



ZBC STUDENT HOSTEL



# House rules

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# ZBC offers accommodation at the school's Student Hostel to all students who have more than 75 minutes transport time to the school.

Accommodation at the Student Hostel is an offer that will contribute to giving you the best possible conditions during your education and a good and safe studying environment where you can focus on your education in social community with other students.

At ZBC Student Hostel, we want you to feel safe and, therefore, we must all demonstrate understanding and empathy regarding each other. If you experience something that makes you feel unsafe, please contact one of the Student Hostel's assistants immediately and they will take care of it.

At ZBC everyone, regardless of gender, ethnic and cultural background as well as sexual orientation, has the same right to education, personal freedom, and respect. Help to safeguard these values.

Help make your and others' stay at ZBC Student Hostel a good one by showing respect and consideration of others.

At ZBC Student Hostel we speak nicely to, and about, each other. Speaking in condescending and racial terms to, or about, others is unacceptable.

To avoid misunderstandings and feelings of insecurity, everyone is requested to speak mainly Danish or English while they are in the school's area.

No-one must feel unsafe at ZBC Student Hostel. Therefore, any form of bullying, aggressive, threatening, harassing or racially offensive behaviour is not accepted. This may lead to expulsion.

You have a duty to inform the Student Hostel's assistant if you cannot stay overnight at the Student Hostel.

The rooms, corridors and lounges must be quiet at 11.00 pm. You will stay in a double room with someone of your own gender. It is only possible for a boy/girl to share a room if you have the same address in the National Register of Persons. Having guests stay overnight in the rooms is not allowed. In special cases, a paying guest can stay overnight but this must be arranged with a Student Hostel assistant.

It is not possible to have a single room and swapping rooms is only permitted in an emergency. If you need to swap rooms, this can be done on a Monday. You must find someone to swap with and it is important that you inform the Student Hostel's assistant about which room you have moved to.

You are responsible for your room and its inventory. You are liable for damages regarding the school's/Student Hostel's property if you wilfully or unintentionally destroy or damage anything.

The amount which the damages add up to must be paid within 14 days. If you do not pay the amount yourself, the bill can be forwarded to your parents/guardian or your place of apprenticeship/employer.

You must leave your room nice and tidy every day before the start of school.

## **This means:**

- Ordinary tidying up.
- Switch off the lights, computer, and other electronic equipment.
- Throw waste into the rubbish bin.
- Air out the room and close the window.

## **You are not allowed to:**

- Take tableware from the Food Hall or the Student Hostel's kitchen to the room.
- Jump out/climb in through the windows.
- Have alcohol in the rooms. Nor empty beer/cider bottles/cans.
- Have the gear for using/taking psychedelic substances, such as filters, paper, etc.
- Paste pictures or similar on other places than the provided notice boards.



- Use the bed, duvet, and pillow without linen. Please note that you must bring along your own duvet cover, pillowcase, and sheet for the bed. In some rooms there is a sheet on the bed which is used to protect the mattress. You must lay your own sheet on top of this.
- Cover surveillance camera or smoke alarms.
- Use the fire doors (these are only used in the event of fire or possible evacuation).
- Have guests from Wednesday 11.00 pm until Monday morning.

Violation of these rules may have consequences for your stay at the Student Hostel and may lead to expulsion.

### **Cleaning**

- You must remember to air out your room several times a day.
- You are personally responsible for the daily cleaning of your room together with your roommate.
- A cleaning check of your room is carried out minimum every 14 days. Make sure you are informed about when the assistants will check your rooms.
- Every week the Student Hostel's cleaning assistants will come and clean the bathroom/toilet. In this regard, you must ensure that all your personal items are removed from the bathroom/toilet facilities.
- The rooms will be checked upon vacating and if flaws/defects or destroyed items/inventory are ascertained, you will be subject to a compensation claim.

- Smoking
- ZBC is a non-smoking school. Smoking is only allowed outside the school area. This also applies to e-cigarettes and chewing tobacco.

### **Alcohol**

It is possible to purchase beer and cider in the Student Hostel café (Down Under/Ringsted, Klubben/Roskilde, Bixen/Slagelse) on Thursday evenings. Drinking more than what is suitable so you can attend school the next day is unacceptable or otherwise displaying unacceptable behaviour.

Students under the age of 18 may NOT purchase alcohol. Purchasing alcohol for students who are under 18 is not allowed either.

You may not bring your own alcohol to the café. You may only drink beer and cider in the café and are not allowed to take it with you when you leave. Strong alcohol is not sold because you live at a school where we just want to support a pleasant Thursday evening with a couple of beers or ciders, but where you are ready to attend school the next morning.

### **Hashish and other drugs**

- Taking, selling or being in the possession of any form of psychedelic substances is NOT allowed at the Student Hostel. This may lead to expulsion.
- Psychedelic substances that may be found in the Student Hostel area will be confiscated and passed on to the police or be destroyed.
- The Student Hostel's assistants have

the right to check rooms, drawers, and cupboards as well as private possessions without notice if there is a suspicion that the rules are being violated.

- You may be asked to take a test in the event of suspicion of use of psychedelic substances.
- Violation may lead to being reported to the police and expulsion.
- The duration of a possible expulsion will be decided in each individual case.
- The school/Student Hostel may demand that you arrange meetings with a substance abuse consultant.
- The school/Student Hostel has a stringent duty to disclose to the social authorities for students under the age of 18.

### **Violence**

The Student Hostel does not accept any form of violence. This applies to both physical and psychological violence. This will lead to immediate expulsion and will be reported to the police.

### **Theft and vandalism**

Theft and damage to own possessions must be covered by your own content's insurance.

Theft and vandalism of and on property and materials belonging to ZBC, the Food Hall, employees and others will lead to expulsion and will be reported to the police.

### Fire and fire safety

- Make sure you are familiar with the meeting place in the event of fire.
- Regarding fire safety, the assistants must always know which room you are staying in. If you use a room, it is therefore especially important to disclose this information.
- Misusing the school's and the Student Hostel's fire alarms is strictly forbidden! (In the event of misuse of the alarm system, you will be liable for any expenses).

### Functions with compulsory attendance

There may be functions or events where there is compulsory attendance for all students staying at the Student Hostel.

If it is your first stay, or it is more than one year since your last stay, you are obliged to attend an information meeting on the next Monday at 6.00 pm.

For international students, the information meeting is on the Tuesday at 6.00 pm.

### Sanctions

If you have been expelled or are quarantined pursuant to the above, you may not in any circumstances stay at the Student Hostel.

### Departure

When departing, the room must be cleared, and the key tag must be returned at the latest 07.45 am on the last day of the education programme.

### Insurance

The school does not have insurance that covers you or your personal belongings. Therefore, we strongly encourage you to take out personal liability and accident insurance before moving into the Student Hotel.

*We look forward to seeing you*



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**I am aware that when checking-in to the Student Hostel I will be given a key for my room and a meal tag that can be used in the Food Hall. I understand and accept that:**

- If I lose the room key and/or the tag, this will cost 67 Euro per item.
- Insufficient cleaning of my room will cost 67 Euro.
- Smoking in my room or in other facilities at the Student Hostel will cost 134 Euro.
- My name, room number and education programme will be visible on the Student Hostel info screen (in relation to the Danish Act on Processing of Personal Data).
- I will have to pay 27 Euro if the bed/duvet/pillow is used without a sheet/pillowcase/duvet cover.
- I have read and understood the house rules.
- Flaws/damages/defects in my room upon arrival must be noted and reported to the Student Hostel's assistants no later than the day after arrival at 08.00 am.
- If I want to use the Student Hostel's fitness facility, this will take place at my own risk and only after having received instruction. Have a chat with one of the Student Hostel's assistants about when instruction can be given.
- In the event of calling the security company, this will cost 201 Euro.