



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

\_\_\_\_\_  
*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.

As the Managers of The YW, we reserve the right to admit or decline anyone to the establishment. If during your stay, you do not uphold yourself to the standards outlined in this code of conduct or your account is not paid, you can be asked to leave.

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We acknowledge that although everyone comes from different backgrounds, families, and cultures, to maintain peace in the house, we need to adopt the following YW Culture.

### **Behavioural Conduct**

- **Respecting** one another - each other's space, privacy, and property
  - this includes respect for the staff and the YW property
- **To engage** and participate in arranged & fun activities as a way of connecting.
- Commit to attend **connect evenings** twice a month.
- Agree to see a **counsellor** if management deem it necessary to assist the student.

### **General Information**

- A **WhatsApp group** for all general YW communication is created & all residents are part of this group. This group is not to be used for any political views, venting, social media or any other non YW related content.
- All telephonic communications by outside parties (parents and public) must be made on the **House landline** – (021) 423 3711. Emergencies call Manager on duty – 066 279 2081.
- No pets allowed.
- If your parents, family, or friends have enquiries or want to **book accommodation** – please inform them to communicate via email.
- If you need **counselling or a chat**, please send us a WhatsApp to make an appointment. Managers are not available 24/7, unless it is an emergency.
- **Office Hours:** Monday – Friday from 8:30 – 15:00  
Saturday, Sunday and public holidays from 8:00 – 12:00  
Washing and drying tokens and late keys will only be issued in office hours - housekeeping staff work from 6:30 am – 3 pm during the week if the managers are not in the office.
- Only 2<sup>nd</sup> year / senior students will be allowed to do **reception duty** on Saturdays, Sundays and public holidays if necessary.
- **No responsibility** is accepted by The YW Management for injury, loss, damage, or theft of any personal property.

### **Health and Safety**

- Let Reception know if you are **ill**, especially in the case of a possible communicable and infectious diseases.
  - The YW is not responsible for providing medication and medical care to students.
- Please provide management with a list of **chronic medication** that you maybe taking.
- For **fire precaution** – please use the name board at reception to indicate whether you are in or out of the house. 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. All electrical equipment brought in by a resident must be approved by Management before it is used.
- **No smoking or vaping** 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.
- 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.
- The YW has a **zero-tolerance policy** on the possession and use of narcotic substances. Management has the right to conduct random alcohol and drug testing should a resident display signs of any substance abuse.
- Please **lock your rooms** when you are not in the house – we don't want staff being accused of stealing if anything goes missing from your rooms.
- **Secure parking** for residents, at owner's risk, is available at an additional cost.
- **Main house is locked** at 10 pm Sunday to Thursday nights and 11 pm on Friday & Saturday nights. Arrangements must be made during office hours if residents wish to be out past this time.
- The house has **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.

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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.

- Please be more **safety-aware** especially with all the loadshedding – Ensure that you close all doors and gates properly when arriving and leaving at all times.
- **All residents are responsible for the safety of the house. If a resident is found guilty of causing a breach in safety, disciplinary action will be taken.**

### Common Areas

- **Dress decently** always. Clothing that is too revealing is not acceptable in public areas.
- Ensure that **all visitors** report to Reception when arriving. No visitors are allowed in the rooms without consent of Management.
- **No male guests** are allowed in the rooms but may visit in the communal areas of the house and in the garden.
- The **lounge** is a public area - no overnight sleeping is allowed. Please respect others and keep it clean and tidy.
- The house should be reasonably **quiet** after 21:00. No one is to be disturbed by loud talking, music, laughter, showering or banging of doors where other students are trying to sleep or study. There are two lounge areas in the house where you can visit with your friends.
- **No romantic relationships**, which contravene the Biblical model will be tolerated in the residence.
- **No meals** may be taken into bedrooms or the lounge. Meals must be eaten in the dining room.
- Report any **equipment** that is faulty or broken. Do not remove any YW equipment from the designated areas.

### Student 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 fixed to the walls.
- **Report all breakages** immediately, including leaking drains and dripping taps. If, through negligence, any fittings and/or furniture is damaged, or keys lost, residents will be required to pay for the repairs or replacement thereof.
- Residents must **provide their own bedding.** The YW will provide mattress protectors. Curtains are provided, but residents may bring their own.
- Keep rooms **clean & tidy.** Rooms are cleaned, by staff, once a week – carpets vacuumed, basins, mirrors and surfaces cleaned; Staff do not make up beds, pick up clothing or wash students' clothes. The housekeeping staff reserve the right to refuse to clean your room if it is in an unacceptable state and report this to Management.
- **Wall heaters** have been installed in some bedrooms. Please ensure the heater is switched off when leaving your room or you will have to pay a fine - A fine is levied for heaters left on & the heater will be removed if this occurs more than three times.
- **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 males will be allowed to sleep over). Please fill in the Overnight visitors form at reception.
- **No romantic partners** will be allowed to sleep over in the student rooms.
- Please **close your curtains** when getting dressed, as people can see you through your window.
- Management reserves the right to **inspect any room** at any time.

### Catering /Kitchen

- We serve **balanced meals** and will cater for vegetarians; however, we are unable to cater for gluten free and lactose intolerant requirements.
- **Lunches** are not included in your accommodation fees; but as a concession we do provide bread and basic spreads. Therefore, you will need to buy our own extras or fancy bread toppings. A sandwich press and a toaster will be put out at lunch time for your convenience.

- 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. Please bring your own plastic container with a lid and cutlery.
- **Communal fridges** are available for residents to store appropriately wrapped food. Please ensure that all items are clearly labelled, showing ownership. We reserve the right to discard any spoiled food found in the fridges.
- All meals are to be eaten in the **dining room** – no meals in the rooms or lounge.
- Do not take the kitchen crockery and cutlery to your rooms – if you want to keep food for the next day or take it to college with you, please bring your own bowl or **plastic container**.
- If you know ahead of time that you will not be back for supper, please provide the kitchen with your **plastic container** (marked with your name) for your late meal. If you ask for a **late meal** and it is not eaten within 24 hours, it will be discarded. Due to load shedding, we are concerned about keeping food for longer periods of time as you could consume spoiled food. Please only ask for a late meal if you are sure that you will eat it.
- The **kitchen is out of bounds** to all students unless given permission. (This includes coming to the kitchen to wrap your food). If you want to keep your food for later, please bring your own container.
- If you are wanting extra **condiments and spices** eg. tomato sauce, mayo or extra chutney, chili sauce with your meals, could you please purchase your own.
- **Breakfast and dinner** are provided from Monday to Sunday during the following times:  
Breakfast on weekdays: 6:45 – 7:45/ weekends & public holidays: 8 – 9 am  
Lunch: 12:00 – 13:30  
Supper served: 17:45 – 18:00

### Laundry

- **Washing machines and tumble dryers** are available for personal laundry. Tokens may be bought from reception during office hours. The laundry is open from 07:00 until 19:00.  
Washing tokens – R 30 / Drying tokens – R 25
- Washing may only be done and hung up in the areas allocated, the wash lines are at the back of the house – no washing to be hung up in the windows or from the balcony.
- Please provide your own **washing powder and pegs**
- Washing and drying **tokens and late keys** will only be issued in office hours. Housekeeping staff work from 6:30 am – 3 pm during the week if the managers are not in the office. Please don't ask the managers after hours.
- Please indicate on the **white board** provided, which machine you are using. The washing machine cycle is 35 min

### Bathroom

- Sanitary (S.H.E.) bins are provided in the toilets. These must be used for the disposing of all **sanitaryware**, not the bedroom bins.
- **Floor towels** for the showers are available at Reception or in the bathrooms. All residents should make use of these for hygiene & safety reasons. Dirty floor towels can be exchanged for clean ones.
- Ensure that the **shower is clean** after you have used it – pick up hair that may be in the drain, there is a plunger in the bathrooms if the showers get blocked.
- **Staff clean the bathrooms** once a day but are not going to clean up after someone has showered during the day.

### 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 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 YW staff once a month. The YW staff will clean the windows once a quarter and fumigation will be done quarterly.

- **Friends and family**, by prior arrangement and no later than 15:00 on the day, may sleep over in the resident’s studio, but for no longer than 3 nights. A mattress and bedding will be provided. Payment to be made upon arrival. (No males will be allowed to sleep over)
- Students need to purchase their own **electricity** (an electricity meter is installed in each studio).
- Management reserves the right to inspect any studio at any time.
- The studios should be reasonably **quiet** after 21:00. No one is to be disturbed by loud talking, music, laughter or banging of doors where other students are trying to sleep or study.
- The students may book via whatsapp for a **meal** in the dining room 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.

**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. 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 months’ 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.
- Leave a **forwarding address** to enable us to forward all mail.

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.

Management has the right to immediately cancel the Lease Agreement for any breach within this document as stated below in clause 15.1 of the Lease Agreement:

- 15.1 The LESSOR (The YW) will be entitled, at its option, and without prejudice to any other right of action or remedy available to it, cancel this Lease Agreement on seven (7) days written notice to the LESSEE (Student) if the: -
  - 15.1.1 LESSEE’s (Student) conduct is considered unsuitable, wrongful, undesirable having regard to the objects, purposes and Christian principles of the Christian faith. The LESSEE agrees that this term is reasonable, just and necessary in order to maintain and ensure that the Christian principles are upheld and respected by all residents.

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

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