

STUDENT HOUSE NIEUWELAAN

HOUSE RULES



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The full information on VUB housing can be found on student.vub.be/en/accommodation-on-campus#vub-student-rooms

Official communication from Student Housing takes place through the [WeAreVUB student portal](#). Specific or personal communication will only be sent to your VUB email address.

STUDENT HOUSING

02 629 28 31

huisvesting.housing@vub.be

At Nieuwelaan there are two staff members of Student Housing:

- Geert Vanoverberghe 0476 96 45 54 ((technician)
- Catherine Buyse 0490 43 19 42 (cleaning)

Available on all working days from 7h45 to 15h15. You can find them in the secretary's office (Block 2, ground floor) or call them on their phone numbers.

Between 8h30 and 16h30 you can also call the central housing office for administrative questions on 02 629 28 31.

For urgent problems outside of opening hours you can also call the concierge.

CONCIERGE

0479 55 11 04

conciergenieuwelaan@vub.be

The concierges of Nieuwelaan are Conny Stockmans and Geert De Dobbeleer. You can find them in Block 2 on the ground floor (the door next to the secretary office).

From Sunday to Thursday evening they are on evening duty from 17h to 19h. Outside of their working hours, you can call them 24/24 for urgent matters.

SECURITY

02 629 21 76

bewaking@vub.be

The Security Service is responsible for the safety on campus and is present and available 24/7. So, make sure to save their number in your phone.

The Security Service is your first point of contact for all sorts of problems (vandalism, theft, violence, ...). When necessary, they will notify the emergency services immediately. Security is also equipped with a first aid kit and a defibrillator.

The security office is located in building X4 on the ground floor. Security patrols inside and around student house Nieuwelaan several times a night.

Please report every incident (e.g. aggression, vandalism, theft, burglary, harassment, unwanted persons, ...) to the Security Service.

You can also contact them for noise nuisance at night, but if possible, first ask the people responsible to be quiet yourself.

EMERGENCY NUMBER

02 629 11 11

This number is for emergencies only (e.g. for fire).

In case of less urgent situations, you can call upon security.

ROOM KEY

Your room key is *strictly personal* and gives you access to:

- Your room
- Your unit door
- The front door of your block (1, 2, 3, 4 or 5)
- The entrance gate to the car park
- The front door of the entrance hall of Block 2 (office, concierge, communal toilets, vending machines, laundry room, repairs box, battery collection point)

If you lose your room key, you can get a replacement key during office hours at the secretariat's office in Nieuwelaan for €50. This is to be paid in the exact amount in banknotes (we do not have a payment terminal).

If you have forgotten your key at home, you can get a temporary replacement key for €50. You will get this money back once you have brought back your spare key (after max. 1 week).

INTERCOM

You can open the door of the main entrance with your intercom.

INTERNET

You connect to the internet via the VUB's general WIFI network (VUBnext). To log into the network, you need to use your NetID. If you are experiencing internet problems, you can contact the [ICT helpdesk](#). Make sure to mention your exact location, what device you have and the problem that you are experiencing.

CARPARK -1

Only residents of the student house are allowed to park here and you need to register your license plate through [ivisit.vub.be/Authentication/Index](https://visit.vub.be/Authentication/Index). You can only register one numberplate.

The full parking regulation can be found [here](#).

The parking spaces is limited, and since they are fairly narrow you should park carefully and not take up more than one parking space.

You will also find the bicycle sheds here.

From the car park on -1 you can take the elevator to your floor. The students living in Block 1 must first take the staircase to the ground floor.

FLOOR -2

In Block 2 are the communal areas (table tennis, table football, TV); right at the back you will find the access to the garden. You can also find clotheslines here.

Only in Block 2 the elevator goes to Floor -2. The other students can take the elevator or stairs of Block 2 in the car park on -1.

There are no sanitary facilities on Floor -2, but there are communal toilets on the ground floor of Block 2.

To reserve the recreation room for gentle activities, you can ask the caretakers when they are on duty (at least 3 days beforehand). Without permission, your activity will be stopped.

If you want to have a BBQ in the garden, you can ask authorisation via [this form](#) from security. You need to hand over this form to security, and once you have received permission for your BBQ, you can also pick up a fire extinguisher there. Also notify the concierges of your BBQ. For fire safety, it is not allowed to have a BBQ on the terrace of your kitchen, the terrace of your room or in the covered open space that leads to the garden.

TRASH

You have to sort your waste and bring it to the large garbage containers at parking level -1, near the parking entrance gate when the garbage bag is full, and for the cleaning day. Also take out the garbage bags if they start to smell of if there are bugs in them. Arrange to take turns for this in your unit, also during the holidays, the study and exam periods. Hang this overview on the fridge door.

There are separate containers for residual waste, PMD (plastic bottles, cans, milk cartons, ...), clean (non-greased) paper and carton and glass. Small hazardous waste (acetone, oil waste other than frying oil, ammonia, bleach, chemicals, ether, insecticide, (diabetes)needles, ink, etc.) should be brought to the office. Frying oil can be deposited in the room next to the large garbage containers.

Used batteries can be deposited in the entrance hall of block 2.

SLATS

The windows have vertical slats to darken your room. This is not a sturdy system, so please handle with care. You can only move the slats when they are open. Do not put anything on your desktop that will constantly knock against the slats, and be careful when you open the windows.

WINDOWS

One of the two windows can be tipped open. The middle window has a ventilation grid at the top.

Make sure that your window is fully closed when you are not in your room, especially if you have a room on the ground floor on the street side.

SHOWERS

Please use the floor wiper to remove any water that has run into the hallway after taking a shower.

POST

Every unit has a communal letterbox on the ground floor of your block. Your post can only be delivered if **your name + room number** is on the envelope. The **house number** for all five blocks is **149**.

For example:

Vrije Universiteit Brussel
Studentenhuis Nieuwelaan
Your name
Your roomnumber
Nieuwelaan **149**
1040 Brussels

Are you unable to register your full room number when ordering something online? Give the first two digits of your room number.

Receiving, sending or returning of parcels is done via the **bpost parcel lockers** outside next to the entrance of block 1.

How to quickly and easily receive or send a package? Click [here](#). The parcel lockers are available 24/7.

REPORT A TECHNICAL BREAK-DOWN

You can report a technical break-down or other problems (wasps, missing material, ...) via the [online form](#). Your report will immediately reach the correct technician. This is the fastest way to ensure a solution to your problem. For urgent problems outside the opening hours, e.g. electricity or sanitary problems, you can contact the concierges.

KITCHEN

There are cupboards available for each student of the unit. Make sure to store your utensils, kitchen equipment and food in a safe and clean manner (no loose utensils, use pot stands for pots and pans, ...) and make clear arrangements as to whether you do or do not share items.

Keep your kitchen clean and wipe down the hob after you have finished using it. Don't place any items in your kitchen that don't belong there (bicycles, shoes, ...). Keep your fridge tidy. Throw away any food items that have expired. Did you spill something or is something leaking? Clean it up yourself so that everyone can store their food in a hygienic manner.

It is forbidden to add extra freezers or refrigerators in the kitchen. If you want your own personal refrigerator, you can put it into your room.

Are you going home for a longer period of time, e.g. during the summer holidays? Place your kitchen equipment in your room. This gives the cleaning team the chance to give your cupboard a good cleaning, and ensures that is no confusion about what you did or did not leave in the kitchen when you return.

CLEANING DAY

The common areas are cleaned weekly on the same day. To make efficient cleaning possible, the residents need to carry out some preparations. On the day of the cleaning day, a check-up is carried out before the cleaning team's arrival. It is important that all necessary preparations are carried out by 8h. Make a **rotation or to-do list** for your unit, including for the holiday, study and exam periods. **This overview needs to be hung on your fridge door.** Will you not be present in your unit during e.g. the holidays? Make good arrangements with your dormmates before your departure.

The kitchen needs to be cleared. Dirty dishes need to be done and put away. No time to do your dishes? Place them in your room. You cannot leave them dirty in the cupboards. All garbage (regular waste, plastic, paper and cardboard and glass) need to be brought to the garbage containers.

Your personal belongings need to be removed from the bathroom. The sinks and shelves above the sinks need to be clear. Don't leave any items on the floor of the showers, use the shelves in the showers to store your belongings.

WARNING! If the preparations have not been carried out on time you will receive a warning. If this is repeated, you will receive a €25 fine as of the third warning. We rely on your rotation overview/to-do list for our check-ups, so make sure it is accurate and up to date. Even outside of cleaning day, it is important to keep the unit clean. Dirty dishes on the countertop and full or smelly rubbish bags will not be accepted. Excessively dirty kitchens can also receive a fine outside of the cleaning day.

If you have any comments about the weekly cleaning, send an e-mail to infradesk@vub.be

INVENTORY

The furniture in your room belongs to your room and must stay there. You can not put anything in the hallways. We have no space to store furniture. Do you want to replace your bed or mattress? That is possible, but you will need to find a suitable storage place yourself. At the end of your lease all of the original furniture needs to be present in its original state.

HALLWAYS

The hallways and emergency door need to be kept clear at all times to ensure free passage for fire safety. This means that you cannot place furniture, shoes, carpets, bicycles, ... there.

DECORATING YOUR ROOM

You can decorate your room as long as there is no damage to permanent fixtures (walls, doors, ...). You are allowed to paint your room in white shades. If you do paint your walls in a darker colour, you will need to paint your walls white when you leave your room. White paint is available free of charge at the secretariat's office, but you will need to provide all painting utensils yourself. To avoid problems afterwards please only use our own paint!

Drilling or nailing in the walls is **not allowed**.

LAUNDRY

On the ground floor in block 2 there is a **laundry station** with 2 washing machines with automatic soap dispenser and 2 dryers. It is accessible 24/7 and you do not need to reserve them.

A wash costs €3 including laundry detergent. Drying costs 50 cents per 10 minutes. The washing machines and dryers work via the [Tikwash Laundry app](#) (Bancontact or Payconiq) or with coins of €1 for washing and 50 cents for drying. There are also clotheslines on floor -2 in block 2 that you can use to e.g. dry large sheets.

VACUUM CLEANING

You can borrow a vacuum cleaner with your student card or ID card. You need to bring back the vacuum cleaner the workday after you've borrowed it at the latest.

FIRE SAFETY

<https://student.vub.be/en/vub-rooms#practical-documents>

SMOKING BAN

It is forbidden to smoke in the student houses, including in the bedrooms. Cigarettes, waterpipe or cannabis, as well as all other types of smoking are not allowed.

All spaces are equipped with automatic smoke detectors and the XY buildings also have a D-ventilation system (=mechanical air exhaust and supply).

You can smoke outside on the footbridges or on the grass fields, but make sure to use the ashtrays.

We put the health and safety of all residents first. Do you want to stop smoking? VUB's group practice offers smoking cessation support.

ILLEGAL SUBSTANCES

The use and possession of various illegal substances is forbidden by law

Drug-related nuisance can lead to direct consequences for the rental agreement.

CONFLICTS

In a dorm, you live close together with a large group of people. In order to make this liveable, a number of agreements need to be respected. Most occurring annoyances: noise nuisance (silence required after 11 p.m.), not doing the dishes, making a mess, taking someone else's food, not respecting rotation schedule, ignoring the no smoking rules, hogging the common places in the unit with your friends, ...

As cohabiting adults, you are supposed to come to an arrangement by yourselves. Are you unable to do so, or are you having trouble getting along with your dorm mates? Contact the [kotcoach](#) who can help you to create a pleasant dorm atmosphere. Should this fail, then you can ask Student Housing for advice. After consideration and if every reasonable attempt fails, Student Housing can take measures, which can vary from issuing a fine or warning, to the termination of your rental agreement.

FACEBOOK

As a resident of Nieuwelaan, you can also visit the Facebook group to stay in the loop of the daily communication: 'VUB Studenthome Nieuwelaan' <https://www.facebook.com/groups/141802252556221>

We wish you a pleasant stay in our Student House Nieuwelaan.

Respect your neighbours, keep it quiet after 23h, both inside and outside the student house, in the garden of the student house and outside in the street.

