

Dormitory Guidelines for Students

Welcome to the dormitory! To ensure a positive living experience for everyone, please adhere to the following guidelines:

1. Respect for Others

- **Quiet Hours:** Maintain a peaceful environment during designated quiet hours (10 PM to 8 AM). Please keep noise levels down, including music, conversations, and activities.
- **Shared Spaces:** Be considerate in shared areas such as kitchens, lounges, and bathrooms. Clean up after yourself and respect others' privacy and space.

2. Cleanliness and Hygiene

- **Personal Space:** Keep your room tidy and organized. Regularly dispose of trash and maintain cleanliness.
- **Shared Facilities:** After using communal facilities (kitchen, bathroom), ensure they are clean for the next person. This includes washing dishes, wiping surfaces, and taking out the garbage.

3. Safety and Security

- **Lock Doors:** Always lock your room door when you leave and at night. Do not share your access card or room keys with anyone.
- **Report Issues:** Report any suspicious behavior or safety concerns to the administration immediately.

4. Policies on Guests

- **Guest Policy:** Guests are allowed with prior approval from the administration. Ensure that guests respect dormitory rules and do not stay overnight without permission.
- **Limit Noise:** If you have guests, please keep noise levels down to avoid disturbing other residents.

5. Smoking and Substance Use

- **No Smoking:** Smoking is strictly prohibited within the dormitory premises. This includes rooms, hallways, and common areas.
- **Substance Use:** The use of illegal substances is not permitted in or around the dormitory.

6. Maintenance and Repairs

- **Report Maintenance Issues:** If you notice any maintenance problems (leaks, broken appliances, etc.), report them to the administration promptly. Use the **blue book** from downstairs to write down the complain.
- **Personal Modifications:** Do not make alterations to your room (painting, drilling holes) without prior approval from the administration.

7. Checkout Procedures

- **End of Stay:** At the end of your stay, ensure that your room is left in the same condition as when you checked in:
 - Remove all personal belongings.
 - Clean your room thoroughly.
 - Return your access card to the administration.

For each holiday break, please remember to inform us at least two weeks in advance if you plan to stay in the dormitory or not. This helps us manage accommodation effectively.