

UniverCity Belt Residences

RULES AND REGULATIONS

General Reminders

1. Maintain peace and order inside the UniverCity Belt Residences. LESSEE will be disciplined accordingly for their untoward behavior as management will not tolerate unruly behavior and/or violence.
2. **ALWAYS WEAR FACE MASK OUTSIDE THE ROOM.**
3. Do not bring any Prohibited Substances or Objects inside the building. (i.e. Alcohol, Vape, Tobacco, Drugs, Deadly Weapons, Hazardous Liquids and etc.)
4. **Alcohol Consumption** inside UCB Residences. Mere possession of bottles or other related paraphernalia will be PENALIZED: PHP 2000
5. LESSEE is expected to report to the management for any faulty or damaged facilities, appliances and fixtures. (i.e. faucets, lights, door, door knob, tables, electric fans and etc.)
6. LESSEE is not allowed to **lend or borrow money and gadgets to other LESSEE and even UCB Residences staffs.**
7. LESSEE shall secure all their things & belongings, never leave valuable items unsecured and unattended. **Management shall not be liable for any losses.**
8. Male LESSEES are not allowed to enter the apartments of Female LESSEES and vice-versa.
9. LESSEE is not allowed to sleep or stay on the room of other LESSEE.
10. Keep the ALL DOORS (Apartment & Room) locked at all times.
11. Always bring with you your keys to your apartment and room. UCB Residences will charge P20.00 per assistance to all LESSEES who were locked out of their rooms and or apartments.
12. **Strictly NO PDA (Public Display of Affection).**

Curfew and Security

1. Curfew Hours shall be from 10:00 MN to 5:00 A. M. daily. However, UCB Residences may extend curfew hours without any notice, especially during emergency cases, mass disorder or such impending danger may occur.
2. LESSEE will follow the curfew signal for the OPEN GROUNDS, Lights Off on the OPEN GROUNDS signifies that all tenant must return to the residences area. Regular schedule of open grounds lights off is 10 midnight or earlier.
3. LESSEE shall present his/her belongings to the guard on duty and log their "time-in" and "time out" before entering and leaving the UCB Residences.
4. LESSEE who are under the influence of liquor shall not be allowed to enter the building premises
5. Only with emergency cases LESSEE shall be allowed to go out during curfew hours.
6. No loitering during curfew hours. Only LESSEES who are studying will be allowed to remain on common grounds.
7. LESSEE is NOT ALLOWED TO CHECK OUT during this period.

Apartment Unit

1. LESSEE must maintain cleanliness and orderliness of the apartment.
2. Turn off the lights and electric fan and other electrical devices if not used, this will prolong the life of said devices.
3. **NO VISITORS are allowed to enter the apartment.** Visitors violating this rule shall be banned permanently from entering UCB Residences without any warning.
4. LESSEE is not allowed to place bulky objects (i.e cabinets, tables, luggage and etc.) in the common area. Management will confiscate any object that may cause obstruction.
5. **Do not bring any unauthorized appliances** such as: washing machine, cooking range, gas stove, and etc without any permission from the management. Management will confiscate alike appliances.

Rooms

1. Space under the bed of the lower deck is to be shared equally by both upper deck and lower deck occupant.
2. Do not remove the foam mattress on the double deck as well as the plastic cover on the said mattress; this is for the benefit of the next user and likewise for hygienic purposes. Violators shall be fined to pay for or replace the said mattress for this offense.
3. LESSEE is not allowed to keep large extra cabinet/s that will consume space other than the leased bed space and approved storage box.
 - a. Management has the right to refuse/reject such object that the LESSEE may bring inside the building.
4. LESSEE is expected change bed sheets on a weekly basis or earlier if necessary, to prevent buildup of unwanted odor.
5. Do not stack filthy/used clothes to prevent buildup of unwanted odor inside the room.
6. Housekeeping fee Php. 500.00 per leased space.

Toilet and Shower Rooms

1. LESSEE is expected to switch off lights, make sure the faucet and shower are closed thoroughly.
2. Proper disposal of sanitary napkin, tissue, shampoo & conditioner sachet. DO NOT THROW them at the toilet bowl, this will cause toilet clogging.

Study Area

1. **Clean As You Go.** Dispose your trash properly. Tidy and arrange the tables and chairs after using them.
2. Maintain the orderliness and peaceful environment of the study area for the benefit of those LESSEES who are studying and those who are resting inside their rooms. Noise coming from the study area can be heard while inside the room.
3. Equal opportunity for all LESSEES. Do not leave your things on the table signifying “reservation”. Every table has a capacity of six (6), please do not occupy the whole table for yourself.
4. Do not bring the chairs provided by the UCBR management in your rooms or apartments. Offender shall be charged of P100.00 per chair.
5. LESSEE shall have the exclusive use of the study area; Visitors are strictly not allowed in this area.

Open Space, Common Grounds and Facilities

1. LESSEE will not be allowed to use the Open Grounds as soon as the lights are turned off. (Regular schedule of Lights Off is 12 Midnight or earlier)
2. LESSEES of UniverCity Belt Residences are the priority users of Open Grounds/ Common Grounds and all other facilities.
3. As such LESSEE shall observe the cleanliness and orderliness of this place & other facilities.
4. LESSEE shall not be allowed to loiter on the open grounds during curfew hours.
5. In case LESSEE broke or damaged any property while inside of the UCB Residences, but is not limited to, electrical appliances, electronic device, sporting equipment, and etc, LESSEE is obliged to pay or replace said item immediately.
6. LESSEE is not allowed to use any application similar to uTorrent and Bitorrent. Offenders will be banned to use the UCBR internet services for one week.

Visitors and Visitation

1. Visiting Hours is strictly during **9:00AM – 7PM only.**
2. Parents and other Relatives are not allowed to enter the apartment area without any official permit from the admin’s office.
3. Visitors will not be allowed to enter the visitor’s area without the presence of the presence of the LESSEE, for avoidance of doubt visitor must wait outside of UCB Residences until LESSEE is available to receive such visitor.
4. Visitors must secure a “Visitor’s Pass” from the guard. “No ID No Entry” shall be strictly implemented.
5. LESSEE shall fetch or accompany his/her own visitor at the gate entrance. Without the presence of the LESSEE, visitors will not be entertained by the UCB Residences
6. Visitors are prohibited to enter the apartments units, rooms and study area. Offenders shall be banned and escorted out of UCB Residences.
7. UCB Residences shall not be liable for any damage or losses caused or sustained by visitors. Instead, LESSEE who invited said visitor shall be liable for such event.
8. Visitors must comply with all rules and regulations implemented by UCB Residences. Offenders shall be banned and escorted out of UCB Residences.
9. UCB Residences may reject visitors especially during heightened security alerts or emergency events.

PENALTIES

This Rules & Regulations shall be observed while inside of UCBR premises all the time or during the lifetime of this contract, otherwise, corresponding penalty disciplinary shall be imposed depends on the nature of violation.

1. FIRST OFFENSE -WRITTEN or VERBAL WARNING plus informing the parent/guardian regarding the offense.
2. SECOND OFFENSE – FINE amounting to P500/offense.
3. THIRD OFFENSE – TERMINATION OF CONTRACT.

I, _____, have read and fully understood all the terms and conditions of the House Rules and Regulations and hereby agrees and acknowledged to follow all rules and regulation and all of its future provision, throughout my stay in UniverCity Belt Residences.

Printed Name and Signature
LESSEE