



CHRISTIAN RESIDENCES FOR YOUNG WOMEN  
formerly Young Women's Christian Associations of Southern Africa

Cape Town Residence

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## **RESIDENCE RULES**

### House and Flat Rules

#### Rooms

- When taking occupation of a room please report, within 24 hours, anything that is not in working condition or that is damaged. Residents will be held responsible for any damage that is not reported.
- All furniture and fittings are to be treated with care. Posters, drawing pins, glue, adhesive, prestik and similar must not be used for fixing anything to the walls.
- Report all breakages immediately. If, through negligence, any furniture and/or fittings are damaged or keys lost, residents will be required to pay for the repairs or replacement thereof.
- Residents must provide their own bedding.
- Curtains are provided, but residents may bring their own.
- Keep rooms tidy. Management reserves the right to inspect any room at any time. The rooms will be cleaned, by staff, once a week.

#### Health and Safety

- Let Reception know if you are ill.
- If you will be out of the house overnight, you need to note this in the Sign Out book at Reception.
- In the interest of basic fire prevention, all lights and heaters must be switched off when leaving the room.
- No smoking anywhere in the house. Smoking is permissible in the garden, however please dispose of the butts safely.
- The use of candles and incense is not permitted.
- The house has 24/7 CCTV protection and perimeter electric fencing. The house has an alarm with strategically placed panic buttons. These can be activated in the event of an emergency. The onus is placed on all residents to use these buttons responsibly and in the correct manner. Any liability arising from the misuse of the security system will be subject to prosecution.

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### Code of behaviour

- Washing may only be done and hung up in the areas allocated – no washing to be hung up in windows.
- The house should be reasonably quiet after 21:00. Please ensure that no one is disturbed by loud talking or laughter, or bathing/showering or banging of doors.
- Ensure that the bath/shower is clean after use.
- Floor towels for the showers are available at Reception. Clean floor towels can be exchanged for dirty ones, again at Reception.
- Alcohol and drugs (other than those prescribed by a medical doctor) are strictly forbidden and may not be brought onto the premises.
- Dress decently at all times. Clothing that is too revealing is not acceptable in public areas.
- No pyjamas to be worn to dinner and no pyjamas and/or dressing gowns to Sunday lunch.
- Ensure that all visitors report to Reception when arriving. No visitor is allowed in the rooms without consent.
- No males are allowed in the rooms or flats, but may visit in the communal areas of the house and in the garden.
- The lounge is a public area, please respect others and keep it clean and tidy.
- No sleeping in the lounge.
- No meals may be taken into bedrooms or the lounge. Meals must be eaten in the diningroom.

### Amenities

- Tea/coffee stations are on each floor. Residents are to provide their own mug, tea, coffee, sugar and teaspoon. Milk will be provided.
- Communal fridges are available for residents to store appropriately wrapped food. Please ensure that all items are clearly labelled, showing ownership.
- Washing machines and tumble dryers are available for personal laundry. Tokens may be bought from Reception. The laundry is open from 07:00 until 19:00.
- Wall heaters have been installed in most bedrooms. These must be switched off when leaving the room. A fine is levied for heaters left on and the heater will be removed if this occurs more than three times.
- All electrical equipment brought in by a resident must be approved by Management before it is used.
- Secure parking for residents, at owner's risk, is available at an additional cost.

### General Information

- Breakfast and dinner are provided from Monday to Saturday. Sundays we serve our main meal at lunch time. Please see information sheets in the rooms for meal times.
- Breads and spreads are provided at lunch time Monday to Saturday and on Sunday evenings.
- We will endeavour to cater for vegetarians and short term dietary needs, however we serve a balanced meal and are unable to cater for gluten free and lactose intolerant requirements.

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- Friends and family, by prior arrangement and no later than 15:00 on the day, may sleep over in the resident's room. A mattress and bedding will be provided. Payment to be made upon arrival.
- No pets allowed.
- Although legislation allows for same-sex unions, The YW does not condone nor permit lesbian relationships within any YW residence as this is a departure from our Christian ethos.
- The main door to the house is locked at 23:00 on Sundays to Thursdays and at 24:00 on Fridays and Saturdays. Appropriate arrangements must be made if curfew cannot be met. Staff may not be phoned/disturbed for this reason.

### Personal Property

No responsibility is accepted by The YW Management for injury, loss, damage or theft of any personal property.

### Leaving

- On departure from the residence, rooms are to be vacated by 10:00 and the keys and remotes returned to Reception.
- On vacating the room / flat at the end of the year, please note that your refundable deposit will only be refunded once the room/ flat has been checked/ inspected and remotes/ keys handed in at the office. Please see *Student Accommodation Rates* for refund terms and conditions.
- Leave a forwarding address to enable us to forward all mail

### Legal Action

- If attorneys are instructed to recover any amounts due, the resident/ parent/ guardian will be held liable for any legal fees incurred.
- The signature of the resident/ legal parent/ guardian confirms and implies formal consent to the jurisdiction of the Cape Town Magistrates Court in the event of any dispute arising from or in relation to any claim against the resident under this Contract.
- No amendment or consensual cancellation of the Contract shall be of any effect unless in writing and signed by the Manager of The YW.
- The YW is not bound by warranties, representations, promises, terms or conditions not stipulated herein.
- The YW cannot be held responsible for alternate accommodation in the event of the premises becoming untenable for whatever reason.

### Right of Termination / Admission

- The Management Committee reserves the right to refuse or accept any application. We also reserve the right to terminate, without notice, the residence of an admitted student/ resident whose conduct they consider unsatisfactory. There will be no refund of fees for bad behaviour or insolvency. The Management Committee has the authority to make rules for the conduct of the residence and these shall be binding on all.

- Any written notice sent to the resident's stated address(es) by prepaid post, emailed or handed to the resident, shall be deemed to have been received by the resident on the second business day after posting, or on the day of handing to the resident, as the case may be.
- No amendment or consensual cancellation of the Contract shall be of any effect or validity unless recorded in writing and signed by The YW Cape Town Manager and the resident/ legal parent/ guardian.
- No indulgences or latitude by or failure of The YW Cape Town to enforce any of the terms of this Contract shall affect its rights or prevent it from enforcing them thereafter.
- The Rules and Regulations of the Association, written or spoken, shall apply at all times (parents will be briefed should behaviour become unacceptable).

### Flats

After a resident has been staying in the main house for at least a year, she may apply to stay in one of the self-catering flats. These flats offer a greater measure of independence and are very much in demand. Flats are allocated at the discretion of our Management Committee. We need to feel confident that the young ladies living in the flats will continue to abide by the rules and ethos of The YW.

### Flat Rules

- Students are responsible for cleaning their own flat, however bathrooms will be deep cleaned by The YW staff once a month. The YW staff will clean the windows once a quarter and fumigation will be done twice a year.
- Students need to purchase their own electricity (an electricity meter is installed in each flat).
- Management reserves the right to inspect any flat at any time.
- The students may book at Reception for a meal in the diningroom of our main house. This must be done before 10:00 on the day. Booking is essential and the cost will be billed at the end of the month.

All other relevant information specified for the main house, will also apply to those living in the flats.

These rules, terms and conditions may be amended from time to time without prior notice and such amendments remain in force and effect.

I have read this document and agree to abide by the rules contained herein.

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Signature of Resident

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Date