



**RULES OF ACCOMMODATION AT THE “NEW LIFE HALLS” STUDENT HALLS at 22,
VYZANTIYOU STR., STROVOLOS, 2064, NICOSIA, CYPRUS**

(TENANT OBLIGATIONS)

Each tenant, upon signing the Accommodation Agreement (A.A.) at the *NEW LIFE HALLS*, is subject to the below Accommodation Rules (A.R.) at the Student Halls (S.H.)

The Accommodation Rules apply to all tenant and their guests.

The beneficiaries for accommodation at the S.H. must be students of the European University of Cyprus.

It is the student’s responsibility to familiarize him-/herself with all the provisions of the Accommodation Rules, after having carefully studied them; and then you are kindly requested to sign them and send them electronically to info@newlife.com.cy together with the Accommodation Agreement.

1. General Terms

1.1. Advance Payment - Guarantee

For the reservation of a room, the payment of a Guarantee amounting to 1000 Euro is required. The advance payment is used to cover any damages that may occur during the stay. The advance payment is refunded to the student upon expiration of the term of the contract and after the room is delivered in perfect condition and without any defects. The tenants shall be held responsible for damages or loss of room property.

1.2. Duration of the Accommodation Agreement:

All A.A. at the *NEW LIFE HALLS* shall have a duration of 52 weeks, except for this year (2023-2024) when they shall have a total duration of 48 weeks.

1.3. Renewal of the Accommodation Agreement:

A student who is interested in renewing the Accommodation Agreement for the following year (2024-2025) should request it in writing 3 months prior to the expiration of this agreement. In case of approval, a new A.A. must be signed together and paid at the same time with 1/3 of the rent that shall be due for the following year.

1.4 Outstanding Financial Obligations

The tenants must pay their rent and any other outstanding financial obligations (e.g. damage fine) in time. Tenants who are not consistent with their outstanding financial obligations are subject to termination of the accommodation agreement and to permanent eviction from the S.H.

1.5 Early Termination of Accommodation Agreement at the Student Halls

The tenants cannot prematurely terminate the A.A. In case they want to terminate the agreement, they must request it in writing and, when a replacement is found, then the contract is terminated. In case a replacement is found, then only the amount of the guarantee/advance payment shall be withheld and the proportion of the rent up to the date of admission at the S.H. of the new tenant.

1.6 Removal of tenants from the Student Halls

Tenants are permanently removed from the S.H. in the following cases:

- They lost their student capacity due to any reason whatsoever.
- They do not meet their financial obligations.
- They lease or grant their room to third parties.
- They have committed acts of vandalism and theft.
- They are a threat to the physical and/or mental integrity of the other tenants and/or the staff.
- They have in their possession, traffic and/or use drugs and other prohibited substances.
- Tenants are temporarily removed from the student halls when they pose a risk to the health and safe living of other tenants e.g. a contagious disease.

2 . Room Equipment

All rooms are single and equipped with the following items:

- Bed/ Mattress/ Protective mattress cover/ pillow, chair and a coffee table.
- Desk, Office Chair, Desk trash can and Bookcase shelves.
- Individual sanitary area with toilet, sink and shower, 1 W.C. trash can, 1 toilet brush
- Air conditioning device (A/C) with remote control.
- Kitchen with sink, double built-in electric oven with an electric fan, a built-in microwave with grill and a built-in double-door fridge-freezer with dimensions (H x W x D) 188 x 70 x 66,6cm.
- Smart TV.
- Moreover, in the rooms there are large closets (Linen Closets), and in the basement there is a specially designed luggage storage area.
- Independent balcony.

3. Civil Liability

NEW LIFE HALLS assumes no liability or responsibility for loss or damage to items of personal property that may occur in the building. The civil liability insurance of *NEW LIFE HALLS* covers damage to the personal property of the tenant that may arise from fire, flood or other natural phenomena causes and the maximum amount of compensation does not exceed Euro 2.000.

4. Benefits

- The price includes all utility bills (electricity and water), the use of high-speed broadband internet and Wi-Fi, the common area maintenance charges and the municipal fees.
- Part of the service at *NEW LIFE HALLS* is also a monthly cleaning of your room. Once a month, our housekeeping team shall clean your room, the kitchen surfaces and your bathroom in order to keep the rooms clean. This is to ensure that your room is kept in top condition throughout the year.
- The tenants shall also have free access to the *NEW LIFE HALLS* indoor gym and the *NEW LIFE HEALTH CENTRE*, the most modern and up-to-date gym in Cyprus.
- Furthermore, the tenants shall have preferential prices in the cafeteria and it will be possible for meals to be provided through an internal kitchen at also preferential prices.

5. Room Delivery/Acceptance Procedure

5.1 Room Acceptance

A student, who has signed the A.A. and has settled his/her financial obligations, may accept his/her room through the acceptance procedure. Both an executive of the *NEW LIFE HALLS* and the new tenant attend the acceptance procedure. During the acceptance, the condition and the equipment of the room are presented. The student has the right within 24 hours and after thoroughly checking the room and its equipment, to object to accept it, in case he/she has detected any wear or damage that has not been recorded on the acceptance form. The procedure is completed by signing the statement, upon which the student receives at the same time the room and the electronic key to enter his/her room at the S.H.

5.2 Room Delivery

The tenants are responsible for notifying *NEW LIFE HALLS*, two weeks prior to the expiration of the accommodation agreement of the exact day and time of their departure. Otherwise, it is assumed that the tenants depart on the day the accommodation agreement expires and at 10:00 a.m. the latest. The rooms must be delivered in excellent condition. Prior to the departure of each tenant from the S.H., *NEW LIFE HALLS* is responsible for checking the room in the presence of the tenant, in order to identify any damages and/or deficiencies and/or unjustified wear both in the room and in the equipment thereof.

NEW LIFE HALLS is also responsible for filling out the Departure Form and identifying any pending issues. An amount from the advance payment/guarantee is withheld in case of damages, losses and unwarranted damages.

5.3. Electronic Entry Key

Upon acceptance of the room, each tenant receives an **electronic key** that is used both for entering the room and entering the building and the underground parking spaces and the parking facility for bicycles. In case this is not returned, then the amount of €50 is deducted from the advance payment/guarantee. For security reasons, each tenant must immediately inform *NEW LIFE HALLS* in case a key is lost. In such a case, *NEW LIFE HALLS* shall immediately invalidate the lost electronic key and create a new one at the corresponding charge of the tenant.

6. Right of Entry for Room Control

The company authorized the staff to carry out periodic checks of the rooms and to enter them for the following reasons:

- Maintenance and repair (after consultation, except for urgent events).
- Room and equipment security check (after consultation, except for urgent events).
- Assurance that the rooms are used exclusively by the beneficiaries (after reasonable suspicion and without warning in the presence of the S.H. Directorate)
- Suspicion that objects and substances that threaten the health and safety of the tenants are being used in the rooms (after reasonable suspicion and without warning in the presence of the S.H. Directorate).
- Emergencies.
- Room cleaning (at the choice of the tenant, in his/her presence or not, on a predetermined date and time)

7. Conduct of Tenants

Each tenant must behave in a civil manner and in a way that does not cause a nuisance or threaten the health or the physical integrity of the other tenants, the staff and the associates and the cleaning crew. Moreover, not to cause damages and unjustified harms in his/her room or in the common areas of the S.H. In case that any of the tenants causes behavioral problems, then, depending on the severity of the problem, the Company reserves the right to permanently remove the tenant from the S.H. based on paragraphs 1.5 & 1.6 above.

7.1 Noise

Excessive noise is considered a nuisance for the other tenants. The tenants should know and respect the quiet hours, which are from 3.00 p.m. until 5.30 p.m. and from 11.00 p.m. until 8.00 a.m. For example, using speakers of a stereo system at full blast is strictly prohibited and/or any noise in the Reading Room of the S.H.

7.2 Throwing objects

Throwing objects from windows or balconies is strictly prohibited.

7.3 Keeping pets

It is strictly prohibited to keep pets in the rooms or in the common areas.

8. Hosting Policy

The rules of harmonic cohabitation in the S.H. require some limitations. The tenants must respect the right to security, privacy, quiet hours for reading and sleeping and ensure a good living environment.

8.1. Overnight stay of first-degree-relatives

The parents of the students can stay during the year for a maximum period of 3 weeks in the child's/student's room. The same applies to the student's siblings, provided that they are not attending any school or University in Cyprus.

8.2. Third Party Overnight Stay

The overnight stay of third parties should take place after informing the reception. The overnight stay should not exceed two consecutive or different days within the same week. The guests must comply with the accommodation rules. The tenants are fully responsible for the behavior of their guests and liable to pay compensation for damages and harms that may be caused by them. It is noted that the guest must be accompanied throughout the visit if the tenant hosting him/her, both within the building/floor where he/she resides, and in the common areas.

In case that visitors are in the interior of the building unaccompanied, the executives of *NEW LIFE HALLS* have the right to ask the unaccompanied visitor to leave the S.H. premises immediately.

9. Cleanliness/Hygiene:

Cleanliness is highly important in the smooth and efficient operation of the S.H. Each tenant must keep the following in mind:

- Part of the services at *NEW LIFE HALLS*, as stated in paragraph 4 hereinabove is a free cleaning of the room once a month.
- Moreover, if you wish, you can upgrade this service to weekly or fortnightly at a small additional cost. Cleaning does not include dishwashing, which is the tenants' responsibility.
- All common areas are cleaned daily by the *NEW LIFE HALLS* cleaning crew.
- The student must keep his/her room and common areas clean and observe the rules of hygiene.
- The procurement of cleaning supplies for the rooms is the responsibility of the tenants.

- The tenants should carefully observe the rules of hygiene in the individual sanitary areas in the rooms and report any maintenance/operation problems.

10. Food

The tenants in the S.H. have the right to order and receive any form of food from the east entrance of the building. The people who deliver the food are not allowed to enter the S.H. except for the food that the tenants order from the internal kitchen of the S.H.

11. Tenant Health and Safety

For the safety, health and well-being of the tenants, a closed-circuit monitoring system (CCTV) operates in the S.H., only in the exterior common areas thereof.

Each tenant must comply with the following:

- Lock the door and the window of his/her room.
- Ensure that the escape doors and floor entrance doors remain closed.
- Immediately inform the reception about the trafficking of suspicious persons on the premises of the S.H.
- Immediately report to the reception any incidents of theft, etc.
- Immediately inform the reception in case of loss of his/her electronic key.

11.1. The possession/use of the following items is prohibited:

- **Electrical appliances:** Only the following electrical appliances are allowed in each room in addition to the existing electrical appliances: computer, printer, stereo system and small kitchen appliances.

The possession and use of radiators or other heating systems in the rooms is strictly prohibited for safety reasons. The student may request another form of heating which, if and when he/she considers it necessary, shall be supplied and connected by *NEW LIFE HALLS*. *NEW LIFE HALLS* may request the immediate removal of such devices.

- **Use of flammable materials/weapons/explosives/drugs:** It is strictly prohibited for tenants to use objects and substances that threaten the health and safety of both themselves and other tenants as well as the building such as petrol, weapons, explosives, drugs and other prohibited substances. The use of candles or any other device that has flames is also prohibited.
- **Bicycles:** It is prohibited to store and repair bicycles and mopeds in the rooms, at the stairs and in the corridors of the student halls. The bicycles and mopeds must be stored in the designated areas (parking facilities for bicycles).
- **Smoking:** Smoking is strictly prohibited in all internal areas of the S.H., including the rooms. Each tenant has the right to ask another tenant to immediately stop smoking in these areas. Smoking is allowed on the veranda of the rooms.
- **Fire:** It is strictly prohibited to light a fire in the areas of the S.H.

- **Posting of Ideological Symbols:** It is prohibited to post any ideological symbols and flags in public view and in the common areas of the S.H.

11.2. Fire – Earthquake – Natural Disasters

Every tenant must be informed and aware of:

The action plan in case of fire, earthquake and the use of the extinguishers and other firefighting equipment.

That he/she must inform the reception about any guest, so that the latter can be searched in case of emergency e.g. fire.

12. Use and Maintenance of Rooms and Common Areas

12.1 Subletting a Room / Granting a Room to Third Parties

It is prohibited to lease, sublet and/or grant the rooms to third parties. The tenants who carry out this action are immediately and permanently removed from the S.H.

12.2 Cause of Damages

The tenants are responsible for any damage and/or loss and/or undue wear and tear caused to the S.H. premises and equipment.

The cost for vandalism/loss/undue wear and tear of the following items shall be in accordance with the cost of purchase/repair and replacement:

- Fire extinguishers
- Exit signs
- In Case of Fire Signs
- Fire doors
- Heat detectors
- Emergency lighting
- Alarm bells
- Smoke detectors, etc.
- CCTV cameras
- Elevator mirrors
- Microwave oven due to misuse
- AC remote control
- TV remote control
- Electronic key
- Magnetic contacts

The corresponding fine and the same procedure for charging and taking further disciplinary action shall apply to any deliberate setting-off the fire alarm when there is no fire emergency.

For the above, the damages are paid immediately and are not deducted from the initial Advance Payment – Guarantee of Euro 1.000.

12.3 Conversions in the Room/Common Areas

Any conversion of the room, including the balcony, and common areas is prohibited. In particular, the following actions are prohibited:

- Wall painting.
- Engrave/design representations on the internal and external walls.
- Hammering nails and pasting photos/leaflets/posters on the walls and furniture in a way that causes damage.
- Placement of partitions.
- Any conversion, action and/or installation of equipment that creates an issue of safety, functionality and/or interference with the aesthetics of the buildings.

12.4 Internet Use

During their stay at the S.H., the tenants are expected to use the internet for research and communication with the academic/administrative staff and other fellow students. The use of the internet must be done within the framework of the Information Security Policy of *NEW LIFE HALLS*. Tenants who engage in prohibited online activities are subject to disciplinary action.

12.5 Use of Kitchen

The tenants must observe the rules of hygiene when they use the space and the equipment of the kitchen and immediately report any maintenance and operation problems to the reception. Cleaning of the refrigerators and washing dishes and other household utensils is the responsibility of the tenants.

It is noted that no metal objects may be placed in the built-in microwave oven and any damage resulting from such incorrect use shall be repaired at the tenant's expense.

13. Laundry Area

The building complex of the S.H. includes a laundry area in which coin-operated washers and dryers operate for the exclusive use of the tenants. The tenants are responsible for immediately reporting to the reception about any operation/maintenance/damage problems in the laundry area.

14. Parking



The tenants who own cars should park only in the designated S.H. parking areas.

This form is the first edition of the RULES OF ACCOMMODATION AT THE “NEW LIFE HALLS” STUDENT HALLS and they are subject to change whenever specific circumstances and relevant legislation require it.

This form must be initialed on all pages and signed by the student/tenant hereinbelow:

Tenant’s Full Name:

Tenant’s Signature:

Date: