

Rules of Occupation 2021

Please read the following information in conjunction with your Your Licence Agreement for a full understanding of the Rules of Occupation at UNSW Student Accommodation. In these rules, reference to “You” means the Resident.

1. Photo ID

Upon checking-in or within 72 hours of checking-in, You must present to the UNSW Student Accommodation Office an original photo identification (such as a passport, driver’s licence or student ID) along with a copy of such photo ID for Our records. You must provide Us with any updates to Your personal details following any change to the information previously submitted, by contacting the UNSW Student Accommodation Office.

2. Induction

You must complete, when advised, the accommodation induction process. This includes completing online modules prior to checking-in and attending at least one orientation session within one month of checking-in (or at the earliest available session during the term of Your Licence Agreement). The orientation sessions are designed to ensure cleanliness, safety, security and well-being of all residents and staff.

3. Noise

- (a) You must not make any noise or cause any disruption within the Room, Building or on Common Property:
 - (i) at any time, if it is likely to disturb the peaceful enjoyment of another resident;
 - (ii) between the hours of 11pm and 8am (or such earlier time as per Rule 3(c)).
- (b) If You create a noise or disturbance, UNSW Security will attend the disturbance.
- (c) We may impose quiet hours during periods of study vacation and exams as outlined in the Resident Handbook.

4. Common property

You must not

- (a) cause or allow any damage to any lawn, garden, tree, shrub, plant or flower on Common Property;
- (b) use any part of Common Property as Your own garden;
- (c) cause or allow any damage to (or make any additions or improvements to) any structure that is part of Common Property without Our written permission. If any Common Property is damaged,
- (d) You must notify Us and We will be responsible for maintaining anything We have installed; and
- (e) throw or leave any rubbish, dirt, dust or other materials on Common Property that may interfere with the peaceful enjoyment of another resident in the Building. In particular, You must not litter the Building and its surrounds and the Common Areas with cigarette butts. If You do, they will be removed by Us at Your cost.

5. Your behaviour

- (a) You must not engage in any behaviour or any conduct that threatens, abuses, intimidates or harasses another resident, guest or Our staff or participate in any behaviour that is illegal whilst in the Room, Building or Common Property.
- (b) You must be adequately clothed when on Common Property and balconies. You must not use language or behave in a way which might offend or embarrass others using the Building or Common Property.

6. Behaviour of guests

- (a) You must make sure Your guests do not behave in any way which might disturb the peaceful enjoyment of another resident. This applies to behaviour of Your guests in a Room, Building or on Common Property.
- (b) You are responsible for your guests and will be held accountable for any act, omission or

misconduct by Your guests including breach of these Rules of Occupation.

7. Overnight Guests

Residents may, in exceptional circumstances, seek authority for a guest to stay overnight. A Guest Request Form must be submitted with sufficient notice for approval to the respective Dean of the College or the Operations Supervisor (for the Apartments and University Terraces only).

8. Smoking

UNSW is a smoke free Campus and this includes all the accommodation buildings owned and operated by UNSW.

Smoking of any substance is prohibited in the Room and/or Apartment and all Buildings and Common Property.

9. Drugs

We have a zero tolerance of illicit drug use in the Room, Building or Common Property. If You:

- (a) are found in possession of illicit drugs or implements associated with their use in the Room,
- (b) Building or Common Property; or
- (c) distribute, sell or manufacture illicit drugs or other substances from the Room, Building or Common Property,

We will immediately terminate this agreement and inform the relevant UNSW and legal authorities.

10. Alcohol

There are designated alcohol free zones in the Rooms, Building and Common Areas. These zones encompass apartments and part of the Common Areas within designated and signed areas of the Building. You must not consume or store alcohol in these designated areas. If You do not comply with the alcohol-free zones conditions, We may impose a penalty on You as set out in the agreement.

11. Weapons

We have a zero tolerance of the possession of weapons (sword, knives etc) or firearms (guns etc) in the Room, Building or Common Property. If You are found in possession of weapons, firearms or implements associated with their use in the Room, Building or Common Property We will immediately terminate this agreement and inform the relevant UNSW and legal authorities.

12. Candles/Incense and Oil Burners

The burning of candles, incense or oil burners – or

any object that has either a naked or contained flame – is prohibited within the Rooms, Building and Common Areas as this is deemed an extreme fire hazard.

13. Removing or Moving furniture, fixtures and fittings

- (a) You must not remove any furniture, fixture or fitting from the Room, Building of Common Property without Our prior written consent.
- (b) You must not move large objects or furniture through Common Property unless You have notified Us, and given Us an opportunity to have Our representative attend the move.

14. Garbage disposal

You are responsible for ensuring Your and Your guests' rubbish is removed from the Room, Building and Common Property in a timely manner and properly deposited in the communal rubbish areas allocated by Us for collection. You must use all garbage chutes according to pasted instructions near chutes.

15. Keeping of animals

You must not allow any animals in the Room or the Building. This Rule does not apply to the extent that it restricts the keeping of a guide or hearing dog.

16. Appearance of Room

Unless You have Our written approval, You must not keep anything within the Room (either on a permanent or temporary basis) that affects the appearance of the Room or the rest of the Building.

17. Communication

You are responsible for ensuring Your contact details are kept up to date on the Student Accommodation Office database. All official notices and notifications will be sent to Your email address allocated by UNSW. You are responsible for ensuring You regularly check this email address and ensure mail can be received at this address.

If you are requested to attend a meeting with administration staff you should make every endeavor to attend that meeting or agree on an alternative time that is suitable to both parties.

18. Networking Devices

You must not connect or make use of any networking devices on the data ports provided (for example: networking routers, hubs, switches). You must not interfere with any of the UNSW networking devices installed in Your Room or in the Building.

19. Storage

Personal items, including furniture, bicycles, clotheslines and suitcases must not be stored (temporarily or permanently) in Common Areas or the balcony of the Room. This does not include outdoor furniture.

20. Children playing on common property in building

You must not allow any child under Your control to play on Common Property areas inside the Building unless under the immediate supervision of a responsible adult. This does not stop children from playing unsupervised on Common Property areas outside the Building that are not dangerous (e.g. a lawn).

21. Drying of laundry items

Unless You have Our written permission You must not hang washing, towelling, bedding, clothing or other articles on any part of the Room (e.g. on the balcony) so that it may be seen from outside the Building.

22. Storage of flammable liquids

You must get Our written permission if You want to store any flammable materials in the Room, the Building or Common Property, except for common items for the Room or washing Your clothes.

23. BBQs

You must not use (or allow to another person to use) a BBQ or any other cooking equipment on the balcony of the Room.

Further information

The **IT Services Fair Use Policy Document** can be accessed online at:

<http://www.gs.unsw.edu.au/policy/documents/ictpolicy.pdf>

The **University Code of Conduct Document** can be accessed online at:

<http://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf>