

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 concessional rent, while a full time student shall agree to stay a minimum period of six months to avail student concession.
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 the TWELFTH day of the month and thereafter £10.00 per day. Payment should be made during office hours which will be specified on the notice board.
5. **Security Deposit & Key Deposit:** A security deposit of £350:00 and key deposit of £25.00 is payable at the time of admission. This will be refunded at the time of vacating the hostel.
6. **Extension: FOUR WEEKS** 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. 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 fees 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 fees as per transit rate.
8. **Checking Out Time:** This will be 10:00 am 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 (on payment)	12:30 to 1:30pm
Dinner	7:00 to 8:30pm	7:00 to 8:30pm

- Dress Code: Residents are expected to come to the dining room in proper attire. (Please avoid using shorts, lungies and night dress)
- No food should be taken to the rooms, except in the case of illness, with the General Secretary/Assistant General Secretary/ Assistant Secretary'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 9:00 pm from the reception desk.
- No crockery or cutlery should be taken out of the Dining Hall.
- Food Rebate: You can be entitled to have Food rebate only if you are away from YMCA of minumun of 1 week.

- 10. Visitors:** The hostel floors are restricted to residents only. Visitors including past residents 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. Visitors and the hosts are required to sign the visitor's book kept at the Reception.
- 11. Guest Stay:** Guest can stay overnight with prior approval of the Management. Male resident are not allowed to have female guest and Female resident are not allowed to have male guest. However, the blood relations can be allowed to stay subject to submission of proof of blood relations.
- 12. Late Arrivals:** Residents (Trainees/Students) should inform the General Secretary/Assistant General Secretary well in advance atleast by 12 noon on the same day. However, if anyone works late night they should produce relevant documents and obtain prior approval. You will also need permission if you have to attend laet night functions and events. You can communicate ot the General Secretary or Assistant General Secretary by email or text.
- 13. Entry To The Living Area:** Residents are provided individual keys to enter the hotel living area. Please use your keys for this purpose.
- 14. Quiet Hours:** Residents are expected to consider the well-being of others and to this end, are specially asked to make no noise between 11:00pm and 7:30am.
- 15. Opening And Closing Hours:** The main entrance of the hostel will remain locked from 11:30pm to 7.00am, Monday to Thursday and 12:00am to 7:00am from Friday to Sunday. Those returning after closing time are required to sign the late register at the Reception. Frequent late arrival is not permitted.
- 16. Visiting Rooms:** Male residents are not permitted to visit the Ladies rooms and vice versa at any time.
- 17. Illness:** Any case of illness should be reported at once to the General Secretary or to the Assistant General Secretary. All residents are required to register individually with a doctor under the National Health Scheme.
- 18. Laundry 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.
- 19. Address:** Any resident staying away overnight should inform the General Secretary/Assistant General Secretary and leave the address or telephone number at which the resident can be contacted. Those vacating the hostel advised to leave their forwarding address in the leaving register, provided at the Reception.
- 20. 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.

21. Right Of Entry To Rooms: General Secretary/Assistant General Secretary have the right of entry to any rooms at any time for any reasonable purpose.

22. Room Cleaning: Cleaning rooms and making beds is carried out by cleaning 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.

23. 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. Hence, residents shall refrain from hanging things out of the window. Litter bins are provided in rooms or elsewhere on the premises may be used.
- 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 such as refrigerator, cookers, ovens, electric iron and television sets are forbidden from being used in the rooms. However, computers, printers and music systems of 5watts may be used. The management has the right to remove any forbidden items found in the rooms.
- **Smoking** is strictly not permitted in any part of the building as per the law.
- **Alcohol:** Consumption of any form of alcohol is prohibited.
- **Parties & Gatherings:** Unauthorised gatherings in rooms for any form of celebration are strictly not permitted in any part of the building premises.
- **Save fuel and Energy:** Help us to save fuel and energy whenever possible. Please switch off lights when you are not in the rooms.
- **Baggage/ Luggage:** Excess Luggage must be kept in the clock room and there will be charges for using this facility. Personal Baggage/Luggage must not be kept in other friends room .