

COMMUNITY LIVING GUIDELINES

TEMPLAR RESIDENCE: AN ACCREDITED OFF CAMPUS ACCOMMODATION
for students of
SOL PLAATJE UNIVERSITY

Privately managed by
Crest Haven Student Living

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1. DEFINITIONS

- 1.1. SPU: Sol Plaatje University
- 1.2. The Residence: Templar Student Residence, situated at 22-26 Bean Street, Kimberley
- 1.3. We: the management of the residence, or persons acting with the authority of and on behalf of the landlord of Templar Student Residence and or Crest Haven Student Living.
- 1.4. You / Residents / Students / Tenants: People registered as full-time students of SPU, who have entered into a valid Lease agreement with Templar Property Trust, to reside at Templar Student Residence.

2. ADMISSION, WITHDRAWAL, OCCUPANCY

- 2.1. All students admitted to the residence are subject, inter alia, to these conditions, the Community Living Guidelines, Rules and policies of the Residence.
- 2.2. Residence accommodation is available only to bona fide full-time students of Sol Plaatje University. It is allocated for ONE full academic year and is subject to:
 - 2.2.1. The Conclusion of a Lease agreement with Templar Property Trust.
 - 2.2.2. Acceptance of these Community Living Guidelines
 - 2.2.3. Proof of funding
 - 2.2.4. Proof of registration (at SPU)

- 2.3. A student who wishes to be readmitted to the residence for the following academic year must apply for such readmission by 30 October each year.
- 2.4. Student accommodation is available from early February until the end of November each year. Opening date in February each year will be as required and communicated by SPU.

3. VACATION PROCEDURES

- 3.1. Students that intend to remain in residence over the mid-year university vacation must notify management of such intention 2 weeks before the start of the official university vacation.
- 3.2. Management reserves the right to use university holiday periods to carry out planned maintenance, upgrades, cleaning, pest control etc., or to use the rooms to accommodate other guests / short term tenants.

4. VISITORS

- 4.1. Visitors are welcome, provided they comply with the Terms and Conditions of these Community Living Guidelines and the Lease agreement.
- 4.2. Visitors may enter the residence only at the invitation of a resident student.
- 4.3. All visitors will be required to register with an ID or student card at the security office and are to leave their student card or ID with the security office. These can be collected when the visitor/s leave the premises.
- 4.4. Residents are required to sign each of their visitors in, in person, at security, and remain with them until the visitor/s leave/s.
- 4.5. Visitors are prohibited from using residence facilities, such the showers, gym and pool room.
- 4.6. Should you leave the building, your visitor(s) must also leave the building. No visitor may remain in the building if not in the presence of the residents who admitted them.
- 4.7. No resident may host more than two visitors at any given time.
- 4.8. All visitors must leave the residence by 22h00 every day.
- 4.9. Residents are wholly responsible and financially liable for any damage caused by their visitor(s).
- 4.10. Overnight visitors are strictly NOT permitted. Any transgression of this rule will result in a R1000 fine per visitor per night, and the case will be referred to Residence Management and the applicable disciplinary process followed.
Management reserves the right to restrict visitors' access where such action is justified (e.g., if utility consumption increases dramatically, visitors' behaviour is inappropriate, where certain individual visitors have been "blacklisted" due to past misconduct, or the people-carrying capacity of the building is compromised in any way).

5. CONSIDERATION FOR OTHERS

- 5.1. Disorderly behaviour that results in disturbance to others may lead to disciplinary action.
- 5.2. Loud music or other sounds at unreasonable levels is strictly forbidden. A fine may be levied and/or incidents may be referred to the Residence Management for disciplinary action.
- 5.3. Regardless of the time of the day, any amplified sound or activity loud enough to be heard outside one's room should be curtailed. Any conduct and/or noise interfering with the study and sleep of other residents is unacceptable.
- 5.4. Shouting, calling, or talking in a raised voice is not acceptable.

- 5.5. During quiet hours, a student should be able to study or sleep in his/her room without disturbance from his/her neighbors. Students using sound equipment should use headphones or play their equipment on low volume.
- 5.6. During examination time, quiet hours will be in effect on a 24-hour basis.
- 5.7. Persistent noise and the violation of quiet hours is unacceptable. A fine may be imposed and repeated offences will be dealt with through the disciplinary process.
- 5.8. Loud music or other noise from vehicles in the parking lots is not permitted. It is the responsibility of the host to conscientize visitor(s) that contravening this regulation might lead to the imposition of a fine, or the resident's rights to host visitors being curtailed.
- 5.9. Running in corridors or in any other areas of the building is not permitted.
- 5.10. Recreational activities, such as those involving any type of sporting equipment, may not be played inside the residence residential and/or in areas that are potentially hazardous to residents or any occupants. Indoor sport activities (e.g. pool table) may take place only in designated areas.

6. NON-NEGOTIABLE RULES AND BEHAVIOUR THAT WILL NOT BE TOLERATED

- 6.1. The following behaviour will not be tolerated. Each of these is regarded a serious case of misconduct. As such we reserve the right to report the matter to the SPU, expel you from the residence and / or take whatever legal/civil action against you that may be necessary:
 - 6.1.1. Victimization
 - 6.1.2. Violence of any kind (including GBV)
 - 6.1.3. Sexual harassment, unsolicited sexual advances
 - 6.1.4. Involvement in racial or any form of hate related conflict or prejudice based on sexual orientation, religion etc.
 - 6.1.5. The possession, storage of and consumption of alcohol and the use of drugs (including dagga/cannabis) on the premises
 - 6.1.6. Possession and/or use of alcohol in the residence,
 - 6.1.7. Your presence in the residence when under the influence of alcohol and/or drugs,
 - 6.1.8. Possession/use of firearms, and the handling of any other weapons
- 6.2. Non-Negotiable Rules include:
 - 6.2.1. No tampering with emergency equipment such as fire extinguishers, fire hydrants and the contents of emergency plan boxes
 - 6.2.2. No tampering with any services supply connections, valves, distribution boards, wiring or equipment
 - 6.2.3. No candles, oil lamps, incense or anything that produces a naked flame
 - 6.2.4. No hot plates, kettles, electric frying pans or any other cooking apparatus, or heating appliance may be brought into the residence or used in your bedroom
 - 6.2.5. No animals/pets of any kind
 - 6.2.6. No overnight visitors
 - 6.2.7. No smoking in the building

7. WATER AND ELECTRICITY CONSUMPTION

- 7.1. Switch off all lights and electrical appliances when not in use, or when you leave your room.
- 7.2. Students may not have in their possession, or use, heating appliances in their bedrooms.

- 7.3. Water should be used sparingly. Please report any leaks to the security/building manager as soon as they are noticed.

8. SMOKING, DRUGS AND ALCOHOL CONSUMPTION

- 8.1. Templar student Residence is a smoke-free building. No smoking is permitted anywhere inside the building.
- 8.2. Smoking is permitted in the designated area(s) outside and cigarette butts are to be properly disposed of in the bins provided. Fines may be imposed for littering and for smoking inside the building.
- 8.3. The possession, storage of and consumption of alcohol and the use of drugs (including dagga/cannabis) on the premises is strictly prohibited.
- 8.4. You may not use, store, or sell any form of drugs or narcotics or other behaviour altering substance on the premises.
- 8.5. Should any form of drugs be found on your person or in your room, we reserve the right to report the matter to SPU.
- 8.6. Regardless of ownership or origin, any liquor found on the property and any containers used to dispense liquor will be confiscated and disposed of.

9. SECURITY AND SAFETY

- 9.1. Management cannot be held responsible for any losses that residents, or their visitors may incur whilst residing in or visiting the building.
- 9.2. No person may bring any form of weapon, firearm (e.g. knives, batons etc.) onto the property or into the building. Entrance to the building will be refused if you are found with these items in your possession.
- 9.3. Residents' (and their visitors') bags may be searched at any time, based on suspicious activity or behaviour.
- 9.4. All residents' fingerprints and/or photographs will be taken and kept on record for security purposes and access control. Residents are required to cooperate with the necessary process.
- 9.5. Always keep your room locked and ensure that the windows are properly closed when you are not in your room. The key to your room must never be given or lent to any other person.
- 9.6. You should not use key tags or identification that would make it easy to establish the room or building that the key belongs to.
- 9.7. Never leave your keys in a place where they could be stolen or lost.
- 9.8. You will be held responsible for the cost of new/replacement keys, including expenses for any required locksmith and reasonable associated administration costs.
- 9.9. Management will not be held responsible for any theft or burglary involving residents' possessions.
- 9.10. Students may not tamper with any services supply connections, valves, distribution boards, wiring or equipment (including, but not limited to geysers, trip switches; water, electrical, security, wi-fi connections, air-conditioning units, routers etc.). You will be held responsible for the cost of repairs, administration costs, and a penalty fine for any violation of this rule.
- 9.11. Students may NOT access or make use of the fire escapes unless there is due cause (Fire and or fire alarm sound).
- 9.12. Under no circumstances may emergency equipment such as fire extinguishers, fire hydrants and the contents of emergency plan boxes be misused or tampered with.
- 9.13. Should you tamper with the fire equipment in any way, you will be reported immediately to SPU. Management may lay criminal charges against you. The cost of restoring such

equipment will be charged to the responsible person(s). Any repeated offence will result in summary eviction from the building and termination of the lease agreement.

- 9.14. Fire extinguishers are placed in predetermined positions in the residence and may only be removed used / removed in the case of fire.
- 9.15. The use of candles, oil lamps, incense or anything that produces a naked flame is a potential fire hazard and is strictly forbidden anywhere in the building. Management reserves the right to confiscate such equipment.
- 9.16. The unauthorized stacking of wastepaper, cardboard, or any other flammable material anywhere in the residence is prohibited.
- 9.17. Any form of obstruction (e.g. bicycles, scooters, boxes, bags etc.) in corridors, thoroughfares, and fire escape routes is strictly prohibited.
- 9.18. Extension cord(s) extending into the corridor or common areas are not permitted.

10. PROCEDURES APPLICABLE TO ROOMS / FURNITURE

- 10.1. Each student will be allocated a room. The student will be required to sign an “Inventory and Condition report” (check-in inspection form) confirming the contents and state of the room when checking in to the Residence.
- 10.2. Within three days of taking occupation of a room, the student must add any necessary notes to the Inventory and Condition report, it must be signed and dated by the resident and a representative of the residence management. In the absence of such additions to the condition report, the room and its contents shall be deemed to have been in good and proper order when the student took occupation.
- 10.3. When the room is vacated, or on agreed-upon ad hoc inspections, it will again be inspected by management. In the case of any discrepancy with the Inventory and Condition Report, damages will be recovered by the student. Inspections will be carried out regularly and students are expected to co-operate with the process.
- 10.4. All rooms must be accessible for inspection from time to time to authorized residence staff.
- 10.5. Appliances in common areas are provided for the use of all students in the building and may not be moved.
- 10.6. No movable property, furniture, equipment, appliances or curtains belonging to the residence may be removed from one room to another or from the building or the premises.
- 10.7. Students may not use (or have in his/her possession or room) any form of heater, kettle or cooking appliance.
- 10.8. The cooking appliances provided in the residence may ONLY be used in the kitchens.

11. HOUSEKEEPING, LAUNDRY, HEALTH & HYGIENE

- 11.1. Keep the bathrooms and kitchens clean, as you would like to find them.
- 11.2. Each resident is responsible for washing their own dishes, utensils, and food containers immediately after use.
- 11.3. Residents must deposit all litter/refuse only in the bins provided.
- 11.4. Resident rooms must always be kept clean, hygienic, and reasonably tidy. Spot checks will be carried out, and fines will be issued for non-adherence.
- 11.5. Insects and rodents are a health hazard – all food must be stored in suitable containers or tightly wrapped.
- 11.6. Before vacating the room for weekends, vacations, or otherwise, the room must be cleaned, all food or drink must be properly stored away or thrown out. Pots, pans, cups, and plates are to be left clean.

- 11.7. Residents shall report the presence of pests (e.g. bed bugs) to the Residence Manager immediately they are noticed and shall be willing and available to vacate the room until the necessary pest control treatments are applied. In such an event, students shall wash and clean all their own bedding and clothing to assist with the treatment process.
- 11.8. Residents are required to provide their own toiletries, bedding and linen. It is recommended that residents also bring with them a mattress protector.
- 11.9. Bed linen must be washed and changed regularly, preferably on a weekly basis.
- 11.10. Laundry may not be washed in the bathroom or kitchen sinks.
- 11.11. Clothes or other items may not be hung from the windows of the building.
- 11.12. The laundry, kitchen, gym, and TV facilities on the property are strictly for the use of residents only.
- 11.13. Residents may do their own laundry in the laundry facilities provided, at their own risk. No heavy or very soiled items are to be washed in the washing machines (e.g. blankets, shoes).
- 11.14. Any items left unattended in the laundry area or on the washing lines for more than 24 hours will be collected by housekeeping. If the items remain unclaimed for over seven days, they will be donated to a charitable organization.
- 11.15. Any items left unattended in the laundry area or on the washing lines for more than 24 hours will be collected by housekeeping. If the items remain unclaimed for over seven days, they will be donated to a charitable organization.
- 11.16. The Templar Residence Cleaners are not responsible for the cleaning of bedrooms in the residence; however, Management reserves the right to arrange that your room be cleaned if necessary and hold you accountable for all related costs (which will not be less than R500 for a thorough clean). Management will not be held responsible for any losses.
- 11.17. Shaving should not take place in the showers. If you want to shave, do so in your room in a basin and throw the water down the toilet.
- 11.18. NOTE hair extensions should NOT be put down any drain or toilet!

12. CARE OF BUILDINGS, COMMON AREAS, AND ROOMS

- 12.1. The furniture provided in your room may not be removed from your room.
- 12.2. Furniture placed in in common areas of the building may not be taken to your rooms
- 12.3. Kitchen appliances and utensils may not be removed from the kitchen where they belong and may only be used by the residents of the relevant floor or area.
- 12.4. If a resident damages or breaks an electrical appliance, item of furniture or any other equipment or window, mirror, or anything else that belongs to the residence, it must be reported to the Residence Office as soon as is reasonably possible, and no later than 24 hours from the time of the incident.
- 12.5. The full cost of repairing or replacing any item/s that belong/s to the residence will be charged to you, plus a reasonable administration fee. Only contractors approved by the residence management will be employed.
- 12.6. Spot checks of rooms will be performed on an ad hoc basis. Any damages to the room or the contents belonging to the Residence, which are not noted on the Room Condition and Contents report, will be billed to you and must be paid within 30 days of being issued with an official notification.
- 12.7. No posters or other items may be permanently affixed to the walls, doors, windows, or furniture of your room or any other part of the building. This may cause damage to the property, and you will be charged accordingly.
- 12.8. Residents may do not soil, mark, litter or damage the common areas of the building.

- 12.9. Toilets may not be used for the disposal of any foreign objects; only domestic toilet paper may be flushed down the toilets. Please use the sanitary bins provided.

13. CATERING PROCEDURES, EQUIPMENT & FACILITIES

- 13.1. Kitchen appliances may not be removed from the kitchen where they belong.
- 13.2. Management does not provide crockery, cutlery, cookware, or other catering utensils. Students must provide their own.
- 13.3. Cooking and preparation of food is allowed only in the designated kitchen areas.
- 13.4. Cooking in your room is not allowed. You may not remove any appliances provided by the residence from the kitchen for cooking in your room or anywhere else in the building.
- 13.5. In using the cooking facilities provided, the student may use only proper cookware and utensils.
- 13.6. All cooking appliances (cooking hobs, microwave ovens, etc.) and kitchen facilities (including working surfaces) must be cleaned by the student immediately after use, and floor or wall spillages or splashes cleaned immediately.
- 13.7. You may not pour any fat, oil, foodstuffs or other foreign matter or put objects that may go down the drain, into a sink, basin, bathtub, shower or other drain. Expenses arising from the need for contractors or staff to unblock drains, particularly where such blockage is food related, will be charged to the students.
- 13.8. Residents may not use or have in their possession hot plates, kettle, electric frying pans or any other cooking apparatus, or heating appliance.
Cooking appliances provided by the Residence may be used only in the kitchen where they belong.

14. GENERAL, Wi-Fi

- 14.1. Wi-Fi provided will be sufficient for ACADEMIC purposes – it is not intended to provide students with unlimited entertainment / social media access. Management reserves the right to limit usage if this facility is misused and or to charge for the use of data over a reasonable limit.
- 14.2. No pamphlets, adverts of any nature may be placed or distributed in the building without the prior written consent of Management.
- 14.3. You are not allowed to sell anything (food, drinks, sweets etc.) from the residence, without prior written consent of Management
- 14.4. Failure to observe these Community Living Guidelines will constitute a breach of the Lease Agreement and may lead to fines being imposed, referral to the residence committee or University, or expulsion and cancellation of the lease agreement.
- 14.5. RESIDENCE COMMITTEE
- 14.6. Management may establish a Residence Committee to deal with or provide input relating to all student affairs.
- 14.7. Any such committee will be set up by and accountable to the Residence Management.
- 14.8. Students may be required to attend meetings/orientation from time to time.

15. BANK ACCOUNT DETAILS

- 15.1. Following accounts to be used for payments to the Residence (in respect of rent, fines imposed or administration charges levied, breakages for which you are responsible etc.):
 - Account Name: Templar Property Trust, ABSA Current Account,
 - Account Number: 4074347141

16. ANNEXURES

- 16.1. Completed Application form (or online form to be completed)
- 16.2. Inventory and Condition Report

This page (page 8, which is the last page) of this document will be kept on file in the Templar Student Residence Office as your acceptance of, and agreement to the Templar Student Residence House Rules

17. ACCEPTANCE OF ACCOMODATION RULES

- 17.1. This is to certify that
 - 17.1.1. I acknowledge receipt of the full set of Templar Student Residence Community Living Guidelines (Version 3_202601).
 - 17.1.2. I undertake to read through the rules, ask questions if there is anything I am uncertain of or don't understand, and to abide by the Guidelines and Rules provided to me
- 17.2. I understand that the Disciplinary Procedure will be made available upon request and posted on the residence noticeboards.

FULL NAMES OF RESIDENT STUDENT

SIGNATURE OF STUDENT RESIDENT

ID NUMBER OF RESIDENT STUDENT

STUDENT NUMBER

SIGNED AT _____ ON THIS _____ DAY

OF _____ 2026

Witness (Full Names)
On Behalf of Templar

Witness (ID number)

Date