



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

Cape Town Residence

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## ADDENDUM TO LEASE AGREEMENT

### CODE OF CONDUCT AND HOUSE RULES

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*Resident's Full Name*

I agree to abide by the Code of Conduct and House Rules contained in this document for the duration of my stay at The YW Cape Town and agree that any infringement of these rules shall constitute a material breach of the Lease Agreement, giving the Management of The YW Cape Town the right to cancel the Lease Agreement in accordance with the provisions of the *Right of Termination/Admission* section.

#### Mission Statement

The Mission Statement of The YW under the guidance of the YW Executive Committee (EXCO), and in conjunction with the Local YW Association (NPO.000827), seeks:

- To provide safe, value for money, non-racial accommodation, caring, demonstrating and showing love based on Christian principles, enabling young women to be accommodated in a Christian environment.
- To consider the developing of existing or new residences.
- To provide a Biblical foundation leading to a life committed to Jesus Christ and to offer opportunities for young women to enhance their personal growth.
- To cater for the development, help and welfare of young women and to consider partnering through support, other Christian evangelical organisations and/or persons already involved in ministry to young women between the ages of 18 and 25 years.

#### Our Aim

The YW aims to create a homely and family-like atmosphere where all can experience a happy and stable environment. We must therefore be considerate of one another. The following rules are meant to help to achieve our aims, so all residents' co-operation is required.

It is our policy to treat residents as "young responsible adults" which helps prepare them to face the world with maturity.

Initial: \_\_\_\_\_

## **HOUSE AND STUDIO RULES**

### Rooms

- When taking occupation of a room please report, within seven (7) days, 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.
- Sanitary (S.H.E.) bins are provided in the toilets. These must be used for the disposing of all sanitaryware, not the bedroom bins.

### Code of behaviour

- Washing may only be done and hung up in the areas allocated – no washing to be hung up in the windows.
- The house should be reasonably quiet after 21:00. Please ensure that no one is disturbed by loud talking or laughter or showering or banging of doors or music.
- Ensure that the shower is clean after use.
- Floor towels for the showers are available at Reception. All residents should make use of these for hygiene and safety reasons. Dirty floor towels can be exchanged for clean ones at Reception.
- No form of alcohol may be brought onto or stored on the premises.
- No form of non-prescription drugs may be brought onto or consumed on the premises. Management has the right to conduct random alcohol and drug testing should a resident display signs of any substance abuse.
- 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 of Management.

- No males are allowed in the rooms or studios, 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 overnight sleeping in the lounge.
- No romantic relationships, which contravene the Biblical model will be tolerated in the residence and Management has the right to immediately cancel the Lease Agreement for any breach of this rule despite clause 15.1 of the Lease Agreement.
- No meals may be taken into bedrooms or the lounge. Meals must be eaten in the diningroom.

#### Amenities

- There is a tea/coffee station on both floors. 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 some 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 is provided from Monday to Saturday. On a Sunday the main meal is served 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 or Banting or vegan diets.
- Friends and family, by prior arrangement and no later than 15:00 on the day, may sleep over in the resident's room, but for no longer than 3 nights. A mattress and bedding will be provided. Payment to be made upon arrival.
- No pets allowed.
- The main door to the house is locked at 21:00. Appropriate arrangements must be made during office hours if residents wish to be out past this time. Staff may not be phoned/disturbed for this reason.
- Our Life Coach and ministry leader sets one evening aside each week to run a Connect Evening. Attendance is strongly encouraged.
- A WhatsApp group for all general YW communication is created and all residents will be part of this group.
- The YW Cape Town does not have a cell phone. All telephonic communications by outside parties (parents and general public) must be made on the House landline.

#### 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/studio at the end of the year, please note that your refundable deposit will only be refunded once the room/studio has been checked/inspected and remotes/keys handed in at the office.
- Leave a forwarding address to enable us to forward all mail.
- The deposit will only be refunded at the end of the contract, upon application in writing, subject to all fees being paid up and if the room/flat is left in the same condition in which it was found.
- If a resident needs to leave before the end of the year a full calendar month's notice (before the 1st of the month for leaving at the end of that month) must be given. Regrettably no refund of the deposit will be considered during the 10-month period as a room is committed to a resident for the full 10 months.
- No interest is paid by The YW on deposits when they are refunded.
- Discounts or refunds will not be granted should the student be absent for any length of time during their stay at The YW or if they are absent from any meal.
- The deposit may not be deducted off the last month of occupancy in lieu of rent, unless allowed by Management in writing.

Studios

After a resident has been staying in the main house for at least a year, or at Management's discretion, she may apply to stay in one of the self-catering studios. These studios offer a greater measure of independence and are very much in demand. Studios are allocated at the discretion of our Management Committee. There needs to be confidence that the young ladies living in the studios will continue to abide by the rules and ethos of The YW.

Additional Rules for Studios

- Students are responsible for cleaning their own studio, 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 quarterly.
- Students need to purchase their own electricity (an electricity meter is installed in each studio).
- The geyser circuit breaker must not be switched off. Should a circuit breaker need to be replaced the cost will be charged to the resident.
- Management reserves the right to inspect any studio 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.

These rules, terms and conditions may be amended from time to time and such amendments remain in force and effect. Any amendments will be advised to the Lessee in writing.

I have read this document and agree to abide by the Code of Conduct and House Rules contained herein.

\_\_\_\_\_  
Name of Resident

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date