

## INDIAN YMCA BIRMINGHAM

### RULES AND REGULATIONS FOR STUDENTS

**1. RESIDENCE:**

Residence is offered to genuine students for a period of 9 months/one academic year. Any extension beyond this period is left to the discretion of the Management.

**2. MEMBERSHIP FEES:**

The membership fee is payable at the time of admission to the hostel.

**3. TERMINATION OF RESIDENCE:**

A resident must vacate his/her room at once upon request by the Manager or his authorised representative. Any charge due to him shall be refunded.

**4. HOSTEL FEES:**

Resident members are required to pay fees monthly in advance by the SEVENTH day of each month if not, from the EIGHT day a late fee of £5:00 per day will be added to the fee till the end of TWELFTH day of the month and afterwards £10:00 per day. Payment should be made during office hours, between 9AM and 5PM.

**5. SECURITY DEPOSIT & KEY DEPOSIT**

A security deposit of £275.00 and key deposit of £25.00 is payable at the time of admission. This will be refunded at the time of vacating the hostel.

**6. EXTENSION:**

FOUR WEEK'S advance written request must be made for any extension of stay, the granting of which is entirely at the discretion of the management.

**7. VACATING THE HOSTEL:**

Ten Days written notice of the departure of long-term resident members is required.

The students vacating the hostel on their own accord before completion of the required minimum period of stay of nine months/one academic year are liable to pay hostel fee as applicable in accordance with their effective period of stay in the hostel.

**8. CHECKING OUT TIME:**

This will be 10am on the day of departure.

- Dress Code: Residents are expected to come to the dining room/kitchen/common area in proper dress. Please avoid using shorts, lungies and other night dresses.

**9. Visitors:**

The hostel floors are restricted to students only. Visitors may be received in the Reception Lounge only up to 10:30pm. Non-resident members, guests and visitors are not permitted to remain on the premises after 10:30pm. **No** non-resident is allowed to stay overnight in

the room of a student. Visitors and the hosts are required to sign in the visitor's book kept at the Reception, before being received into the lounge.

**10. OPENING AND CLOSING HOURS:**

Every student is given a key to the main entrance.

**11. LOUNGE HOURS:**

Residents may meet friends in the Lounge. They are required to vacate the Lounge by 10:30pm.

**12. VISITING ROOMS:**

Male students are not permitted to visit the female student rooms and vice versa.

**13. ILLNESS:**

Any case of illness should be reported at once to the Manager. All residents are required to register individually with a doctor under the National Health Scheme.

**14. LAUNDARY ROOM:**

Washing of clothes is permitted in the laundry rooms situated behind the kitchen. There is a separate entrance to the Laundry Room through the ground floor corridor.

**15. DINING HALL & KITCHEN:**

Students are permitted to use the dining hall and kitchen to prepare their meals. Students must ensure that their provisions are kept locked and all utensils used must be washed and cleaned and put aside.

**16. ADDRESS:**

Any resident staying away overnight should inform the Manager and leave the address or telephone number at which the resident can be reached. Those vacating the hostel advised to leave their forwarding address in the register, provided at the Reception.

**17. LOSS:**

While all reasonable care will be exercised to safeguard a resident's property, no responsibility is accepted by the Management for damage or loss however caused. Residents are advised to insure their personal belongings.

**18. RIGHT OF ENTRY TO ROOMS:**

Officers of the YMCA or the Manager have the right of entry to rooms at any time for any reasonable purpose.

**19. ROOM CLEANING:**

Cleaning rooms and making beds is carried out by hostel staff, but residents are asked to keep their rooms neat and tidy. Cleaning is done on alternate days and linen is changed

once a week. Residents are asked to make their own beds on Saturdays, Sundays and Bank Holidays, when the staff are not available.

**20. PROHIBITIONS:**

- Gambling and consumption of intoxicating drinks are prohibited in the YMCA premises.
- Alteration or addition to light, fixtures, and fittings of furnishing is prohibited. Such usage is dangerous and may result in fire, causing damage to person and property.
- Storage of paraffin, explosives or petrol in any part of the building or the use of electric fires or cookers and other heating apparatus is prohibited.
- Nails, screws etc. must not be driven into walls or woodworks.
- Throwing or hanging things out of the window is prohibited municipal law. Hence, residents shall refrain from hanging things out of the window or throwing things through the window. Litter bins which are provided in rooms or elsewhere on the premises may be used for the purpose.
- Change of room other than assigned is forbidden.
- **Penalty:** The cost of damage caused to the property and belongings of the YMCA must be met by the resident.
- **Electrical items:** While electrical equipment's like refrigerator, cookers, ovens, electric iron and television sets are forbidden from being used in the rooms, computers, printers and music systems of 5watts of power may be used. The management has the right to remove any forbidden items found in the rooms.
- **Be Considerate:** Residents are expected to consider the well-being of others and to this end, are specially asked to make no noise between 11pm and 7:30am
- **Smoking** is strictly not permitted in any part of the building as per the law.
- **Save fuel and Labour:** Help us to save fuel and labour whenever possible. Please switch off light when you are not in the rooms.

I agree to abide by the Rules & Regulations of the Hostel.

Signature: .....

Name: .....

Room No: .....