

THE RULES AND REGULATIONS OF THE DURBAN CHRISTIAN RESIDENCE

The Rules and Regulations of the Durban Christian Residence ("DCR") will be effective from the date of signature hereof by any Lessee or Resident of the Resident.

Such Rules and Regulations form part of the Lease Agreement signed by any Lessee or Resident and the Rules, Regulations, duties, obligations and requirements contained herein are specifically read and incorporated into the Lease Agreement. A breach of the Rules and Regulations is understood to be a Breach in terms of Clause 14 of the lease Agreement.

Please ensure that you read and understand the rules as set out, but also note that DCR reserves the right to amend the Rules as set out at any time without notice.

1. GENERAL

- 1.1. The Residence is situated in an elite area of Durban, and is on the main bus route to and from the city centre and is within easy reach of Musgrave Centre and a number of churches.
- 1.2. The residence offers accommodation to both men and women from the ages of 17 – 35.
- 1.3. Men are housed separately, they are together in all common areas, e.g. dining room and lounge
- 1.4. The Residence is a Christian establishment and Christian principles are applied at all times.
- 1.5. The Right of admission is strictly reserved.

2. ACCESS

- 2.1. Access to the Premises shall be by way of vehicle remote or fingerprint recognition. Should the Occupant, or their sponsor or guardian fail to pay the Monthly Residence Fee, or in any way breach the provisions of the lease or these RULES (which is the sole discretion of the MANAGER is material), the MANAGER shall be entitled to cancel the Residents access to DCR.
- 2.2. The Resident shall not give possession of the bedroom key or remote to any third party. Should any key or remote be lost by the Resident, they shall be responsible for all the costs incurred.

3. SECURITY

- 3.1. The security of Residents is a number one priority.
- 3.2. An electronic gate has been installed for entry and exit, as well as cameras at strategic points.
- 3.3. Reception is manned 24 hours of the day.
- 3.4. There is an outside security guard from 6pm to 6am.
- 3.5. The Residence shall not be responsible for any loss or damage to personal property, including any motor.

4. VISITORS

- 4.1. A maximum of 2 visitors per Resident will be permitted at any one time.
- 4.2. All visitors must leave by 10pm sharp – no exceptions.
- 4.3. All visitors are required to first check in with the duty receptionist before making contact with residents.
- 4.4. No visitor may proceed to the upper floors or the Annex without the Resident.
- 4.5. Visitors are required to be considerate to the other residents and to conduct themselves in an orderly manner.
- 4.6. No visitor may stay overnight unless prior arrangement has been made with Management.
- 4.7. Visiting children shall not be allowed to run and play in either the dining room or the lounge.

5. VEHICLES

- 5.1. All vehicles are to be roadworthy and fully licensed as per the National Regulation. All Residents with vehicles are to provide a valid driver's license.
- 5.2. The maximum speed limit is 10km's p/h. Should the Resident be found speeding, steps will be taken or a fine imposed.
- 5.3. Vehicles are not permitted to play loud music at the gate or inside the property. Hooting or causing disturbance of any kind is prohibited.
- 5.4. DCR can in no way be held responsible for accident or damage to a vehicle, driver or passengers travelling in a vehicle on DCR Property.
- 5.5. Vehicle access can be denied if the rules are not followed or there is a danger to others. Driving while under the influence of alcohol or any substance is strictly forbidden.
- 5.6. Security may search any vehicle at any time. Residents are responsible for locking and securing his/her vehicle at all times.

- 5.7. Washing of vehicles on the property is prohibited.
5.8. No vehicle spare parts or repair of vehicle and vehicle maintenance permitted.

6. DAY TO DAY LIVING IN THE RESIDENCE

6.1. ALL COMMON AREAS

- 6.1.1. Residents are urged to bear in mind that others may be wanting to sleep or study and that they should be as quiet as possible at all times. **Epecially after 10pm.** The volume control of music speakers and TV's should always be kept at an acceptable level and not heard from outside the room. Any noise after 10pm will result in a spot fine.
- 6.1.2. During Exam time, all Residents and Visitors need to be quiet as possible at all times.
- 6.1.3. No papers, rubbish, bottles, cans or any form of waste material can be dropped in the common areas. All rubbish to be placed in the rubbish bins.
- 6.1.4. No bullying, fighting or argumentative behaviour will be permitted.
- 6.1.5. Drinking of alcohol is not permitted in the common areas and will result in a spot fine.
- 6.1.6. Smoking is only permitted on the veranda outside reception.
- 6.1.7. No furniture, cushions or equipment may be removed from any room for any reason whatsoever.
- 6.1.8. No disorderly conduct.
- 6.1.9. Please leave the areas as clean as you found it. If you have made use of the braai facilities at the pool, please clean it.
- 6.1.10. Persons using the swimming pool must wear recognisable swimwear or bathing suits.
- 6.1.11. Pool equipment is not to be tampered with and you will be held liable for costs and damages to equipment.
- 6.1.12. Common areas are used at your own risk.
- 6.1.13. Residents are expected to behave properly at all times and to dress in accordance with the dictates of propriety. In particular, no bathing costumes, pyjamas, nighties or gowns shall be worn in the dining room, lounge or reception area. Males must always have a shirt on.
- 6.1.14. Shoes to be worn in the Dining Room at all times.
- 6.1.15. Kindly notice the following open hours rules apply to other common areas such as:
- | | | |
|-------------|---------|-----------|
| POOL | MON-SUN | 6am – 6pm |
| STUDY ROOM | MON-SUN | 24 hrs |
| DINING ROOM | MON-SUN | 24 hrs |

6.2. BEDROOM ACCOMMODATION

- 6.2.1. The Residence supplies the following items:
Bed, wardrobe, dressing table, bedside table, desk and chair.
- 6.2.2. Residents may bring their own furniture provided that at least 24 hours' notice is provided to management.
- 6.2.3. Residents must bring their own linen and towels and a mattress protector is supplied and added to your first invoice.
- 6.2.4. Residents are required to make their own beds and to keep their room neat and tidy at all times.
- 6.2.5. Keep your room locked and do not give a key to anybody.
- 6.2.6. Bedrooms are serviced weekly. If a room is found to be untidy, IT WILL NOT be cleaned.
- 6.2.7. The following additional items are allowed in the bedrooms:
Iron, kettle, hair dryer, tv and computer. Residents with a refrigerator will be charged an additional fee per month for electricity running cost.
- 6.2.8. The following are NOT ALLOWED:
Heater, electric blanket, hot plate, stoves, toasters, microwave, freezer, large sound system and pets.
- 6.2.9. No candles or naked flame are permitted in the bedrooms.
- 6.2.10. All furniture in the room is placed under the care of the Resident and they are requested to take great care to look after the furniture. Residents are not permitted to paint furniture, walls or doors of their rooms. Any costs for damages and losses will be claimed from the Resident.
- 6.2.11. Prestik (or any adhesive substance) is strictly not allowed on the walls or furniture.
- 6.2.12. Bedroom keys must be deposited at the reception desk when leaving at any time. Residents must understand that staff cannot be inconvenienced at all hours of the night because keys have been mislaid or lost.
- 6.2.13. If residents have money, jewellery or other valuable items, they are urged to lock them away safely or to lodge them with the manager who will ensure that they are placed in the safe. All items lodged in the Residence Safe may only be removed by prior arrangement with the Manager.
- 6.2.14. No pets are allowed on the property.

6.3. BATHROOMS

- 6.3.1. Bathrooms and toilets should be kept clean and tidy by the Residents.
- 6.3.2. Toilets should be flushed after use.
- 6.3.3. Baths, basins and showers should be rinsed after use and the total bathroom and floor areas should be neat, dry, clean and tidy at all times.

- 6.3.4. No foreign objects to be thrown in the drains and toilets. Cleaning of blocked drains will be charged to the Resident.
- 6.3.5. Please remove all plugs from the basins and baths when you have finished bathing or washing.
- 6.3.6. Please do not leave the taps open and use water responsibly,
- 6.3.7. Leaking taps and running toilets should be reported to Reception immediately.

6.4. LOUNGE TV ROOM AND ANNEX TV

- 6.4.1. This area is the collective responsibility of all Residents. All Residents shall be jointly and individually responsible for keeping the residence premises clean and in a neat state.
- 6.4.2. There is a large TV for dedicated DSTV.
- 6.4.3. TV Volume to be kept at an audible low level.
- 6.4.4. Furniture is to be kept in a neat and tidy manner.
- 6.4.5. The last Resident watching TV must turn off the TV.
- 6.4.6. Occupants may not interfere with the TV connection or attach any other device such as play stations, hard drives, Wii, etc to the TV connection, DSTV or ports.
- 6.4.7. Residents will be held liable for any damage to the electronic connections including TV and DSTV.
- 6.4.8. There is a small TV for Sony Play Station or X-Box in the Annex. No females are permitted in that area.
- 6.4.9. All Male Residents will be held liable for any damage to the electronic connections of the TV in the Annex.

6.5. LAUNDRY

- 6.5.1. The Residence maintains a laundry upon the premises. The laundry lady will wash and iron clothing for residents at a charge as laid down by Board of Management. This charge will increase annually.
- 6.5.2. Residents are requested to obtain a laundry slip from the duty receptionist.
- 6.5.3. Cut off time for washing is 10am on any particular day.
- 6.5.4. Depending on the weather, laundry could take 2 days to be returned.
- 6.5.5. If you take the laundry key, you have to sign the book and sign when you return the key.

6.6. MEALS

- 6.6.1. Breakfast and supper are provided Monday to Sunday
- 6.6.2. Lunch is provided on weekends only
- 6.6.3. During the week, residents may order sandwiches or salads from the kitchen at an extra charge.
- 6.6.4. Under no circumstances, may cutlery or crockery or any dining room item be removed from the dining room and taken to the resident's bedroom.
- 6.6.5. If a visitor wishes to have a meal, permission shall first be obtained at reception. All visitors shall pay for meals by obtaining a meal voucher from the duty receptionist.
- 6.6.6. Meal charges are as laid down by Board of Management
- 6.6.7. If a resident is going to be late for a meal because they have been delayed at work etc, the duty receptionist may be contacted no later than 15 minutes before the end of lunch or dinner and she will arrange for a meal to be kept. Please leave your Tupperware with Reception before you leave.
- 6.6.8. No meals are to be removed to rooms for eating later. They are to be consumed in the dining room.
- 6.6.9. No meals may be eaten outside the dining room, for example the TV lounge and verandas.
- 6.6.10. During the week we provide a lunchtime menu from 10am to 14h45 which is cash or account.

6.7. INSPECTIONS

- 6.7.1. Inspections shall be carried out on a regular basis and Management reserves the right to inspect any part of the premises without notice to the Residents.
- 6.7.2. Management reserves the right to have access to any room in the residence at all times for spot checks. The Resident may be requested to open his/her cupboard, bags or suitcase etc.
- 6.7.3. Should the premises be found in an untidy state the Manager shall clean the premises at the Residents' expense.
- 6.7.4. Rooms shall be inspected on a regular basis to identify and attend to deficiencies, repairs and general maintenance.
- 6.7.5. Random searches may be conducted at any time by Management staff. These include personal searches (clothes pockets, bags etc), as well as building searches (cupboards, beds, bookshelves etc). Residents are obliged to comply with these searches. Failure to do so will result in the Resident being deemed to have breached the rules with regards to the use of alcohol and drugs, and the necessary action will be taken.
- 6.7.6. Management reserves the right to involve South African Police Service (SAPS) in any drug search or spot-checks.

7. TARIFF

- 7.1. The charge for accommodation per night/week/month are laid down by the Board of Management. All charges are payable strictly in advance.

8. COMPLAINTS

- 8.1. If a resident is unhappy or dissatisfied with anything, he/she is urged to discuss this with the manager, or alternatively to put it in an envelope and leave at Reception for the Manager.

9. TERMINATION OF STAY

- 9.1. All residents are required to give 21 working days written notice to Management.
9.2. Such notice must be in the hands of the manager by the last day of the preceding month.
9.3. Deposits are paid 14 business days after the end of your stay.
9.4. No verbal notification will be accepted.
9.5. On leaving, Residents must email info@durbanchristianresidence.com of intention to exit the Premises and specify the date and time of exit as an inspection needs to be done.

10. OUT OF BOUNDS AREAS

The following areas are out of bounds.

- The staff living quarters
- The Kitchen
- The roof area outside the locked security gate by the laundry
- For Females – the male resident's bedrooms
- For Males – the female resident's bedrooms

11. SMOKING - SMOKE FREE ZONE – SPOT FINE

- 11.1. Designated areas for smoking have been provided
Pool Area
Veranda outside Reception
11.2. Smoking in all other areas will result in a spot fine.

12. ALCOHOL AND DRUGS – SPOT FINE

- 12.1. No alcohol is allowed on the property.
12.2. No illegal narcotics may be stored or used on the premises.
12.3. No illegal narcotics may be purchased or sold on the premises by any Occupant or visitor, or within a 1.5 metre radius of the property.

13. WIFI

- 13.1. Wifi usage is provided to each Resident.
13.2. Network capacity is, however, limited and excess usage or abuse of capacity is not permitted.
13.3. Wifi is not guaranteed and is limited to the signal and / or supply of data by the service provider.
13.4. The Manager reserves the right to cap or discontinue the Wifi service at any time without any notice.
13.5. Any Resident who has an account in arrears will not be granted Wifi.

14. VIOLENT BEHAVIOR

- 14.1. Should the Resident be involved in a violent act or cause violence or harm, the Manager has the right to expel the Resident with immediate effect. All fees and deposits paid will be forfeited.

NOTE :

Rowdy behaviour and / or drunkenness will not be tolerated at any time. A breach of this Rule will result in the Residence imposing a fine, the amount of which will be determined from time to time by the Board.

Alcohol or illegal substances are NOT ALLOWED on the premises. A breach of this Rule will result in the Residence imposing a fine, the amount of which will be determined from time to time by the Board.

Any resident, who violates any of the rules imposed by the Residence, shall be liable to receive 24 hours' notice to vacate.

Should the Board, within its total discretion and after convening a meeting to decide upon same, deem the conduct of any resident and/or the breach of these rules by any resident to be so serious as to place the Residence or the residents at risk or harm, then and in such event the Residence reserves the right to demand the immediate vacation and removal of such resident pending the outcome of disciplinary proceedings.