



newgrounds

- Living -

House Rules

House Rules

The Newgrounds Living House Rules shall be deemed to be incorporated into every signed Lease Agreement and are therefore applicable to and binding upon the Parties. All Tenants are expected to read and accept House Rules, along with the Lease Terms and Conduct Rules. A lack of awareness will not be accepted as an excuse for non-compliance. Upon Signature of the Newgrounds Lease Agreement, the Tenant & Leaseholder accept House Rules, and Conduct Rules.

Q: Noise levels and unduly conduct

A: Failure to comply will result in the following:

- 1st Infringement - Verbal / written warning
- 2nd Infringement - R250.00 fine
- 3rd Infringement- R500.00
- 4th Infringement & thereafter - R750.00 per offence.

**All fines will reflect on your monthly statement and payable immediately*

Q: Smoking

A: We care about your well-being and we encourage healthy lifestyles for all our residents. Smoking of ANY substances or cigarettes is prohibited (in accordance with Government legislation) in all apartments, communal facilities, outside covered areas, and within 2 metres of doorways, entrances, and windows. Smokers must use the designated outside smoking areas and dispose of their cigarette butts in the ashtrays provided. Violation of this policy will result in a R2000.00 fine, at the discretion of Newgrounds Living Management. Smoking may set off the fire sensors, requiring the evacuation of the whole building and an expensive call out by the fire brigade. Costs incurred as a result of this will be met by the Tenant responsible.

Q: Room maintenance

- A:
- Tenants are not allowed to make any structural changes or additions to their apartments.
 - No stickers or adhesives on walls.
 - Repair costs for damaged walls will be at the Tenant's expense.
 - Random room inspections apply.
 - Standard cleaning fee of R250.00 and a painting fee of R250.00 applies upon vacating the unit at the end of your lease.

Each Tenant is expected to:

- Clean their Unit on a regular basis
- Maintain their Unit in a hygienic manner
- Clean the internal window in their Unit
- Take all possible steps to stop blockages and obstructions in the drains, sewage pipes, and water pipes in their Unit and on the Newgrounds Living premises.

Please adhere to the following basic principles:

- Wipe down kitchen surface after use (ants and other pests can quickly become a problem)
- Wipe out microwaves after use and NEVER place any type of metal in microwaves
- Do not leave out-of-date items in the mini-refrigerators.
- When using cooking equipment in the Units, Tenants are required to comply with the signage installed. Failure to comply will likely set off the fire sensors and the Tenant will pay the cost of the fire brigade attending, together with any administration charge imposed by the fire brigade and/or Newgrounds Living if a false alarm occurs. Failure to maintain proper hygiene standards will incur a R250.00 cleaning fee and Newgrounds Living cleaning staff will clean the affected area.

Q: Taking care of common spaces

A: The common areas, furniture and gaming equipment are for everyone's use so please clean up after yourselves and replace furniture when you're done. The communal facilities are attended to by Newgrounds Living cleaning staff on a weekly basis; however, they are not maids and tidy, hygienic attitudes towards household cleanliness are expected. Please adhere to the following basic principles:

- Place all rubbish in the appropriate recycling bins provided and dispose of waste appropriately in the designated recycling bins.
- Keep communal facilities clean and tidy at all times.
- Do not place personal items such as door mats, pot plants or shoes in the hallways or stairways.
- Furniture and equipment provided in Newgrounds Living communal areas and Tenants' Units must remain where it's located and must not to be moved to other communal areas or Units.

Q: Conservation of the environment

A: We encourage all our residents to be mindful of their impact on the environment.

- Please make use of the recycling bins available at the residence.
- Don't waste water.
- Conserve electricity and switch off your lights when you are not in your room.
- Turn off the lights in the laundry, study areas, and entertainment areas if you are the last to leave.
- Turn off electrical appliances when not in use (for example, even those little standby lights on the front of the TV use energy!).
- Fair usage policy applies. e.g.R350.00 for hot & cold water & electricity per resident per unit.
- Newgrounds Living Reserves the right to charge for Water & Electricity if excessively used above fair usage allowance.

Q: Vehicle parking

A: We offer secure underground parking for cars, motorbikes, scooters, and bicycles. Tenants with an allocated parking bay must obtain a parking permit from Newgrounds Living Management to park in Newgrounds parking bays. The parking permit is valid for the duration of the Lease Period and should be displayed in the car windscreen. Due to limited parking spaces, only one allocated parking bay per Tenant is allowed.

Vehicles will be monitored by CCTV.

Cars parked illegally will be clamped and fined per day. The clamp release fee of R250.00 per day is payable to the Newgrounds Living Building Manager.

Vehicles are parked at the Newgrounds Living premises at the owner's own risk.

Please use a good locking system to secure all bicycles stored in the racks.

Owners of vehicles, motorcycles and bicycles which are parked in a way that block access and exit roads will be fined and the vehicle removed.

Vandalism is a criminal offence.

Enquire about parking rates and reserve a bay by emailing info@newgroundsliving.co.za

Q: Laundry

A: Our coin-operated laundry facility contains washing machines, tumble dryers and wash troughs.

- Laundry facilities are for use of Newgrounds Living tenants only.
- Please unload the machines properly and keep the space tidy.
- Under no circumstances is a tenant allowed to stop another tenant's cycle.
- As a matter of courtesy, please empty machines promptly when their operating cycle has ended. If the Tenant is not present in the laundry when his clothes are washing/drying, he must leave a bag or basket on the top of the machine. This is a sign for other Tenants that he wants them to place his fully washed or dried clothes in that container awaiting his return.
- No laundry items may be hung in communal areas or out of windows.
- No laundry may be left unattended.

Q: Theft & vandalism

A: Damaging or theft of another resident's property will not be tolerated at Newgrounds Living, and guilty parties may be charged for damage/loss. Any Tenant tampering with electrical meters, connections and installations shall, at the discretion of Newgrounds Management, pay a R1 000.00 fine.

Q: Unacceptable behaviour

A: Tenants are expected at all times to display mature, tolerant, courteous behaviour and consideration for others. Tenants should act in such a way as to cause no offence, inconvenience, harm or disturbance to any other Tenant or Newgrounds Living employee. Furthermore, no Tenant should act in a manner which would bring Newgrounds Living into disrepute. Newgrounds Living has zero tolerance for bullying, obnoxious, antisocial conduct, and abusive, threatening, or destructive behaviour.

Offensive behaviour includes Abusive, threatening, menacing, obscene, obnoxious or antisocial conduct. It also includes physical assault, fighting and bullying.

Unacceptable behaviours include excessive noise, drunkenness, the selling/possession of illegal drugs / habit-forming substances, possession of illegal weapons, vandalism, harassment, assault or abusive behaviour.

Failing to comply with this rule may result in immediate eviction.

Damaging or theft of another resident's property will not be tolerated at Newgrounds Living. Guilty parties may be charged for damage/loss. Tenants must take all reasonable steps to minimize any negative impact their behaviour may have on other Tenants.

Please adhere to the following basic principles:

Do not act in a reckless or dangerous manner that may cause harm to the Tenants, others or the Newgrounds Living premises and facilities.

Do not burn items such as candles in Units and leave them unattended.

Do not engage in any activity within, near or around the Newgrounds Living premises which may cause injury to someone or damage to property.

Comply with all Newgrounds Living health and safety policies and procedures.

Follow specific safety and evacuation procedures and evacuate the premises when the fire alarm sounds, or if instructed by a Newgrounds Living staff member.

Q: Prohibited Items

A: WEAPONS

Any type of weapon, including knives, firearms, and ammunition is prohibited on the Newgrounds premises, including Tenants' Units.

FLAMMABLE ITEMS

Flammable and dangerous items such as fireworks, flammable liquids, and gases, home brew kits, bug/pest control bombs, etc. are forbidden on the Newgrounds premises.

PETS

Pets are not allowed on the Newgrounds premises for health reasons.

ALCOHOL

Alcohol may not be excessively abused or stored while on Newgrounds premises. Violation of this policy will, at the discretion of Newgrounds Management, result in a R1 000.00 fine.

Tenants shall observe socially acceptable practices in all areas of Newgrounds and must not behave inappropriately or offensively while under the influence of alcohol. Alcohol

consumption is not an acceptable excuse for abusive, menacing, or obnoxious conduct.

Newgrounds Management does not accept that having a good time needs to involve damage to property, noise, mess, abuse, or harassment of others.

The brewing of alcoholic beverages on the Newgrounds premises is prohibited and will result in a R2 000.00 fine and confiscation of the equipment.

ILLEGAL DRUGS ·

Illegal drugs are STRICTLY FORBIDDEN at Newgrounds.

The possession, cultivation, consumption, or selling of any non-prescribed or illegal drugs and/or the possession of any equipment to aid the use of illegal drugs or substances are prohibited.

ANY breach of this rule by a Tenant or his guest in any form is considered serious misconduct and as a consequence, Newgrounds Management reserves the right to immediately terminate the Tenant's Lease Agreement and also report the incident to the police.

Q: Taking care of personal items

A: Each Tenant must ensure that his Unit is always locked, especially when left unattended (even if only to make a quick trip to the communal facilities). Unlocked doors encourage theft. Please also do not leave valuables such as laptops, wallets, keys, and bicycles unsecured or unattended at any time.

Newgrounds can take no responsibility for the security of personal items.

Tenants are not permitted to give keys to non-tenants for access to their Unit.

Units found left open whilst unattended will result in the door being closed and locked by the Newgrounds Building Manager.

Tenants may not change any cylinder door lock to any door in Newgrounds.

Q: Insurance

A: Newgrounds and its Management staff are not responsible for any damage or loss caused to personal items located on the Newgrounds premises. Tenants are encouraged to take out appropriate insurance and are advised to check that the contents policy they are purchasing is valid for a student residential accommodation setting.

Q: Electrical safety

A: Tenants are asked to ensure that all personal electrical appliances used at Newgrounds comply with South African Safety Standards. If the Tenant requires additional power points in his Unit, a power board with an overload safety feature and surge protection should be used. To prevent overloading electrical circuits and to conserve energy, please limit electrical equipment in Units to such items as docks, irons, hair dryers/straighteners, curlers, shavers, lamps, computers, and portable radios (no Hi-Fi's). These items must be maintained in good and clean operating conditions. The cost to repair damage caused by any faulty appliance(s) and/or call-out charges for electrical trappings caused by overloading electrical plugs will be charged to the Tenant. Cooking appliances, portable heaters, exercise equipment, air conditioners, and other such items are PROHIBITED in Units. Tenants must comply with the following fire and safety policies which are intended to prevent injuries in Newgrounds and to ensure compliance with health and safety regulations: Never modify a plug by bending or removing the prongs. Extension cords should only be used when necessary and do not "daisy chain" extension cords. • Large appliances are not permitted in rooms. Promptly replace frayed or damaged cords.

Q: Left behind

A: The Tenant agrees that it is his duty to remove all his belongings from the Unit on the same day that the Lease Agreement terminates. The Tenant will have no claim against the Landlord for any property left behind or abandoned which cannot be recovered by the Tenant. If the property is left behind or abandoned the Landlord may dispose of it in any way deemed fit and the Tenant will have no claim against the Landlord once the abandoned property has been disposed of.

Q: The use of your unit

A: The Tenant must use the Unit only as a place of residence and is not permitted to use the Unit or the Newgrounds premises for the purpose of conducting any business without first obtaining written approval from the Landlord. No adverts or notices are to be placed on doors or walls of the Newgrounds premises.

Q: General

A: In respect of any fine imposed in terms of this Lease, both the Leaseholder and the Tenant shall be notified of the reason for the imposition of the fine and advised of a time and place at which, or a deadline by which, the Tenant may in person or in writing furnish an explanation to Newgrounds Management to either dispute the fine or to reduce the fine. In the event that the Tenant fails to respond at all or fails to convince Newgrounds Management to withdraw or reduce the fine, Newgrounds Management's decision to the imposition of the fine shall be final and binding.

