disciplinary action.
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10 IT Lab Regulations

- 10.1 The IT Lab is for academic use only. No gaming, streaming or social media browsing is permitted.
 - 10.2 Eating and drinking are not allowed inside the IT Lab.
 - 10.3 Residents must log off and clean their workspace after use.
 - 10.4 Any damage to IT equipment due to misuse will be charged to the resident responsible.
 - 10.5 Unauthorized software installations are prohibited.
 - 10.6 Any misuse of the IT Lab may result in restricted access or disciplinary action.
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11. TV Lounge & Common Area Lounges Regulations

- 11.1 The TV Lounge is for communal entertainment and relaxation.
 - 11.2 Volume levels must be kept at a moderate level, respecting quiet hours.
 - 11.3 No sleeping or loitering on the lounge furniture is allowed.
 - 11.4 Feet must not be placed on couches or tables.
 - 11.5 The area must be kept clean and respectful.
 - 11.6 Any misuse of the lounge area or disruptive behavior will result in disciplinary action.
 - 11.7 The TV is not to be used for games , games must be played on the Games Room TV
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12. Games Room

- 12.1 The Games room must be used with care and responsibility.
 - 12.2 All Equipment in the games room must be used according to normal norms and standards.
 - 12.3 Noise levels in the games room must be kept to a civilized and acceptable level.
 - 12.4 Any misuse or damage to equipment or games will result in disciplinary action or the resident will be charged for the damage.
 - 12.4 Smaller equipment and games will be made available at Reception. Residence will have to sign for the use when taking the games.
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13. Substance Use Regulations

- 13.1 Smoking is only permitted only in designated outdoor smoking areas.
 - 13.2 No smoking is allowed in the rooms, passages , common areas , ablutions , laundry or kitchen
 - 13.3 Alcohol consumption is prohibited unless special approval is obtained from management or on special occasions when management allows at their own discretion for the use of alcohol.
 - 13.4 Possession, distribution, or use of illegal substances, drugs or daga is strictly prohibited and will be reported to the authorities.
 - 13.5 Violations will result in disciplinary action, including possible termination.
 - 13.6 Sniffer dogs will be used to detect any illegal substances without prior notification.
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14 Security and Access Regulations

- 14.1 Residents must carry their access cards at all times and may not share them.
 - 14.2 Lost or stolen cards must be reported immediately; replacement fee: R105 per card.
 - 14.3 Unauthorized access to restricted areas will result in severe disciplinary action.
 - 14.4 Resident rooms must be locked at all times to prevent unauthorized entry. The owner is not responsible for the loss of or stolen or damaged goods.
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15 Emergency procedures & Fire Drills

- 15.1 Residents must familiarize themselves with fire exits and emergency protocols.
 - 15.2 In emergencies, take note of the location drawings behind your room door and follow instructions from management and emergency personnel.
 - 15.3 Fire drills will be conducted periodically, and participation is mandatory/compulsory.
 - 15.4 Any misuse of emergency equipment, including alarms, will result in fines and possible legal action and expulsion.
 - 15.5 Any tampering with the electrical or gas installation, water supply, plumbing, WiFi, fire extinguishers, hose reels, hydrants, or fire signage will be considered a serious breach of the lease agreement and will result in its cancellation with immediate effect.
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16 Disciplinary Policy and Procedure

- 16.1 Violations of house rules will be handled by the Residence Disciplinary Committee, consisting of :
 - 16.1.1 Res Life Manager
 - 16.1.2 Senior Management Representative
 - 16.1.3 Resident Representative
 - 16.1.4 Impartial Adjudicator – as appointed by management
 - 16.2 Disciplinary Process:
 - 16.2.1 **Verbal Warning:** Issued for minor infractions and documented.
 - 16.2.2 **Written Warning:** Formal warning issued for repeated or moderate infractions.
 - 16.2.3 **Disciplinary Hearing:** Held for serious or recurring offences to determine the sanction.
 - 16.2.4 **Final Warning and Expulsion:** Residents who fail to comply after a hearing will receive a final warning and be expelled.
 - 16.2.5 **Termination:** If violations persist after a final warning, the resident's lease will be terminated, and the resident will be expelled without an appeal process.
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17 Disciplinary & Fine Schedule

Offense	First Offense	Second Offense	Third Offense
Noise Violation	Verbal Warning	Written Warning	R500 Fine + Disciplinary Hearing
Unauthorized Visitor	R500	R1000 Fine	Expulsion
Smoking in Restricted Area	R500 Fine	R1000 Fine	R2000 Fine + Expulsion
Vandalism	R1000 Fine + Written Warning + Replacement cost	R2500 Fine + Disciplinary Hearing + Replacement Cost	Expulsion
Alcohol Violation	Written Warning	R1000 Fine	Probation + Final Warning
Illegal Substance Possession	Termination	N/A	N/A
Unauthorized Access	R1000 Fine + Disciplinary Hearing	Termination	N/A
Fire Safety Violation	R2000 Fine	Termination	N/A
sexual misconduct or offence	Immediate Expulsion		
Not adhering to policies	Disciplinary Hearing and Final Warning	Termination	

Acknowledgment

- All residents must sign a copy of these house rules as part of their rental agreement.
- By signing, residents agree to comply with these rules and accept the consequences of any violations and pay any fines due by the resident.

Contact Information Reception: 068 921 0472 Email: reslife@studenthotel.co.za