

# YMCA INDIAN STUDENT HOSTEL

## RULES AND REGULATIONS

### 1. RESIDENCE:

Residence is offered to members' only and generally for a period of six months. Any extension beyond this period is left to the discretion of the Management. A trainee/executive shall agree to stay a minimum period of six weeks to qualify for the long-term concession rent, while a full time student shall agree to stay a minimum period of six months to avail student concessions.

### 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 General Secretary 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 which will be specified on the notice board.

### 5. SECURITY DEPOSIT

A security deposit of £350:00 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 six months are liable to pay hostel fee as applicable to trainees or transit residents in accordance with their effective period of stay in the hostel. The trainees vacating the hostel early are liable to pay hostel fee in the transit rate.

### 8. CHECKING OUT TIME:

This will be 10am on the day of departure.

### 9. MEAL TIMES:

	Monday-Friday	Saturday-Sunday
Breakfast	7:30 to 9:15am	8:00 to 9:30am
Lunch	12:00 to 2:00pm	12:30 to 1:30pm <b>(on payment )</b>
Dinner	7:00 to 8:30pm	7:00 to 8:30pm

***\*Breakfast, Dinner and weekend Lunch are complimentary***

- Dress Code: Residents are expected to come to the dining room in proper dress. Please avoid using shorts, lungies and other night dresses.
- No food shall be taken to the rooms, except in the case of illness with the Warden's permission.
- Late dinners, (Monday to Friday) may be provided to a limited number of residents for academic reasons only. Dinner will be served in foil containers which could be collected after 9pm.
- No crockery or cutlery shall be taken out of the Dining Hall.

**Guest:** Reservations for guest at dinner should be made in advance before the commencement of the meals and this could be done at the front desk. Payment is forfeited in the case of non-attendance.

#### 10. **Visitors:**

The hostel floors are restricted to residents 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 resident. Visitors and the hosts are required to sign in the visitor's book kept at the Reception, before being received into the floor.

#### 11. **OPENING AND CLOSING HOURS:**

The main entrance of the hostel will be opened at 7am and closed at 11:30pm from Sunday to Thursday and 12am on Friday and Saturday. Those returning after closing time are required to sign the late register. Frequent late arrival is not permitted.

#### 12. **LOUNGE HOURS:**

Residents may meet friends in the Lounge. They are required to vacate the Lounge by 10:30pm. Male residents shall not visit Ladies Lounge after 11pm and Female residents should not be in the Men's Lounge after 11pm.

#### 13. **VISITING ROOMS:**

Male residents are not permitted to visit the Ladies rooms and Ladies are not permitted to visit the Male residents.

#### 14. **ILLNESS:**

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

#### 15. **LAUNDARY ROOM:**

Washing of clothes is permitted in the laundry rooms situated on the third floor for men and the lower ground floor for the women. Clothes should not be washed or left to dry in residents rooms. The facilities for ironing clothes are provided in the corridors. The facilities in the laundry rooms are restricted for the use of the resident members only. The time for the last wash is 9:30pm

#### 16. **ADDRESS:**

Any resident staying away overnight should inform the General Secretary 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 Association or their authorised representatives 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 on a monthly fee fixed additionally from time to time for which written permission should be obtained. 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 and radiator when you are not in the rooms.