



Student Home Rules

1 Introduction

The Student Home Rules are designed to make life at the Student Home enjoyable for everybody. We are serious about the Student Home Rules! Students who do not follow the Student Home Rules will have to leave.

2 Assistance

2.1 Student Assistants

The Student Assistant is _____.

(Room: _____ Phone: _____).

The Student Assistants will help you if there is any problem. The Student Assistants will also make sure that you follow the Student Home Rules, and issue a warning if you seriously violate the Student Home Rules. You **must** follow the instructions of the Student Assistants!

2.2 Student Home Manager

The Student Home Manager is **Rob**. (1-888-807-3460, rob_viramontes@sunrisehomesinternational.com)

If the Student Assistants can't help you, contact the Student Home Manager anytime.

3 Living Together

3.1 Common Courtesy and Responsibilities

You are living at the Student Home with your fellow students like in a large family; everybody shares the Student Home, so you need to be considerate of your fellow students and treat the house with care.

Everybody must follow the Student Home Rules.

You must tell the Student Assistants or Student Home Manager if somebody does not follow the rules. Those who do not want to follow the Student Home Rules cannot live at the Student Home.

3.2 Male/Female Separation

The Student Home has a separate area that is for females only. Male residents are only allowed to enter the female area if permitted by the females.

3.3 Assigned Bathrooms

Each bedroom has an assigned bathroom. You are only allowed to use your assigned bathroom.

3.4 No Noise

Always: Be considerate of other students and of your neighbors, and do not disturb them at any time. This includes keeping TV and Stereo/Radio volume low enough, no yelling or screaming, no playing ball against the fence, no big or loud parties, and so on.

Quiet Time: 10:00 PM until 7:00 AM is Quiet Time. Keep the volume down and speak quietly. Be sure that those students who want to sleep or study cannot hear you, and that the neighbors cannot hear you!

3.5 Cleanliness

All students must work together to keep the Student Home clean, both inside and outside! This includes:

- Food:
 - Write your name on all your food! Food without a name will be thrown into the garbage.
 - Remove your old food from the refrigerators and shelves.

- **Cooking:**
 - Clean the cook top, kitchen equipment, and utensils immediately after use!
- **Eating and Drinking:**
 - Never leave dirty dishes anywhere; wash your dishes after use.
 - Don't leave bottles or drinks anywhere. Always clean up after yourself!
- **Bathrooms:**
 - NEVER throw anything other than toilet paper into the toilet because otherwise the toilet will plug up.
 - Keep the bathrooms clean! There are cleaning supplies in each bathroom.
 - Avoid getting water on the floor. If there gets water on the floor, wipe it dry immediately!
 - Empty the garbage cans! NEVER leave garbage on the floor!
- **Smokers:**
 - Always use ashtrays! NEVER throw cigarette butts on the ground!
 - Ashtrays are for ash and cigarettes – not for garbage!
 - Empty the ashtrays often!
- **Bicycles:**
 - Bicycles are not allowed inside the building. Keep them outside in the assigned area and lock them properly.
- **Cleaning Supplies:**
 - There are cleaning supplies at: kitchen (under the sink), every bathroom, laundry room
 - A vacuum cleaner is available in the hallway.
- **Cleaning Service and You:**
 - YOU are responsible for keeping the Student Home clean.
 - You must keep your room clean and orderly, especially if you have a roommate.
 - In addition, we have a daily cleaning service. Only every 4 weeks, the cleaning service will clean your bedroom.
 - There is a \$5 cleaning fee per week per student; we automatically deduct the cleaning fee from your deposit. This cleaning fee is a contribution for normal cleaning only.
 - If the Student Home is very dirty and needs extra cleaning, we will deduct the cost for additional cleaning from your deposit, so please keep the Student Home clean!

3.6 Garbage and Recycling

We recycle! The garbage cans in the kitchen and outside are labeled – be very careful to use the correct can!!

- **PAPER:** paper, paper bags and cardboard (not food, milk or orange juice containers!)
- **PLASTIC, CANS & GLASS:** aluminum cans (for example, coke cans); also glass and plastic bottles
- **Not Marked:** all garbage

NEVER throw a plastic bag into any recycle can!!!

When the inside garbage and recycle cans are full, bring the garbage/recyclables outside and put them into the CORRECT can! NEVER leave garbage on the floor, neither inside nor outside!

3.7 No Late-Night and Overnight Guests

Absolutely no guests are allowed to stay at the Student Home (inside or outside) between 10:00 PM and 7:00 AM.

If there you see a guest at the Student Home after midnight, you must notify the Student Assistants or the Student Home Manager, otherwise we may assume that you invited that guest (see "If You Don't Follow the Rules" below).

3.8 Household Items

We do not provide household items like toilet paper, soap, detergents, paper towels etc. We suggest you share this responsibility with your fellow students.

4 Safety & Law

4.1 Keep the Doors Locked!

You must keep the doors locked:

- Lock your bedroom door when you are not in the room.
- Always lock the outside doors when you leave the building.
- Always lock the outside doors at night.
- Keep the recreation room door locked at all times.

4.2 Secure your Valuables

Always protect your valuables (for example, laptop, camera, passport...):

- Don't leave your valuables in common areas unattended.
- Don't leave money, jewelry or your passport unattended. Always take them with you.
- We recommend that you lock your laptop with a laptop lock (available at many local stores) even inside your room.

Note that we do not have any alarm system and that we don't carry insurance for your belongings.

4.3 No Candles

No candles are allowed inside the building.

4.4 No Smoking

No smoking is allowed inside the building!

You are allowed to smoke outside but please use the ashtrays! NEVER throw cigarette butts on the ground!

4.5 Smoke Detectors

The smoke detectors are for your safety. Do not disconnect them, and do not take the batteries out!

4.6 No Electric or Gas Heaters

No portable electric heaters or gas heaters are allowed at the Student Home!

4.7 No Pets, No Plants

No pets are allowed on the entire property (inside and outside). Plants are not allowed inside the building.

4.8 No Roof Access

Do not climb on the roof.

4.9 No Rough Play

Rough play is strictly prohibited.

4.10 No Drugs & Nothing Illegal

Do not do anything illegal in the Student Home! We will call the police for an investigation if we suspect you use drugs or do anything illegal.

4.11 Don't Steal Shopping Carts

Removing shopping carts from the shop's parking lot and bringing them to the Student Home is considered theft! If you are caught by the police, you might be arrested! Also, if you take a shopping cart to the Student Home, we will ask you to move out immediately (no refunds!).

4.12 No Illegal File Sharing

Don't use the Internet to share files illegally. Our Internet Service Provider (ISP) can find out if you share files illegally. Fines can be \$20,000 per MP3 song or more!!!

5 Utilities

5.1 Save Energy!

Please help save energy!! Always turn off the lights and the heater when you leave!

5.2 Telephone & Internet

Local phone service and high-speed wireless Internet are free! Please refer to the telephone instructions.

6 Equipment

6.1 Dish Sets

Each student receives their own dishes, silverware and pot/pan. When you leave you must carefully clean all items and return them.

6.2 Ping-Pong Table

Do not sit or stand on the ping-pong table.

6.3 Garbage Disposal

Do NOT put the following down the drain: rice, coffee powder, hard objects (wood, bottle tops...), stringy things (artichoke leaves...). If the garbage disposal jams, you will be responsible for the repair cost!

6.4 Washer and Dryer

- Use quarters (\$0.25 coins) for the washer and dryer. A coin changer is available in the Recreation Room.
- Clean out the lint filter before every use – the dryer will be much faster, safer and cheaper!
- Don't leave your clothes in the washer or dryer longer than necessary. Clothes left in the laundry room for more than five days may be thrown away.

7 Problems

7.1 Police and Emergencies

Call the San Rafael Police at 485-3000 if it's not an emergency.
For all emergencies (police, fire department, and ambulance) call 911.

7.2 Damages and Problems

- Tell the Student Assistants if you damage something. If you don't tell us and we find out later that you damaged something, you will receive a written warning or you may have to move out immediately (no refunds).
- If we cannot find out who caused a damage, the cost of repair will be divided among the students who use the room or equipment.
- If you find any damage or problem, you must tell the Student Assistants immediately. Some damages and problems get worse over time, and you will be responsible for the cost of repair if you don't tell the Student Assistants immediately.

Report any problems, damages and needed repairs to the building, furniture or equipment immediately. We will try to repair it quickly.

7.3 Injuries

In case of serious injuries call 911!

7.4 Theft

If something is stolen, contact the Student Home Manager for assistance or call the police department directly. Please note that we will not be responsible for stolen items.

7.5 Lockouts

If you lock yourself out, please contact:

- 1) the Student Assistants, or
- 2) the Student Home Manager.

However, if none is available, you need to contact a locksmith – and you are responsible for the cost of the locksmith.

7.6 If You Don't Follow the Rules

We are serious about the Student Home Rules, and we enforce them.

- Reminders: In case of minor, non-repetitive violations of the Student Home Rules, we may remind you of the rules without issuing a formal written warning.
- Written Warnings: We will issue written warnings for violations of the Student Home Rules. If there is *any* additional violation of *any* Student Home Rule, you must move out immediately (no refunds).
- Move out: In case of serious or repeated violations of the Student Home Rules or in case of violations of the law, you must move out immediately (no refunds).
- Notifications: We will notify your school, and/or the agency that sent you, and/or your parents of violations of the Student Home Rules and request their assistance.
- Dirty and Messy: Students who cause the Student Home to be dirty and messy, and who do not help clean up will be charged for special cleaning service (minimum \$10 per day); they may also receive a written warning.
- Guests during “No-Guest Hours”: Students whose guests are staying at the Student Home during “no-guest hours” will be charged twice the fee for extra days (minimum \$100) for each non-permitted guest. In addition, a written warning will be issued.
- Harm and Damages: Students who purposely cause harm to other students, purposely damage property, or purpose jeopardize students or property must move out immediately and without prior warning (no refunds). In addition, police may be called for an investigation.
- Drugs and other Illegal Activities: If we find any evidence of drug use or other illegal activities, we will call the police for an investigation. Students who do drugs or other illegal activities must move out immediately (no refunds).

7.7 Responsibility for Damages and Losses

If you break or lose something, you have to pay for it immediately. Typical costs are:

- Lost room key: \$35
- Lost outside door key: \$300
- Broken door or window: \$200 - \$400
- Broken mirror: \$60 - \$100
- Damaged sink, tub or shower enclosure: \$150 - \$600
- Lost/damaged TV remote control: \$100
- Dish Set:
 - Lost/broken/dirty dishes (each cup, glass, bowl, plate): \$5 each item
 - Lost/broken/dirty silverware (each knife, spoon, fork): \$3 each item
 - Lost/broken/dirty pot or pan: \$10 each item
 - Lost/broken/dirty box: \$10
- Damaged mattress: \$150
- Lost/damaged sheet/pillow/pillow case/towel/mattress cover: \$20 each item
- Lost/damaged blanket: \$40
- Jammed garbage disposal or plugged up sink: \$100
- Plugged up toilet: \$100
- Water damage to floors: \$2,000 - \$5,000 or more

8 Changes and Modifications

8.1 Room Assignment

Do not change rooms without permission – even if other rooms are empty. If you want to change rooms, please contact us.

8.2 Building Modifications, Pictures and Signs

Do not make modifications to the building like new locks and new paint!

You can put up pictures and signs in your own room – as long as you don't damage the walls! Don't put signs up on the outside!

9 Transportation

9.1 Shuttle Service to/from Dominican University

Shuttle Schedule: We have a shuttle bus to and from Dominican University from Monday to Friday; in addition, the shuttle bus goes to stores, shopping and downtown in the afternoon. Please check the Shuttle Schedule for details.

Sign-up Sheet: There are 2-3 trips every morning. You must sign up (the sign-up sheet is in the dining room) for the first, second or third trip. If you miss your shuttle, you can only go on a later trip if there is space available! If there is no space, you can call a taxi (about \$10).

Student Home Only: The shuttle bus is a special free service for students at the Student Home. Your friends who do not live at the Student Home can take the shuttle bus only if you are there too, and if there is space in the shuttle bus.

9.2 Directions to ELS, shopping etc

Please ask the Student Assistants for directions. We also have directions on www.sunrisehomesinternational.com.

9.3 Public Transportation

Please ask the Student Assistants for information on public transportation. We also have information on www.sunrisehomesinternational.com.

10 Management and Entry

10.1 Your Room

- Usually we will not enter your room without notifying you. Only in rare cases we will enter your room unannounced in order to make important repairs or if we suspect that the Student Home Rules are not followed (this includes cleanliness).
- Cleaning: Every 4 weeks on check-out Saturday, a cleaning person will enter your room for normal cleaning. On this day, also the Student Home Manager or the Student Assistants may enter your room to check if everything is okay. You are responsible for your belongings so please secure any valuables.

10.2 Common Areas

The following persons enter the Student Home:

- Residents of the Student Home and their guests
- Repair and cleaning personnel
- Student Home Manager

Please notify the Student Assistants immediately or call the police at 485-3000 if an unauthorized person entered the yard or the inside of the Student Home.

11 Departure

Check-out time is between 11:00 am and 1:00 pm on your scheduled departure day.

11.1 Before Moving Out

- Tell the Student Home Manager or the Student Assistants if you need to leave earlier or later (there is an extra fee if you stay longer).
- Clean the Student Home:
 - Bedroom: clean your bedroom, remove ALL your personal belongings, food, and trash.
 - Bathroom: clean your bathroom and remove ALL your belongings.
 - Kitchen: remove ALL your food from the refrigerators and shelves, and wash your dishes.
 - Dish Set: all dishes and silverware must be VERY clean; put all items into the box and leave in your room.

NOTE: We have to charge a fee for extra cleaning if you don't do it yourself!

11.2 At the Time of Moving Out

- Return all keys.
- Return your clean dish set.
Leave your linen and blankets on your bed; you don't have to wash them.
- Inform us of damages. There will also be an inspection to see if the Student Home is clean and without damages.
- We usually return your deposit at the time you are moving out if it is during the scheduled check-out time and if we could perform an inspection.

Agreement

I agree to follow all Student Home Rules.

I understand and agree that the Terms and Conditions at our website apply. The Terms and Conditions are available at http://www.sunrisehomesinternational.com/SunriseHomes_TermsandConditions.asp.

I understand that Sunrise Homes International, Inc. will enforce all Student Home Rules. I agree that I may be required to move out of the Student Home immediately and without warning if I do not follow the Student Home Rules.

I agree to pay special cleaning charges if I cause the Student Home to be messy or dirty, or if I don't help to keep the Student Home clean.

I agree that I will not receive a refund if I am required to move out of the Student Home.

Signature

Name

Date

Email

Mobile Phone

Emergency Contact: Father Mother Other: _____

Name

Email

Phone

I received the following:

1. Linens Package that contains 2 blankets, 1 pillow, 1 pillow case, 1 flat sheet, 1 fitted sheet, 1 towel
2. Dish Set that contains 1 box, 1 large plate, 1 small plate, 1 large bowl, 1 small bowl, 1 cup, 1 glass, 1 knife, 1 regular fork, 1 small fork, 1 large spoon, 1 small spoon, 1 pan, 1 pot
3. Keys: 1 room key, 1 bathroom key, 1 "M" key, 1 "G" key (girls only)
4. Shuttle Pass

Signature

Date