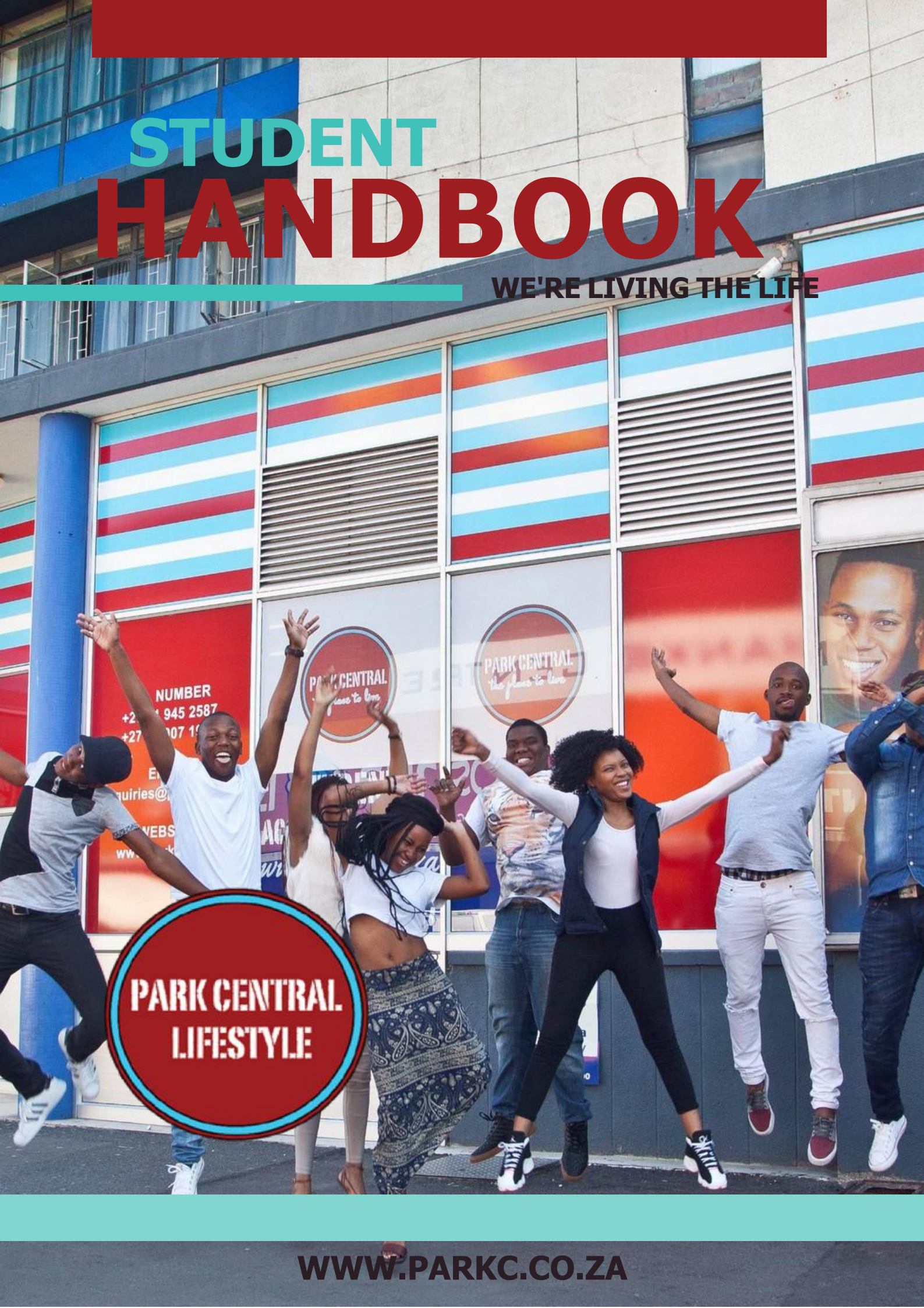


# STUDENT HANDBOOK

WE'RE LIVING THE LIFE



**PARK CENTRAL  
LIFESTYLE**

[WWW.PARKC.CO.ZA](http://WWW.PARKC.CO.ZA)

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# 1.1 CONTACT DETAILS & OFFICE HOURS

Mondays to Fridays: 07:30 to 16:30  
Saturdays: 08:00 to 11:00  
Sundays and Public Holidays: 9.00 - 11.00

## **Head Office: Park Central Lifestyle**

3A Robertson Road, Glenlily, Parow, Cape Town  
P.O. Box 493, Constantia, Cape Town 7945  
Tel: +27 21 911-3217 Fax: +27 21 930-7611  
Email: info@parkc.co.za

## **Website: [www.parkc.co.za](http://www.parkc.co.za)**

Like us on Facebook - [www.facebook.com/parkcentrallifestyle](http://www.facebook.com/parkcentrallifestyle)  
Follow us on Twitter - [www.twitter.com/ParkCentralLife](http://www.twitter.com/ParkCentralLife)  
Follow us on Instagram - <https://www.instagram.com/parkcentrallifestyle/>

## 1.2 RESIDENCE DETAILS

### RESIDENCES MANAGER

enquiries@parkc.co.za  
021 911 3217 / 082 888 1958

### BELLVILLE RESIDENCES

#### PARK CENTRAL RESIDENCE

pcl@parkc.co.za  
072 644 3928

#### KRUSKAL HOUSE

kruskal@parkc.co.za  
021 286 2675 / 067 428 9432

#### REGKAM HOUSE

regkam@parkc.co.za  
021 286 5770 / 064 758 4272

#### THERESA COURT RESIDENCE

tc@parkc.co.za  
063 687 7207

#### BELPARK & ILELI RESIDENCE

belpark@parkc.co.za  
021 286 3573 / 066 486 8214

#### BELLE CAPE RESIDENCE

Bellecape@parkc.co.za  
021 286 3573 / 066 189 5382

### PAROW RESIDENCES

#### TOPLIN HOUSE & TOPLIN 2 RESIDENCE

toplin@parkc.co.za  
021 911 3217 / 060 962 3136

### CLAREMONT & OBSERVATORY RESIDENCES

#### HARFIELD HOUSE

harfield@parkc.co.za  
021 286 9862 / 066 492 6856

#### PREMIER HOUSE

premier@parkc.co.za  
021 286 9862 / 064 758 4271

## 1.2 CORPORATE PROFILE

Park Central Lifestyle currently offers eleven student Residences, namely. Park Central Residence, Toplin House, Kruskal House, Toplin Two, Regkam House, Theresa Court Residence, Belpark Residence, Ileli House, Harfield House, Premier House and Belle Cape Residence, situated in Parow, Bellville, Claremont, and Observatory in Cape Town.

Our Residences are safe and comfortable, affordable, and convenient. They are centrally located within close proximity to the University of Western Cape (UWC), the Nursing College, Boston City Campus, Northlink College, CPUT Bellville, CPUT Mowbray and the University of Cape Town (UCT).

Our Residences are a walk away from the train station, bus routes, taxis, and shops. Our main focus is on the safety and security of our students with 24-hour security and camera surveillance.

We offer dedicated study areas, Free internet access through fibre optics at speeds of 250mbps, communal kitchens, fridges, microwaves, hot water boilers, stoves and ovens, coin operated laundry facilities, common recreational rooms with a full bouquet of DSTV, gyms and outdoor braai facilities.

We accommodate mixed genders occupying separate floors and separate bathroom areas.

Our friendly, yet strict, environment promotes an enjoyable, social, and studious lifestyle. We have fair but firm House Rules that need to be strictly adhered to at all times.

This Student Hand Book will explain everything there is to know about your residence, what is expected of you, and what you can expect from us. It provides you with all the information that will ensure responsible behaviour and how to make the most out of your stay with us.

Please read it carefully as the Hand Book will always be your first point of reference; should you have any queries. In addition to the hand book, our offices are open as described on page three, should you need to communicate with us. You may visit our website for any more details: [www.parkc.co.za](http://www.parkc.co.za)

**Park Central Lifestyle is the ideal place to live for all students needing accommodation in both the Northern & Southern Suburbs of Cape Town.**

# 3. FACILITIES & SOCIAL

## 3.1 LAUNDRY ROOM

There is a Laundry Room situated in the Residence. The washing and drier machines are both token operated. Do not insert foreign objects or foreign coins into the slots of the washing and drier machines.

Any residents found to have caused any damages to the machines will be liable to pay for the repairs as per the Repair Cost List. Laundry facilities are open 24 hours. Basins are available for hand washing. You require your own soaps and washing powders. You are requested to please keep the area clean and respect your fellow students. Make sure that you do not leave your clothes unattended or lying in the machines. Hanging lines for clothes are provided for. Please supply your own pegs. In order to limit the usage of water please:

1. Do full loads of washing when using the machines
2. Use drain plugs in basins while doing hand washing.

PCL will not be held responsible for any losses or damages of clothes.

## 3.2 STUDY AREAS

Please keep silent when studying in the study areas and respect the other learners. No music is allowed in the study area. The door of the study area must be kept closed at all times. Please keep the study area clean and throw waste paper in the dust bins provided. You will accept full responsibility for your visitors using the study areas.

## 3.3 LOUNGE/ENTERTAINMENT AREA

Please keep the volume in the lounge area at an acceptable level.

These areas are for the enjoyment of all the students and common courtesy must apply.

Please ensure that the TV is switched off when the last person exits the lounge.

We provide equipment for the Pool Table, and you are responsible to maintain it. The cues can be collected from security and returned after usage.

You will accept full responsibility for your visitors using the lounge and entertainment facilities, as per the Repair Cost List.

Please report broken cues and missing balls to security immediately. If you break the cue or lose a ball, you will be responsible for the cost to replace it as per the repair cost list

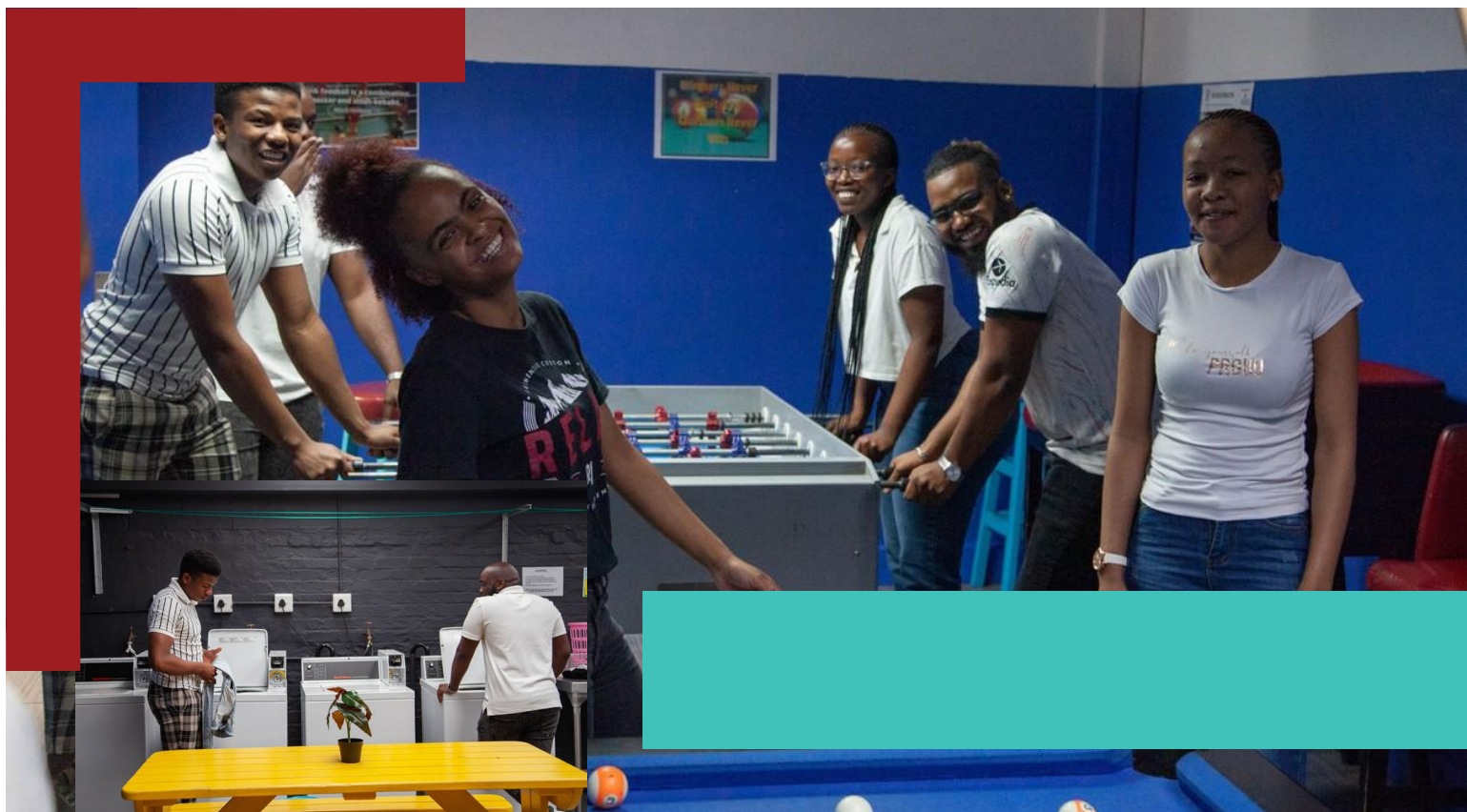
We provide a Foos ball table in the entertainment area.

## 3.4 REFUSE REMOVAL

You are responsible for the removal of your own refuse from your room.

All refuse must be disposed of either in the refuse room situated in the basement, or in the big dustbins situated on each floor.

Some of the newer residences support waste management program to assist with the environment.



## 3.5 COMMUNAL KITCHEN

The kitchen is open 24/7. It is situated on the ground floor and is for the use of all the students

The kitchen is equipped with energy-saving fridges, toasters, airfryers, stoves, ovens, hot water boilers, and microwaves. You are responsible to clean up after you have used the kitchen. You are responsible for your own utensils, pots, and pans. No blenders allowed in the room only in the kitchen.

Please ensure that you do not leave any items on the stove unattended and that you always switch the stoves off after use. The eating area must be kept clean and free of crumbs and food wastage. Please ensure that the stoves, airfryers, toasters and ovens are switched off after use and the fridges are closed properly. The fridge space is shared by all students. It is recommended that you use lockable containers to store your food in the fridge. PCL will not be held responsible for any missing or damaged food, should the refrigerator door be left open or stop operating for any reason whatsoever. Please switch off all plugs after use.

## 3.6 WIFI and DSTV

We provide FREE Unlimited internet access to all residents through fibre optics at speeds of 250mbps. Only 2 devices per student can be linked to the Wi-Fi. If it is found that students abuse data usage, PCL has the right to charge the student for excessive usage or terminate internet access for that student.

All flat screen TVs have full bouquets of dual DSTV.

Please note that TV remotes are issued and stored by Security and must be signed out at the security desk using a valid student card. Remotes must be returned to Security immediately after use.

Students found to be carelessly tampering with the TVs and remotes will be held responsible for any damage caused as per the Repair Cost List.

## 3.7 PARKING

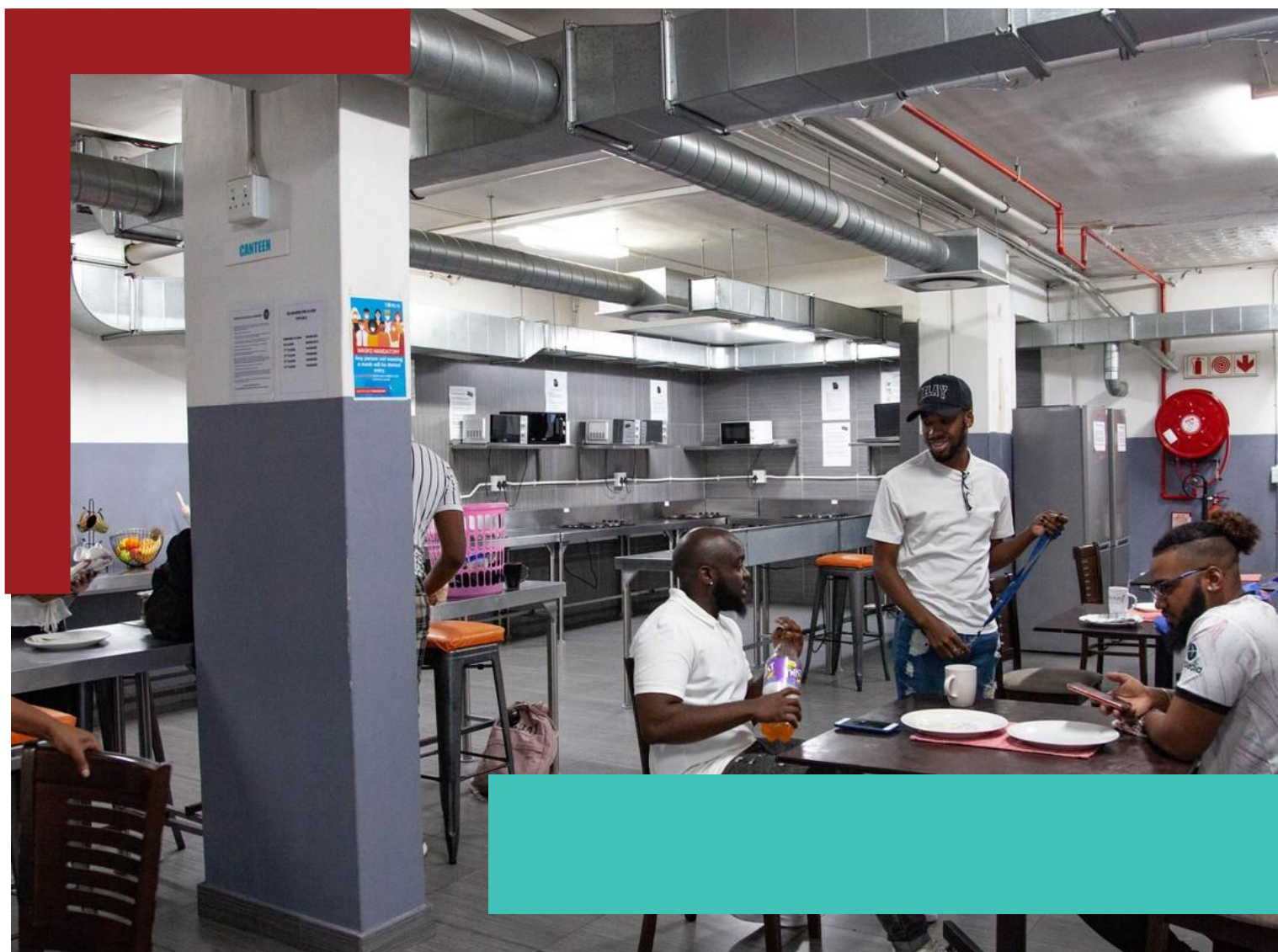
We provide secure parking in the Basement.

Students must provide valid driver's license.

No visitors are allowed to use the parking area.

Parking Bays made available to students may incur a monthly levy charge.

Not all residences offer parking facilities.





### 3.8 GYM FACILITIES

Each residence has its own gym with weights, spinning bikes and mat equipment. The gyms are open 24 hours. A healthy life supports a healthy mind.

### 3.9 SOCIAL

Yearly student development programmes are organised in all residence. These include braais, outdoor activities, outreach programmes, and sporting events. All residences have a netball and football team representing their residence. Teams participate in university tournaments and are equipped with kits and balls. No boots or running shoes are provided for. Captains of teams are responsible for maintaining kits and ensuring they are washed after use. (free of charge) Each residence has an appointed RSA who aids with all student issues and communicates closely with management. It is encouraged to form or join the House Committee that represents all students and liaises with management on all issues. A peer helper is appointed to assist all students that require external assistance and counselling.





# Fixed Lease Agreement

ERF 925 PAROW DISKIN  
COURT (PTY) LTD

trading as Park Central  
lifestyle

(The "Lessor")

AND

(The "Lessee")



# 4. FIXED LEASE AGREEMENT

## 4.1 PARTIES

Lessor.....Represented By.....Capacity.....

Lessee.....Represented By.....Capacity.....

ID # / Passport # .....

Home Address .....

.....

Postal code .....

Telephone # .....

Mobile # .....

Email Address .....

## 4.2 RESIDENCE

Residence Name .....Room # .....

Accommodation Type .....Parking Bay .....

## 4.3 TERMS

Lease Starts ..... Lease Ends ..... Period in Months .....

Occupational Date ..... Notice Period Required (in months) .....

## 4.4 BASE RENTAL RATES

Rental Type: ..... Monthly ..... Bi-Annually ..... Annually .....

Monthly Amount ..... Yearly Amount ..... Escalation .....

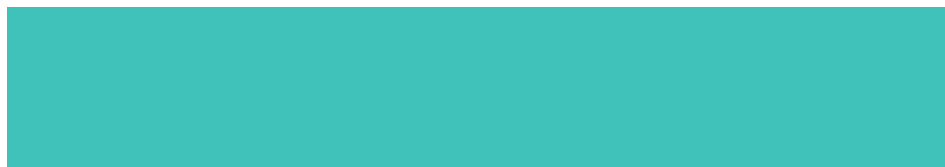
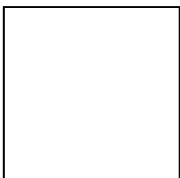
## 4.5 RENTAL RECOVERIES

Water / Sewerage / Refuse/Electricity ..... Parking .....

WiFi ..... Transport ..... Vat ..... Other .....

Recovery Amount Monthly ..... Recovery Amount Yearly .....

Escalation ..... Remarks .....



#### 4.6. TOTAL RENTAL DUE (INCL. RECOVERIES AND VAT IF APPLICABLE)

Monthly ..... Bi-Annually ..... Annually .....

#### 4.7 DEPOSIT DETAILS

Administration Fee ..... Refundable Deposit .....

To Be Held By .....

Remarks .....

#### 4.8 STAMP DUTY, DOCUMENTATION FEES, COMMISSIONS

Stamp Duty Amount ..... Lease Fees Amount ..... Payable By .....

Letting Commission Amount ..... Payable To ..... Payable By .....

#### 4.9 LESSORS BANKING DETAILS

Payment By Debit Order ..... Payment By EFT ..... Payment by Bursary .....

Bank Details:

Account Name: ..... Bank Name .....

Branch Name ..... Branch Code .....

Account # ..... Payment Reference .....

#### 4.10 DECLARATION

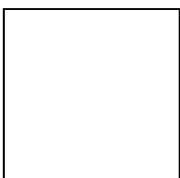
I, the Lessee, understand that a failure to pay the total rental due, on the due date, can result in this Fixed Lease Agreement to be terminated, and that I can be barred from the Residence. I also understand that immediate re-entry into the residence cannot be guaranteed and that I can be liable for a late payment penalty if payment is made after the due date. Rental is due in advance on the 1st day of every month, quarter, bi-annual or annual period for whichever Rental Type is applicable as per 4.6 above. I understand that this is a Fixed Lease Agreement and cannot be terminated or cancelled prior to the Lease End Date in 4.3 above. I have read and understood all the Fixed Lease Agreement Policies and find the residence acceptable and acknowledge that food is NOT provided for.

Full Name .....

Signature ..... Date .....

Guardian / Witness 1 ..... Signature ..... Date .....

Guardian / Witness 2 ..... Signature ..... Date .....



# 5. FIXED LEASE AGREEMENT POLICIES

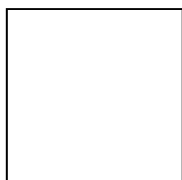
## 5.1 VITAL INFORMATION

This agreement contains certain conditions which constitute an acknowledgement of fact by you, the Lessee, to these provisions because they are important and should be carefully noted. These conditions place risk on you, the Lessee, which may oblige you to indemnify the Lessor and/or third parties. These conditions also limit the Lessors liability to you. The Lessor hereby lets to the Lessee who hereby hires from the Lessor the Residence as set out in 4.2 of the Fixed Lease Agreement (FLA). The lease shall commence on the Lease Start Date and end on the Lease End Date as per 4.3 of the FLA. If the Lessee cancels the agreement on a date prior to the Lease End Date, the Lessee will be liable for a cancellation penalty which amount to be calculated at the time based on a variety of factors. The general cancellation fee is a minimum of 2 months' rent payable before the expiry date of your cancellation date. The rental payable for the period of the lease is the Total Rental Due as per 4.6 of the FLA. The rental is payable monthly in advance on the 1st day of each and every month of this FLA and any extension thereof without any deductions. The rental is payable to the Lessor's Bank Account as per 4.9 of the FLA or any such other bank that the Lessor may direct. The Lessor reserves the right to charge a late payment fee or R250.00 should the Lessee not make payment by the 7th day of the month. In the event that the Lessee applied to a bursar, funder or sponsor (hereafter "funder") for a bursary, funding or sponsorship (Hereafter "funding") and the funder for whatsoever reason does not approve or rejects your application or your funder approved your application, but for whatsoever reason does not proceed with the funding or fails to perform in terms of the funding agreement, the Lessee shall at all times remain fully liable for the rental and all other amounts payable in terms of the FLA.

The Residence shall only be used for residential purposes and not for any other purpose whatsoever. The Lessee shall not allow or cause any disorderly behavior of any nature within the Residence which will cause any inconvenience and uncalled-for nuisance to the neighbours or others. The Lessee shall not sublet the Residence, nor allow any other person(s) to occupy the Residence, nor to reside or gain access to the Residence.

The Lessee shall not transfer his or her rights or commitments under this FLA, either in part or whole.

Any notice required to be given in terms of the FLA shall be sent in writing to the Lessor's Head Office or any such address as the Lessor may stipulate in writing from time to time; and to the Lessee's Home



## 5.2 ADMINISTRATION FEE AND REFUNDABLE DEPOSIT

On signature of the FLA, the Lessee shall pay an Administration Fee to the Lessor an amount as per 4.7 of the FLA.

On signature of the FLA, the Lessee shall pay the Refundable Deposit to the Lessor an amount as per 4.7 of the FLA.

On the Lease End Date, the Lessor shall refund the Deposit to the Lessee after deducting any outstanding amounts payable (see Moving Out 12.1).

The Lessee shall not be permitted to access the Residence until such time as the Administration Fee and Refundable Deposit are paid.

## 5.3 WATER, REFUSE, SEWAGE AND ELECTRICITY

This forms part of the Total Rental Due and is charged for the consumption by the Lessee of water, refuse, sewerage and electric current as per 4.5 of the FLA.

The Lessor reserves the right to increase the rental by an additional amount should the consumption of water, refuse, sewerage and electricity become too excessive or be greater than what is provided for in 4.5 of the FLA.

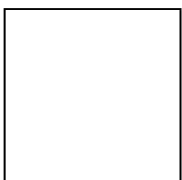
## 5.4 REGULATIONS AND HOUSE RULES

The Lessee shall not conduct himself or herself in any manner that is unlawful.

The Lessee shall strictly observe all Regulations and Bi-Laws, Governmental Laws, Provincial and Municipal Laws which are applicable to the Residence and the property title deeds.

By signing the FLA, the Lessee agrees to be bound by the House Rules relating to the Residence. The Lessee will ensure that all his guests or invitees will always obey the House Rules. The House Rules relate to all the students of the Residence and are aimed at protecting and promoting a safe and enjoyable environment for all the students and occupants in the Residence. Failure to comply with the Regulations and House Rules will constitute a material breach of the FLA.

The Lessee is obliged to obey and comply with any procedures or rules that the Lessor installs as it, in its own discretion, may decide.



## 5.5 BREACH AND CONTRAVENTION

If the Lessee fails to pay the rent within the specified time period (as per 4.6 above), and then fails to pay within 10 days after receiving written notice from the Lessor, then the Lessor shall be allowed to (but not obliged to) cancel the FLA and take the necessary steps to take possession of the room and any goods therein without prejudice to any right that the Lessor has against the Lessee with regard to arrear rentals or damages which right of action shall remain of the same force and effect as if the FLA had never been cancelled.

In such an instance (as above) the Lessee must vacate the Residence immediately and the Lessor may take whatever action that is necessary for the ejectment of the Lessee and / or any other occupant from the Residence.

The Lessor shall not be obliged to return any monies or deposits to the Lessee until such time that all outstanding amounts are settled by the Lessee.

Should the Lessee contravene any one or more House Rules or provisions of the FLA, the Lessor shall, without prejudice to any other rights it may have according to the law, be entitled to cancel the FLA and take appropriate steps to obtain repossession of the room and eject the Lessee from the Residence.

The Lessor's rights in terms of these clauses shall be without prejudice to any claim it may have for rental already due and any further damages as the Lessor may sustain by reason of the Lessee's breach of the FLA.

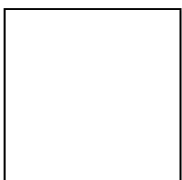
## 5.6 INDEMNITY AND SUCCESSORS IN TITLE

Subject to the rights of the Lessee in terms of the Consumer Protection Act 2008, neither the Lessor, its agents, employees, invitees or contractors shall be liable for any damages, injuries, loss of possessions or loss of life caused by the Lessee, the Lessee Residence or the Lessee's invitees, for any reason whatsoever, whether directly or indirectly.

The Lessee indemnifies the Lessor against any damages that the Lessee may suffer in consequence of any act that the Lessee, the Lessee's visitors, guests or agents performed in or around the Residence, and any damages that the Lessor may suffer as a result of the FLA or the House Rules.

The Lessor shall be entitled to sell the Residence during the term of the FLA subject thereto that the sale of the Residence shall not affect the terms of the FLA in any way whatsoever. The Lessee is not entitled to resign from the FLA or to claim damages as a result of the sale.

The FLA is entered into between the Lessor for itself AND Successors in Title and Assigns.



## 5.7 REPAIRS AND MAINTENANCE

The Lessee hereby agrees to maintain the Residence and the furniture contained herein in good order, good condition and clean during the duration of the FLA.

The Lessee undertakes that on the termination of the FLA, it will redeliver the Residence and the furniture contained herein to the Lessor in good condition with only fair wear and tear excepted.

The Residence and the furniture contained herein also refers to doors, windows, taps, basins, shower accessories, electric sockets, light fittings, smoke detectors, fire equipment, gym equipment, curtains, drains, sewerage and the keeping of all sewerage and drains unblocked.

The Lessor may, on behalf of the Lessee, incur expenses necessary for the repair and maintenance of any items mentioned above, and any amounts spent shall be payable by the Lessee to the Lessor on demand.

The Lessee shall be responsible for the replacement of furniture and fittings as per the cost reflected in the Repairs Cost List. These amounts may be deducted from the Deposit as and when the Lessor sees fit. Should the amount exceed the Deposit, then the Lessee will have to make alternative payment arrangements with the Lessor, else this could result in a material breach of the FLA.

The Lessee shall be liable for any damage done to the Residence by him or herself and as a result of any act or omission on the part of the Lessee's visitors, invitees or guests.

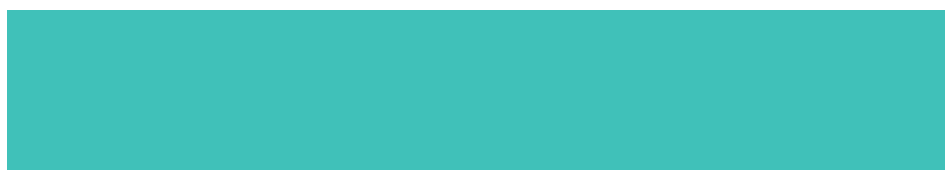
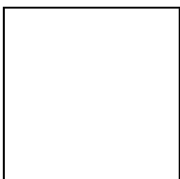
Non-compliance to Repairs and Maintenance can result in a material breach of the FLA.

The Lessor will maintain all walls, roof, lift and other structural parts of the Residence. The Lessor shall not be responsible for any loss or damage which the Lessee has sustained as a result of the walls, roof, lift and other structural parts of the Residence being or becoming defective nor as a result of any act or omission on the part of the Lessor or its agent.

The Lessee shall not drive any nails or screws into the walls or ceilings of the Residence.

If the Residence be destroyed by fire or through any other cause in a manner that makes the residence non tenable, then the FLA shall be terminated.

The Lessee undertakes in no manner whatsoever to interfere with the electrical installations, electrical boards, borehole installation, filtration plant and fire equipment on the Residence without the prior consent of the Lessor. The Lessee shall not affix any devices, appliances or heaters other than those designed for the use of the electric current supplied to the Residence and as per the House Rules.



## 5.8 INSURANCE

The Lessee shall be responsible for taking out insurance in his or her name to cover his or her possessions and shall pay the premiums in respect of that policy.

The Lessor shall insure the Residence against risk of damage by fire and other risks as the Lessor may require.

Subject to the rights of the Lessee in terms of section 61 of the Consumer Protection Act 2008, the Lessor shall not be responsible for any loss or damage or any personal injury suffered by the Lessee or the Lessee's visitors or guests in the Residence.

This is irrespective of whether the loss or injury is caused by fire, storm, riot, theft, civil commotion, robbery, accident or any other cause whatsoever.

## 5.9 INSPECTIONS

The Lessor or his agent shall be entitled at all reasonable times to enter Residence and the rooms to inspect the condition thereof.

The Lessor shall be entitled to let in workmen and other agents to execute any repairs to the Residence both internally and externally (including in the rooms) as is necessary for the upkeep of the building.



# 6. MOVING IN

## 6.1 ARRIVING AND REGISTERING

Registration for residence accommodation is managed through a blended process, depending on the residence type. Once the official placement list is received from CPUT, students are contacted and required to complete the registration process either online or in person, as applicable. For leased residences, registration is completed online, where students submit their personal details and supporting documents for electronic approval prior to arrival. For accredited residences, registration is completed in person at the Administration Office, where all required forms and lease agreements are signed upon check-in; students must present a valid student card, ID or passport, and proof of registration with an educational institution. All students are required to confirm their intended arrival date in advance, and upon first arrival at the residence, they will be received and escorted to their allocated rooms.

## 6.2 WALL MOUNTINGS AND DECORATIONS

You may not nail or screw any pictures or other items to the walls in your room. Any damages to the walls will be repaired at your cost.

All personal items must be placed in areas where they do not change the condition of the room.

You need to go through your room and make note of any damages. Damages should be reported immediately to the PCL Management and noted on your Inventory List.

## 6.3 INVENTORY LIST

Ensure that all items listed on the Inventory List are in your room and that they are in good working order. If there are any extra items, add them to the list and note all damages and missing items from the list.

Bed and Mattress protector | Curtains or blinds | Study Table and Chair | Clothing Cupboard with Book Shelf | Automatic Door Closure | Wall Mounted Heater (if applicable) | Dustbin | Energy-saving Fridge (If applicable) Reading Lamp (if applicable)

## 6.4 WHAT TO BRING

Kitchen Utensils, airfryers liners, cups, glasses, plates, pots and pans.

Cleaning Products as you are responsible for cleaning your own rooms.

Linen, pillows, blankets. (All beds are single in size.)

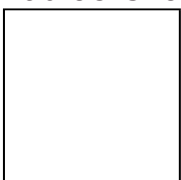
Sanitary equipment including toilet paper.

2-point plugs

Towels & Toiletries

Lockable food containers for the fridge/freezer

Padlocks for your room & food lockers (If applicable)



# 7. HOUSE RULES

## 7.1 CLEANLINESS OF THE RESIDENCE, COMMON AREAS, AND ROOMS

You are responsible to keep your rooms, common areas and en-suite bathrooms (if applicable) clean and tidy at all times.

Bed linen should be changed and washed weekly.

Bins in your rooms must be emptied regularly. All waste to be disposed of in the refuse room or the large dustbin on your floor.

Ensure that no empty cans, bottles, or dirty glasses are kept in your rooms.

Ensure that no pizza boxes or dirty take-away food containers are kept in your room.

These must be disposed of in the refuse room or kitchen dustbins.

All food kept in your rooms must be stored in suitable containers to prevent insects and rodents from accessing it.

You are responsible to clean up and wiping the kitchen counters after your use.

Respect the other students.

The supplied furniture may not be removed from your rooms or the common areas.

If you take furniture from the common areas to your room you can be fined R250.00.

Your rooms will be spot checked for cleanliness. If it is found that there may be a potential health hazard, you will be formally warned and requested to clean your room.

Should the Lessor need to arrange for your room to be cleaned, you will be charged an amount of R250.00.

We reserve the right to clean your room in your absence and hold you accountable.

When leaving the residence for a weekend or a holiday, you must ensure that your room is clean and that all food and drink is properly stored away or thrown away.

All your pots and pans, plates, cups, and crockery must be cleaned after each use.

Cooking in your room is strictly forbidden.

You may not remove the microwave from the Communal Kitchen.

You may not hang clothing from the windows of the building. Washing lines are situated near the laundry room.

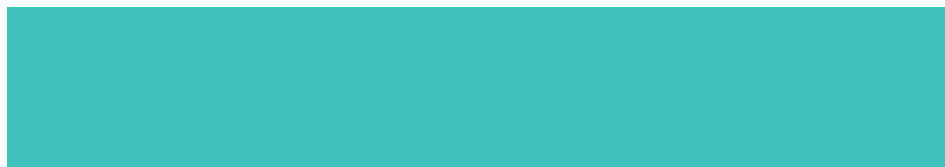
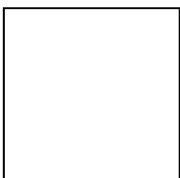
You may not permanently affix posters and notes on the walls, windows, and furniture.

You may not litter in and around the building.

No foreign objects must be disposed of in the toilets or shower drains.

Sanitary bins are provided for use by females.

Ironing is not permitted inside individual rooms. Designated ironing boards and facilities are provided within all residences for student use.



## 7.2 WATER, REFUSE, SEWERAGE AND ELECTRICITY USAGE

You are charged a fixed monthly fee for your water, refuse, sewerage, and electricity consumption every month as per 4.5 of the FLA.

Please switch off all appliances and lights while not in use or when leaving your room.

Do not leave taps running. Use water sparingly.

Please report any leaking taps or faulty lights immediately to the Security on duty.

Ensure that all stove plates and ovens are switched off after your use.

Do not leave the refrigerator or freezer doors open.

Bar heaters and kettles are NOT allowed in your room. If found, they will be confiscated.

Should the consumption of water, refuse, sewerage, and electricity in the Residence increase and exceed what was provided for, the Lessor has the right to increase the monthly rate as per 4.5 of the FLA.

## 7.3 PETS

No pets are allowed in the Residence.

## 7.4 VISITORS

All visitors must obey the House Rules. It is your responsibility to ensure that your visitors are aware of and abide to the House Rules.

No overnight visitors are allowed. Should we find that you have allowed a visitor to sleep over, we will charge you R300.00 per night per visitor, Please note that failure to settle the applicable fine will result in the suspension of visitation privileges.

You are only allowed 2 visitors at any one time.

All visitors must sign in with the Security Guard at the front desk and are not allowed direct access to the

Residence. They will be required to leave their student card or ID document at the front desk.

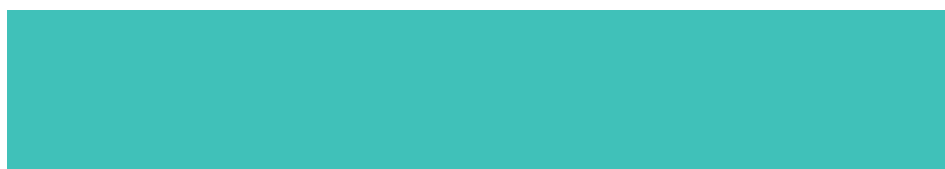
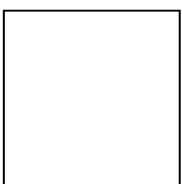
You will be required to fetch your visitors from the foyer and escort your visitors all the time while they are on site.

Visitors may not remain in the building in your absence. Should you leave, they must leave.

Visiting times are restricted from 09:00 to 23:00

You will be held totally responsible and financially liable for any damages caused by your visitor.

We reserve the right to place additional restrictions on access by visitors should the visitors misbehave, compromise the capacity of the building, and abuse the consumption of utilities.



## 7.5 NOISE AND CONSIDERATION FOR OTHERS

Playing music or other sounds at unreasonable volumes is forbidden. Note that a high level of bass from stereos is not allowed.

Shouting, screaming, and talking loudly is not acceptable.

No running in the corridors nor jumping on benches is permitted in the common areas. There are specific quiet times from 22:00 to 08:00 daily. Please respect your fellow students in this regard.

Serious and disorderly behavior that disturbs other students may lead to the immediate cancellation of the FLA.

The Lessor reserves the right to confiscate any equipment until the end of the semester, should the Lessee ignore the noise rules.

## 7.6 SMOKING, DRUGS OR NARCOTICS

The Residence is entirely a smoke free zone, including all communal areas, corridors, and stairwells.

If you contravene the smoking policy and smoke in your room, you will be charged the replacement of any affected soft furniture and repainting of your entire room.

Using, Manufacturing, Distributing, Selling or Possessing illegal drugs or narcotics is strictly forbidden in the entire Residence.

Should any illegal drugs or narcotics be found in your room or in your possession, we reserve the right to immediately terminate your FLA, report the incident to the police and your educational institution, and take whatever legal action that may be necessary.

## 7.7 ALCOHOL, VANDALISM AND WEAPONS

Alcohol is strictly forbidden on the entire Residence.

Should alcohol be found in your room or in your possession, we reserve the right to confiscate your alcohol.

Any form of vandalism is strictly prohibited, including tampering with or interfering with fire safety equipment.

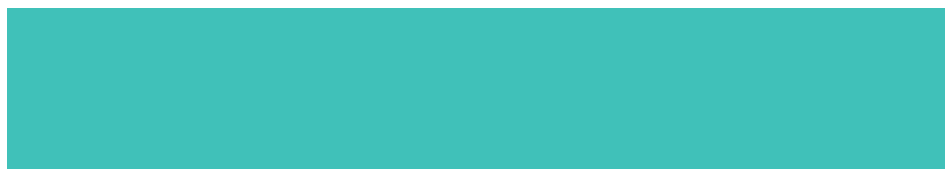
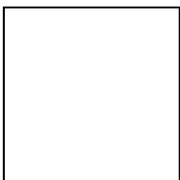
Should you seriously damage any parts of the Residence we reserve the right to terminate the FLA and deduct any monies due for damages.

Firearms, batons, knives, or any other forms of weapons are strictly forbidden.

The distribution or placement of any pamphlets of any nature within the Residence is not permitted without the PRIOR consent of PCL Management.

Group meetings and demonstrations are not allowed without prior permission of PCL Management.

We reserve the right to search bags on entering and exiting the residence (yours or your visitors) at any time and confiscate any firearms, weapons, alcohol, drugs, or any other illegal substance.



## 7.8 MEDICAL CONDITIONS AND PREGNANCIES

Please notify PCL Management immediately if you suffer from any medical illness or disability so that we may be of assistance in case of an emergency. Should you fall pregnant you will be required to vacate the Residence by the 7th month of your pregnancy.

## 7.9 MISBEHAVIOUR

By signing the FLA, you agree to behave respectfully towards your fellow students, the Residence Staff, Security Guards, Cleaners and Management and towards the building. You are responsible for the good behavior of your guests or visitors.

Any act of physical violence or causing damage to the Residence will not be tolerated and can result in the termination of the FLA.

Angry and Aggressive communication and gender-based violence will not be tolerated. Threats or other bad utterance towards harming another person will not be tolerated. Bullying and gang-like behaviour will not be tolerated.

Stalking or persistently attempting to impose unwanted communication will not be tolerated.

Unusual persistent complaining will not be tolerated.

Excessive noise and consistently disobeying the noise policy can result in the termination of the FLA.

Failure to observe any of the HOUSE RULES above will constitute a breach of the FLA and may lead to the termination thereof.



# 8. REPAIR & REPLACEMENT COST LIST

## 8.1 FURNITURE & FITTINGS REPLACEMENT

Single Bed R 1000.00  
Foam Mattress R 990.00  
Desk Chair R 250.00  
Clothing Cupboard R 2900.00  
Desk R 450.00  
Curtains R 300 per drop  
Canteen Bench R 2800.00  
Dustbin R 150.00  
Mattress Protector R250

## 8.3 MAINTENANCE

Painting / m2 R 250.00  
Painting Whole Room R 1500.00  
Dry Wall Partitioning / panel R 2000.00  
Plumbing Toilet Unblock R 300.00  
Plumbing Drain Unblock R 250.00  
Plumbing Flushing Mechanism R 500.00  
Plumbing Taps R 300.00  
LED Light Bulbs Rooms R 80.00

## 8.5 OTHER

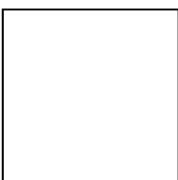
Pest Control Boxes R 350.00  
Common Dustbins R 400.00  
Pool Table Cues R 250.00  
Pool Table Balls R 250.00  
Pool Table coin mechanism R650.00  
Pool Table cock R450.00  
Pool table recovering R2950.00  
Cue Tips R15.00

## 8.2 APPLIANCES REPLACEMENT

Fridge/Freezer R 3379.00  
Chest freezer- R6500  
4 Plate Stove R 2000.00  
Microwave R 1299.00  
Bed side Lamp R 250.00  
Hot Water Boiler R 8900.00  
LED TV R10 000.00  
DSTV Remote R 250.00  
Washing Machine R 65 000.00  
Tumble Drier R 36 000.00  
Wall mounted heater R 650.00  
Hob R 2300.00  
Kettle 250

## 8.4 KEYS REPLACEMENT

Cut Locks (Locksmith Call out fee) R 250.00  
Fingerprint reader R 5500.00  
Key cards (where applicable) R 200.00



# 9. SAFETY & SECURITY

## 9.1 KEY CARD SYSTEM (If Applicable)

A Free Key Card (if applicable) will be issued to access the front door and /or bedroom door of the Residence. Should you lose your Key Card, please inform the Park Central Lifestyle (PCL) Management immediately. A new replacement card will be issued at a cost of R200.00.

## 9.2 FACE RECOGNITION ACCESS CONTROL SYSTEM

Facial Recognition Control System will be used to access the Residence through a turnstile. All students will be registered on this system at their respective residence. Tampering with any of the security equipment, turnstiles, and fingerprint readers is a serious offence and is strictly forbidden.

## 9.3 WHEN YOU ARE GOING AWAY

You need to inform the PCL Management when you are away from the Residence for holiday or for more than five consecutive days. We keep an accurate account of all residents on site in case there is an emergency. Ensure all lights and permissible electronic equipment are turned off. Ensure all doors are and windows are locked or securely closed. Do not leave any valuables behind. Remember your access key card on your return.

## 9.4 BEDROOM LOCKS (where applicable)

Room access arrangements differ across residences and may include padlocks, biometric fingerprint systems, or access tags. Where applicable, residents are required to provide their own padlocks; combination locks are recommended.

In the event of lost keys, tags, or failed biometric access, Security holds a master key/access and will assist. Should a locksmith or external service provider be required, an administration or call-out fee may be charged to the resident.

Residents are advised to safeguard all access items at all times. PCL will not be held liable for loss, theft, or damage to personal belongings.



## 9.5 CCTV CAMERAS & SECURITY

CCTV Cameras are positioned to capture common areas, courtyards, all entrances, and other areas that are important for security reasons. They can be zoomed and directed remotely.

There is 24-hour Security at the Residence. The Security Guard is stationed at the front desk and will ensure that non-residents and unwanted visitors cannot enter the Residence.

All visitors need to sign in and out with the Security Guard at the front desk.

You are required to fetch your visitors from the foyer as no visitors will be permitted to enter the building without your presence. You cannot have more than 2 visitors at any one time.

All emergencies must be reported immediately to the duty Security Guard

## 9.6 MOTOR BIKE/MOTOR VEHICLE/BICYCLES (where applicable)

We provide secure parking for your motor vehicle, motorbike, and bicycles in the garage. Bicycle locks are not provided.

No bicycles are allowed within the Residence.

No visitors are allowed to use the parking area.

## 9.7 COMMON AREA

Please ensure that the last person leaving the entertainment area switches off the TV.

Please ensure that all kitchen equipment is switched when not in use and all fridges are kept closed after use.

Please ensure that the last person to leave the common areas switches off all the lights.

## 9.8 INSURANCE

Each resident is responsible for their own insurance on all personal items brought to the Residence, should they wish to insure them.

## 9.9 GYM USAGE

Please ensure that all gym equipment is used correctly. If you are unsure about the usage, please ask an experienced gym athlete for assistance.

PCL will not be held responsible for any injury incurred during the usage of the gym or gym equipment.

All gym equipment must be put back in its correct storage areas after use.

Use the gym at your own risk.

# 10. FIRE

## 10.1 EMERGENCY ROUTES AND EXITS

You need to familiarize yourself with what to do in an emergency, which includes knowing the nearest fire escape routes and exits from your Residence.

Please study the "Fire Action Notice" on the back of your room door.

All pathways, corridors and stairwells must be kept clear to avoid students tripping over something during an emergency.

In case of a fire, exit the building immediately from the closest exit.

## 10.2 FLAMMABLE SUBSTANCES

The use of candles, oil lamps, incense, or anything that produces a naked flame is a potential fire hazard and is strictly forbidden to be used in your room or any other part of the Residence.

If you are an art student and use spray paints, please handle substances safely and store them away from direct sunlight and direct heat.

Flammable chemicals are not allowed in the communal kitchen area.

Please ensure that no burning pots are left on the stoves unattended.

Tampering with firefighting equipment is a serious offense and is strictly forbidden.

Each room is equipped with a smoke detector. Smoking is strictly forbidden in your room as this could set off the fire alarm.

Covering or tampering with the smoke detector is a serious offence and is strictly forbidden.

## 10.3 FIRE DRILLS

We carry out regular fire drills to look after your safety. It is compulsory that you participate in these drills and consider them serious and beneficial.

Should you have any safety concerns, please notify PCL Management immediately.

## 10.4 STANDARD FIRE PROCEDURE

If you discover a fire, raise the alarm immediately by breaking the glass in an alarm unit.

Dial the fire brigade, give the full address and location of the fire in the Residence.

Vacate the Residence using the nearest exit and go to the assembly point.

# 11. EMERGENCIES

## Park Central Lifestyle

Out of Office Hours:

082 888 1958

(For Emergencies Only)

Safeguard Security:

082 563 3337

Fire Brigade:

107 / (021) 590-1900

Ambulance:

10177

Campus Protection Services

021) 959 6301

**We suggest that you store these numbers in the contact details on your cellular phone.**

## 11.2 ELECTRICAL FAILURE

If you have an electrical emergency, contact the Security Guard on duty immediately. Check to see if it is only your room, or the rest of your floor as well. Check to see if the other floors have been affected.

Do not attempt to fix it yourself on the electric board.

Do not touch bare wires, sockets, or switches.

If you used an appliance that caused the electricity to trip out, then remove the appliance's plug from the wall socket.

Do not use the same appliance again until it has been checked by a qualified electrician.

## 11.3 WATER LEAKS OR FLOODS

Ensure that all taps are closed after use.

If there is a water leak, contact the security guard on duty immediately.

Ensure that the mixer tap is always turned to COLD, unless you need hot water.

## 11.4 SERIOUS ACCIDENT

If someone has had a serious accident, call an ambulance and inform the guard on duty immediately.

# 12. MOVING OUT

## 12.1 RETURNING YOUR DEPOSIT

Your Fixed Lease Agreement specifies the termination date of your lease.

Please note that if you choose to move out before the Lease End date, there will not be a rebate paid to you.

Your Fixed Lease Agreement specifies the amount you paid towards your Deposit Fee. This is to cover any damage done to your room or the Residence during your tenancy and also to cover any short payments on your rental fee.

You will receive your deposit back within 7 days of the Lease End date, together with a statement listing any deductions (if applicable) that have been made in line with the Repairs Cost List and general repair charges.

If you feel that some deductions are not applicable to you, you should notify PCL Management in writing within 5 days after receiving receipt of your statement.

Please ensure that you give us a forwarding address and banking details to send your deposit once you have vacated your room.

## 12.2 ROOM INSPECTION

An announced and unannounced room inspection will be conducted by a staff member, rooms must be neat at all times.

We will inform you of any work that needs to be done to the room to return it to the expected standard.

*Please be aware that some of your deposit will be withheld if there has been damage caused in the room (whether intentional or by negligence), if the room is not cleaned adequately, if you fail to remove your possessions and any refuse from your room, and if you have any outstanding rental or other monies due.*

## 12.3 CANCELLATION OF LEASE

Should you want to cancel your Fixed Lease Agreement, you need to write a notice of request to the PCL Management with adequate reasoning.

You will be liable for a cancellation penalty to be calculated at the time based on a variety of factors.

The general cancellation fee is a minimum of 2 months' rent payable before the expiry date of your cancellation date.

Do not forget to return your key card (if applicable) and remove your padlocks from the doors and cupboard before you vacate the Residence in order to avoid further unnecessary deductions from your deposit.