

**EUSOFF HALL
NATIONAL UNIVERSITY OF SINGAPORE**

**RULES & REGULATIONS
(Updated as at Aug 2021)**

The following are specific rules and regulations of Eusoff Hall. Residents must abide by this rules and regulations.

Placement, offer or recommendation of hall stay under special consideration such as Master's List will be withdrawn for any residents breaches the Hall's rules and regulations during their stay in Eusoff Hall.

Residents are also subject to rules and regulations of the NUS Housing Agreement.

DEMERIT POINT STRUCTURE (DPS) AND ADMINISTRATIVE FEES

A List of the Demerit Point Structure (DPS) for Housing Offences and administrative fees that the University may impose on Residents.

1. CONDUCT

- 1.1 Residents are expected to conduct themselves with due propriety, responsibility and good sense consistent with the bearing of Hall residents. The use of profanity or vulgarities, written or spoken, is not considered proper conduct.
- 1.2 Residents should be suitably dressed outside of their rooms. Residents attending Formal Dinners at the Hall must be attired formally.
- 1.3 Residents must leave the doors of their rooms open when entertaining any members of the opposite sex.
- 1.4 Residents in double rooms must obtain prior permission from their room-mates to entertain visitors in their rooms. Ladies are advised to lock their rooms when sleeping.
- 1.5 Silent hours between 11pm and 7am must be observed in both residential blocks and Communal Hall at all times. "Quiet Hours" shall be in effect 24 hours during the Reading Week and final examination periods of the University's Academic Calendar.
- 1.6 All activities in the Communal Hall must cease by 11pm.
- 1.7 All activities at the Multi-purpose Court must cease by 11pm. The Multi-purpose Court will be locked from 11pm to 7am. Playing of soccer and cricket is not allowed at the Multi-purpose Court.
- 1.8 Private gatherings and parties in the residential blocks must be cleared/authorized by the Hall Administration and respective Resident Fellow.
- 1.9 Offer or recommendation of hall stay under Master's List will be withdrawn for any residents breaches the Hall's rules and regulations.

2. HALL SAFETY & SECURITY

- 2.1 Residents are solely responsible for the security of their personal belongings in their own rooms.
- 2.2 The Hall is protected by a system of digital locks (using transponders) for your personal safety and security. If you lose or misplace your transponders, you must report to the Hall Office immediately. The transponders issued should be surrendered to the Hall Office when the resident vacates the room. Resident's transponder is not transferable and should be kept by the registered occupant at all times.

- 2.3 CCTV has been installed at the common areas such as block kitchenettes, laundry rooms and outside ladies' toilets and along the corridors for safety and security purposes.
- 2.4 For security and safety, the Resident shall lock the door and windows whenever he or she leaves the Accommodation.
- 2.5 The Resident shall not use any equipment or do anything which obstructs or cause overloading on any system or plant serving the Accommodation or any other part of the Building. This includes the water, electrical or gas supply to the Accommodation.
- 2.6 The Resident shall not allow or do anything in the Accommodation which may overload the floors, walls or roofs. This should also refer to furniture and all other equipment provided in the housing unit.
- 2.7 The Resident shall clear away all his/her belongings from the Accommodation after the authorized period of stay has expired or ceased. The University may dispose of such belongings and the Resident shall be responsible for any costs incurred.
- 2.8 For hygiene safety purposes, resident shall clear any unwanted / expired food or consumable items kept in the refrigerator provided in the common pantry regularly. The University may dispose of such items as deemed appropriate.

3. RAGGING

- 3.1 No ragging or intimidation of any resident is permitted at any time.

4. LIQUOR

- 4.1 Consumption of alcoholic drinks is not permitted in the hall premises. Possession of alcoholic drinks within the hall premises including residents' rooms is also strictly prohibited.

5. GAMBLING

- 5.1 Gambling (which includes the playing of mahjong) in the Hall is strictly forbidden.

6. DRUGS

- 6.1 The consumption of habit-forming drugs is strictly prohibited.

7. FIRE HAZARD

- 7.1 Use and storage of fire crackers pyrotechnics or highly combustible items is prohibited. For fire safety reasons, immersion heaters and cooking apparatus or any high electrical consumption equipment are not permitted to be used in the rooms.
- 7.2 Residents are required to familiarize themselves with the Fire Evacuation Procedures. All residents are also required to participate in a fire drill which will be conducted once a semester.

8. SMOKING

- 8.1 Smoking is prohibited. It includes cigarettes as well as all electronic smoking devices.

9. HOUSEKEEPING

- 9.1 Residents are **NOT** permitted to keep birds and animals (e.g. cats, dogs, hamster, etc) in the Hall.
- 9.2 Residents are not allowed to feed stray cats or dogs within the hall compound. All stray animals should be reported to the Hall Office immediately.
- 9.3 Residents are responsible for providing themselves with an adequate supply of bedlinen. Bedsheets should be used at all times for hygienic reasons. Resident's mattress should be covered with the mattress covers at all times.

- 9.4 No footwear (eg, shoes, slippers, etc) is allowed to be placed on the floor of corridors. These must be placed on proper shoe racks. Any obstruction along the corridors will be immediately removed by the Hall Office.
- 9.5 All residents are responsible for the cleanliness of their rooms. At the end of each semester or term of residence, residents who vacate their rooms are required to remove all their belongings (inclusive of all unwanted items). Any drawings on the walls outside the resident's room must be erased and cleaned thoroughly before checking out. For double room, both occupants will be held responsible for the condition of the entire room.
- 9.6 The corridors including the exits and staircase landings are circulation areas and forming part of the means of fire escape. As such, no storage of personal belongings or whatsoever is allowed. Only portable clothes hangers and shoe racks are allowed at designated drawn yellow boxes. The larger yellow boxes are for the portable clothes hangers while the smaller ones are for shoe racks. Nothing or whatsoever is to be placed on the shoe racks and portable clothes hangers or around their vicinity at all times. Simply put, nothing or whatsoever is allowed at the corridors except the mentioned authorized items at the approved drawn yellow boxes.
- 9.7 Unauthorised items/shoe racks found lying at the corridors will be removed and disposed without further notice. This includes shoes boxes and any items that are considered combustible.
- 9.8 Residents must use the proper BBQ area for barbeque. Booking of BBQ pit can be made at the Hall Office. No cooking/barbecue is allowed along the block corridors. Residents must ensure that BBQ pits and their surrounding vicinity are cleaned after use. Leftover food, wrappers, styrofoam boxes, burnt and leftover charcoals, should be disposed off into the proper garbage bins.
- 9.9 Residents must ensure that their block kitchenettes are properly maintained. The refrigerator should be cleaned at regular intervals and expired food left unconsumed in the refrigerator should be cleared. Residents should be aware of potential food or utensil theft in block kitchenettes. Disciplinary actions will be taken against any person(s) committing theft of food or cutlery/utensils in the block kitchenettes.
- 9.10 Residents must ensure that their block laundry rooms and equipment located in the laundry rooms are properly maintained. Items such as shoes, bags or muddy clothing should not be washed in the washing machines. These should be hand washed at the wash basin provided in the laundry room.
- 9.11 Only table top refrigerator is allowed in the hostel room. Residents are required to declare to the Hall Office and pay for the additional electrical charges for table top refrigerator prior to the installation.
- 9.12 No cooking is allowed in the resident's room.
- 9.13 For Dengue Prevention purposes, the Resident must prevent the breeding of its carrier, the Aedes mosquitoes. Aedes mosquitoes are identified by the black and white stripes on their bodies. The Resident can get rid of the Aedes mosquito by frequently checking and removing stagnant water in the Accommodation.
- 9.13 Any fine / penalty issued by NEA for breeding grounds found within the Accommodation (rooms / apartments) shall be borne by the Resident(s).
- 10. CAR PARK**
- 10.1 No resident is permitted to park in the Hall car park at any time. The Hall car park is strictly reserved for the Master, Resident Fellows, Hall's caterers, office staff, and official guests. All other persons including visitors are to use car park 15 adjacent to the Hall.

11. NOTICES

- 11.1 All residents must consult the Hall and Master's notice boards outside the Hall Office and check their emails for notices regularly. All information posted by these notices over a 7-day period will be deemed to have been read by residents.

12. CHANGE OF ROOM

- 12.1 No resident is allowed to change his/her room without prior permission of the Master.

13. VISITORS

- 13.1 All visitors must leave the Hall premises by 11pm. Any visitor remaining after such time without prior permission from the Hall Administration shall be regarded as illegal squatters.

- 13.2 Any visitors must be accompanied to access the Security Gates. Visitor wishing to stay for the night may do so by making the appropriate arrangements with the Hall Office to rent one of the guest rooms. For the duration of their visit, all visitors are obligated to abide by all standing Hall Rules and Regulations and their host/hostess (Eusoff Hall's resident) will be responsible for their welfare and behaviour. Visitors should not be left unattended.

14. SUBLETTING

- 14.1 No resident is allowed to sublet their room in whole or in part. Offenders will be expelled immediately from the Hall.

15. WITHDRAWAL FROM RESIDENCE

- 15.1 Residents are expected to stay in the Hall for the entire academic year. No resident shall be allowed to withdraw from the Hall during the semester or during the period of approved vacation stay without the prior approval of the Master. Application for withdrawal during the semester should be lodged at least 2 weeks before the proposed date of departure. Applications for withdrawal from residence for the whole of Semester 2 should be lodged before the end of Semester 1.

- 15.2 Resident shall not be eligible for any refund, whether in full or pro-rated, of the accommodation fees and any other related charges paid, for early termination of the stipulated period of stay, temporary absence or any other reasons whatsoever except under exceptional circumstances as determined and approved by the Hall Administration.

16. CHECKING OUT OF THE HALL

- 16.1 Residents wishing to check-out after the stipulated office hours should return the transponders to their rooms by depositing them into the "Key Drop" box provided at the reception counter (underneath the time card machine) of the Hall Office. After the check-out date, if the resident has not renewed the stay, he/she would be deemed to have vacated their rooms, and any items and belongings found in the room will be removed and impounded by the office.

- 16.2 Without prejudice to the other rights of the University, the stipulated daily room rate will continue to apply until the transponder is returned and received by the Hall Office.

17. LOCKED OUT OF THE ROOM

- 17.1 Should residents be locked out of their rooms, they may approach the Office of Housing Services during office hours and approach the following parties after office hours to open the door: 6pm-9pm – their respective Resident Fellows; 9pm-8.30am – Hall Security Officer on duty. Applicable fee per lock-out occasion will be imposed on respective resident as listed in Appendix B of this document. In the event the service of a locksmith / specialist is required, the Resident shall bear the costs incurred.

18. TRANSPONDER ACCESS TO BLOCK LOUNGE & COMMON ROOMS

- 18.1 Residents are responsible for ensuring that the doors to common rooms are secured properly after use.

It is considered an offence to deliberately keep the door opened by whatever means. Damaged transponders continue to be the property of the Hall, therefore they must be returned before a replacement of new transponder is issued.

In the event of loss or damage to property, residents found to have entered the said room around the time of the incident are deemed to be responsible for these acts. As the entry to common facilities is logged, it is in the interest of all residents to ensure that the doors to such facilities are closed immediately after entry. Common rooms include the Block Kitchenette, Block Lounge, Laundry Room within the blocks, and Reading Room, Seminar Room, Meeting Room, Pool Room, Gym, Dance Studio and Band Room, etc in the Communal Hall.

19. CUTLERY

19.1 Residents must not remove cutlery and cookery from the dining hall unless prior permission is obtained from the caterer.

20. HALL FURNITURE

20.1 No furniture belonging to the Hall, whether it is located in the residents' rooms, common kitchenettes, communal hall, etc, is allowed to be removed from its designated place, except where prior permission has been granted by the Hall Administration.

20.2 Use of fire fighting equipment such as hosereels and fire extinguishers other than fire-fighting purposes is prohibited at all times.

21. PAINTING/ALTERATIONS OF ROOMS

21.1 Residents are not allowed to paint, renovate, or otherwise permanently alter their rooms. No extra locks or latches is to be installed.

22. UNAUTHORIZED ADDITIONS OR ALTERATIONS

22.1 No additions or alterations (e.g. attachment of fabric or other forms of curtains, repainting, stickers, wall papers, securing of bamboo sticks) should be made to the door or door frames of residents or public access rooms. Alterations or modifications to any item or wall inside the room or window are also prohibited. Only posters or notices affixed using non-staining or removable material is allowed. Any such additions, alterations or modifications will be promptly removed and the room returned to its original state by the Hall Office (with expenses and administrative fees charged to the resident responsible).

23. DAMAGES TO ROOMS, FACILITIES AND COMMON AREAS

23.1 Hooks, nails, stickers or other similar items which may damage the painted surface of the wall are not to be used on the walls of the resident's rooms. Sticky tape, glue, double-sided tape, etc., must not be used on wall surfaces. Only "Blue Tac" or such equivalent is permitted.

23.2 After an acknowledgement is made by the resident that the listed inventory in his/her room is correct, the resident will thereafter be held responsible for any loss or damage to the room and all fittings and installations within. The door tag (signage) is deemed part of the fittings and installation within the room. At no time, the door tag is to be removed or swapped.

23.3 The resident is required to compensate the Hall the full costs of repair or reinstatement for damages to the rooms, facilities and common areas, regardless of whether they are due to negligence or willful act.

24. LOAN OF ITEMS

24.1 Any requests for loan of items (eg keys, equipment, etc) must be made to the Hall Office at least one week before the intended date of use.

25. BICYCLES

- 25.1 Bicycles parked at the designated sites should be locked using secure chains. They should also be tagged with the name of the owners. Bicycles' owners must register their bicycles at the Hall Office within 1 week upon possession. Unfortunately, the Hall cannot accept any claims or guarantee against loss. Owners of bicycles and other vehicles are requested to buy the appropriate insurance coverage.
- 25.2 Residents owning a motor vehicle should park them at the designated parking lots. No resident is permitted to park in the hall car park at any time. The University cannot accept any claims of guarantee against loss. Owners of motor vehicles are requested to buy the appropriate insurance coverage.

26. MAIL

- 26.1 The name and accurate room number of the resident must be indicated on residents' mail. The Hall Administration does not assume responsibility for any loss of mail.

27. DELIVERY OF OFFICIAL MAIL/DOCUMENTS

- 27.1 Incoming ordinary mails/documents for the residents concerned will be deposited in the mail box located at the right corner of the Dining Hall. If the resident is unable to locate the mailbox, the onus is on the resident to approach the Hall Office immediately for assistance. In the case for registered mail/document/parcel, an email will be sent to the resident concerned to notify him/her to collect the said registered mail/document/parcel. In this respect, the notification process is deemed dutifully completed. Any subsequent claims by residents that they did not receive the notification to collect the mail/parcel will not be entertained. In this regard, the Hall is, therefore, not responsible for the loss of registered mail/document/parcel.

28. ENERGY CONSERVATION

- 28.1 Please do not use multi-socket or plug too many electrical appliances on one socket or anything that might cause overloading of circuits which might result in sparks or short circuiting. Residents should switch off lights, fans, radios and all electrical appliances when they leave their rooms or common rooms. Computer and phone chargers are to be removed as well.
- 28.2 Possession, installation and use of air-conditioners, air cooler (portable or otherwise) are not permitted. Residents found with illegal installation or consumption of air-conditioners in their rooms will be charged with electrical charges. The air-conditioner will also be confiscated immediately and a letter of warning will be issued.
- 28.3 For fire safety reasons, electrical immersion heaters, cooking apparatus or any high electrical consumption equipment are not permitted to be used in the Accommodation.
- 28.4 All personal electronic devices like laptops must be charged using Singapore certified standard sockets, adaptors etc. The Resident may be held liable for any power outage or situations relating to the usage of non-certified sockets / adaptors etc.

29. POWER FAILURE

- 29.1 In the event of power failure after office hours, residents are required to contact the Office of Facility Management Hotline at 6516 1515 or approach their respective Resident Fellows for assistance.

30. HEALTH SCREENING

- 30.1 For the safety of all residents, all residents are required to comply with the health screening services offered by the University or procedures mandated by the relevant authorities.
- 30.1.1 For example, during a SARS and H1N1 Flu Pandemic situation, all residents are requested to make use of free University-issued thermometers to check their temperatures several times a day, and to declare their temperature using the online computerised system, as well as to have their temperatures verified with the Hall Office or appointed Resident Assistant accordingly.

Failure to do so jeopardises the individual resident as well as the Hall community. To ensure the safety and well-being of the population of the Hall, residents are required to comply with the following:

- (i) Take temperature and report it online within the time stipulated daily, should daily temperature monitoring/taking be required by the University Administration. This would have to be done as long as he/she is an official registered resident of the Hall, irrespective whether he/she is physically present in the Hall.
- (ii) Approval must be sought from the Hall Master for all overseas travel. A formal request is to be submitted on the appropriate prescribed form. No overseas travel is to be taken until official approval is granted.
- (iii) On the resident's return from any approved Overseas Leave, he/she has to contact the Hall Administration Office for Clearance before returning to his/her room in the Hall. This is to be strictly adhered to.
- (iv) Any additional requirements that may be instituted by the Hall in the event of a crisis of any significant nature.

Non-compliance of any of the abovementioned requirements will result in Demerit Point Structure (DPS) be applied.

31. Emergencies

31.1 Theft

In the event of theft after office hours, residents are required to contact their respective Resident Fellows for assistance. In their absence, residents should refer the theft directly to the Campus Security by calling 6874 1616. The Campus Security will call the Police depending on the seriousness of the case.

The Hall Administration takes a serious view on thefts and will take stern disciplinary action against any person(s) guilty of such offences.

The Resident shall exercise responsibility in attending to and the safeguarding of all personal belongings. Leaving personal belongings like laptops, valuables, textbooks, notes, food unattended even for short period of time, may invite unnecessary petty thefts or create unnecessary misplacement or losses. The University will not be responsible for any personal loss of items.

31.2 Terrorist Hazards

Residents are reminded to be aware of any suspicious items, activities or strange unfamiliar persons wandering in the Hall. If you see any such items, activities or persons, please contact the necessary authorities or call the Campus Security at Tel: 6874 1616 or notify your Block Head or Resident Fellow immediately.

32. Vacation Stay

32.1 If the Resident wishes to stay on in the University Residence during University Vacations, he/she must submit his/her application by the stipulated deadlines as may be announced by the University Residence. Applications submitted after the closing date will incur a late application fee.

32.2 Vacation accommodation is subject to availability.

32.3 The Resident may be allocated different rooms from his/her current room or apartment if the application is approved.

32.4 The Resident who overstays without registering any formal applications will also be subject to additional administrative charges plus the room charges for the number of days overstayed. The Resident may also need to be relocated if necessary. Further disciplinary action(s) may be warranted should the Resident persist in uncooperative behaviours.

32.5 The Resident who wishes to cancel or shorten his/her approved vacation stay will be charged an administrative fee.

33. SCHEDULE OF COSTS

33.1 The Schedule of Costs that the University may impose on the Resident is attached (refer to Appendix B).

DISCIPLINARY ACTIONS INCLUDING TERMINATION OF STAY IN THE HALL WILL BE TAKEN AGAINST RESIDENTS FOR NON-COMPLIANCE OF ONE OR MORE OF THE RULES AND REGULATIONS. TO ENFORCE THE ABOVE RULES AND REGULATIONS, THE MASTER, RESIDENT FELLOWS, HALL MANAGER OR ANY OTHER PERSONS AUTHORISED BY THE MASTER HAS THE RIGHT TO INSPECT ALL ROOMS AT ALL TIMES. AS THE ABOVE LIST OF RULES AND REGULATIONS DOES NOT COVER EVERY EVENTUALITY, THE MASTER RESERVES THE RIGHT TO EXERCISE HER DISCRETION IN DEALING WITH ALL MATTERS AFFECTING THE HALL. RULES MAY BE AMENDED AND INTRODUCED AS AND WHEN DEEMED NECESSARY BY THE MASTER.

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