



HOUSE RULES AND REGULATIONS

1. REQUIREMENT FOR ENTRY:

- LDCU current enrollment form with class schedule
- Photocopy of LDCU identification card
- Clearance for SPS office
- Photocopy of Birth certificate (NSO)

2. BOARDING FEE:

Upon occupancy, residents must pay one (1) month advance and one month deposit equivalent to applied room rate. Succeeding monthly boarding fee must be paid within first five (5) working days of the month.

Payment should be done by the residents/family member to the University cashier directly. Official receipt must be presented to the front desk clerk after payment.

3. VISITING HOURS:

- Sophia Residence Hall accepts visitors from **10:00 AM until 6:00 PM ONLY.**
- No visitors allowed during scheduled University exam week.
- No visitors allowed inside the room. However, in circumstances like illness/emergency, a direct family member may be allowed in the room for 10 minutes only.
- Visitors must be entertained at the visitor's lounge only but should be within the time visitors are allowed unless it is an emergency.

4. CURFEW TIME:

10:30 PM

Secure Gate pass with valid reason for being out beyond curfew time from Dorm Manager.

5. LIGHTS OFF:

11:00 pm except at the study area.

6. CLOSING TIME FOR EXIT (BACK) GATE:

8:30 pm – closing time is recommended for security reasons.

Residents with classes that ends at 9pm are requested to pass at the Entrance (FRONT) Gate.

7. GATE PASS:

- Emergency Pass - family emergency matters, health reasons and situations requiring residents to be out of the dormitory or when need arises.
- Parents Pass - granted only to residents who are requested by their parents to be out during weekdays but still observing curfew time.
A call must be placed by the residents to their Parents and let the Front desk clerk on duty talk to the parents to get confirmation that they are allowed.
- Weekend Pass - granted to residents who want to spend a weekend out provided their parents should have a written consent or phone call approval. Must still observe curfew time.
Gate pass must be signed by parent/guardian upon return.

NOTE: ISSUANCE OF PASSES ARE GRANTED ONLY FOR RESIDENTS WITH PARENTS CONSENT IN WRITING OR CONFIRMATION THRU A PHONE CALL FROM 8AM TO 5PM, DAILY. ONLY THE MANAGER AND THE FRONT DESK CLERKS CAN ISSUE THE GATE PASS.

8. Lights/ air condition units, electric fans, WIFI laptops must be turned off when not in use.

The following are the respective charges:

WIFI laptops/mini notebook	:	Php 200.00 / month
Electric fan (extra unit)	:	Php 200.00 / month
Hair iron/curler, ipad, portable dvd	:	Php 200.00 / month
Rice cooker	:	Php 200.00 / month
Iron services	:	Php 200.00/ month
Extra cellphone/s, ipod,itouch	:	Php 150.00/ month

AIR CONDITION USAGE:

- 5:00 AM – 12:00NN - OFF
- 12:00NN- 5:00AM - ON

INTERNET TIME:

- FOR RESEARCH PURPOSES - NO LIMIT
- FB,TWITTER AND OTHER SOCIAL NETWORKING PURPOSES - until 11:00 PM

INTERNET FEE – Php 10.00/hour

9. Sophia Residence Hall is a **SMOKE FREE ZONE**. Absolutely **NO SMOKING** in the rooms / within the premises. **Possession and/or use of any prohibited drugs** (shabu, marijuana and others as defined by law) are grounds for automatic discharge from the dormitory and all financial obligations should be cleared.

10. **DRINKING OF HARD LIQUOR IS STRICTLY PROHIBITED** inside the rooms / within the premises. Entering the dormitory under the influence of alcoholic drink (drunk) is a ground for automatic discharge from the dormitory and all financial obligations should be cleared.

11. Washing and drying of clothes must be done only at the laundry area.

Definitely no washing of clothes in the common comfort rooms or in the respective private rooms, except for undergarments (brassieres and panty).

- Shoes and uniforms (for those who have only one set) are required to be washed at the laundry area (5th floor).
- EVERY RESIDENT IS ENTITLED TO EIGHT (8) KILOS OF LAUNDRY PER MONTH AMOUNTING TO Php 240/ month and Php 30.00 per kilo in excess thereafter.
- LAUNDRY WILL BE ENDORSED PERSONALLY BY THE RESIDENT TO THE LAUNDRYWOMAN FOR PROPER ACCOUNTING

12. Residents with private comfort rooms are **not allowed** to use the common comfort rooms.

13. All residents are provided with KEYS for their assigned rooms. When leaving the dorm the key should be turned over to the Front Desk clerk.

14. **CLEANLINESS:** all rooms are provided with soft broom, dust pans, waste basket for use of the residents. Collected trash must be inside plastic bags and deposited daily or as necessary, into the waste bin not beside the waste bin.

- Daily room cleaning must be done by assigned cleaners (as agreed among residents per room).
- Room cleaning by housekeeping is scheduled once a month and General room cleaning at the end of the term.

SCHEDULE OF COMMON CR CLEANING:

9:00 AM – 11:00 AM; 3:00 PM – 5:00 PM AND 9:00 PM – 11:00 PM

EATING INSIDE THE ROOM IS NOT ALLOWED. RESIDENTS WILL USE GROUND FLOOR KITCHEN.

15. LOITERING TO OTHER ROOMS IS STRICTLY PROHIBITED.

16. No one is allowed to loiter inside the building if NOT IN PROPER ATTIRE.
(SHORTY SHORTS, HEAVEN BLOUSES etc are considered not proper attire)

17. NO PUBLIC DISPLAY OF AFFECTION IS ALLOWED WITHIN THE PREMISES.
PROPER DECORUM IS EXPECTED TO ALL RESIDENTS AT ALL TIMES.

18. SILENCE should be observe at all times or residents are advised to observe tolerable level of noise so as not to disturb others. BE CONSIDERATE.

19. Any damage to facilities and/or accessories inside the room must be reported immediately for proper action.

20. ACCESSORIES should not be removed or borrowed from one room to another like mattresses, tables, chairs and stand fan.

21. All residents are advised not to attach, paste, write, paint, affix and/ or nail anything on the wall or any part of the room.

22. **VANDALISM IS STRICTLY PROHIBITED.** Once a resident is caught will result to automatic discharge from the dormitory and all financial obligations should be cleared.

23. Complaints of any nature will be entertained anytime at the Manager's Office.

24. Transacting any business, particularly that involves money like selling of goods, lending/borrowing of money, PAUTANG between any of the personnel and residents is prohibited. SANCTIONS will be imposed.

THE MANAGEMENT/DORM MANAGER

RESIDENT'S SIGNATURE/DATE SIGNED

PARENT'S SIGNATURE/DATE SIGNED