

Rules & Regulations: Hebrew University Housing

From the Office of the Dean of Students

Student Dormitories Regulations

Part A: Definitions

1. Definitions

In these Regulations:

1.1. **“Dormitories”**

The Student Dormitory buildings as in the “Letter of Authorization and Undertaking” and the areas adjacent to these buildings.

1.2. **“Student”**

Anyone accepted as a regular Student of the University, possessing a valid student card for the entire duration of the authorization, having paid the tuition fees at such rates and on such dates as determined by the University, and having filed a studies form on time, excluding any person expelled from studies, whether permanently or for a set period, and anyone who ceases their studies in practice.

1.3. **“Resident”**

Any Student who obtains authorization to use a room at the Dormitories, from the time of obtaining the Dormitory residency authorization and until the time of officially leaving the Dormitory.

1.4. **“Invitee”**

Any visitor to the Dormitories and any guest of a Resident, whether or not invited pursuant to and in accordance with the provisions of these regulations.

1.5. **“Dean”**

The University's Dean of Students or someone authorized by the Dean.

1.6. **“Administrator”**

The person appointed, from time to time, by the Operator to the position of the Student Dormitory Administrator.

1.7. **“Operator”**

Hebrew University, which has the rights to manage and operate the Dormitories including granting this Authorization or anyone replacing them or acting for them with regard to operation and management of the Dormitories.

Part B: General Provisions

2. **Interpretation**

2.1. The meaning of the remainder of the terms in these regulations shall be the same meaning as accorded to them in the authorization letter.

2.2. The section headings in these regulations are for convenience only and shall not be used in their interpretation.

3. **Application**

3.1. These regulations shall apply from the date of their publication to all Students, Residents, and Invitees.

4. **Combined Regulations**

4.1. The provisions of these regulations are in addition to the provisions of every undertaking or agreement entered into by a Resident with respect to the use of the Dormitories, and does not detract therefrom.

4.2. The provisions of these regulations are in addition to the provisions of any other University regulations and does not detract therefrom.

5. **Adherence**

- 5.1. All Residents, Students, and Invitees shall be obliged to obey, to adhere, and to comply with the provisions and instructions published in writing from time to time by the Dean or the Operator, and with every oral instruction of the Dormitory staff given on a material basis, including a demand to allow entry as provided by Section 7 below and a demand as provided in Section 6.1 below, and including a demand to identify oneself.
- 5.2. All Residents, Students, and Invitees shall be obliged to comply with the instructions of the University security officers or the Operator, and to obey the special security instructions given to them by or on their behalf from time to time.

6. **Housing Arrangements**

- 6.1. The original placement of the Resident in the Dormitories shall be determined by the University. Other housing arrangements in the Dormitories shall be determined by the Dormitory Administrator or by a person acting on his behalf, who shall be entitled to change these arrangements from time to time at his consideration, and to instruct any Resident to clear the room that she is using and to move to another room in the Dormitory or in another Dormitory.
- 6.2. A notice as aforesaid shall be given at least 72 hours in advance, and the Resident shall be obliged to adhere to such instruction prior to any objection or appeal. Despite what is stated above, in special circumstances, at the discretion of the Dormitory Administrator, instructions may be given for immediate evacuation of a room or apartment and the Resident must comply with this instruction.
- 6.3. The Resident shall not move from one room in the Dormitory to another and from a room in one Dormitory to a room in another without the prior written consent of the Dormitory Administrator.

- 6.4. Smoking is forbidden in all public areas of the Student Dormitories. Residents who violate this regulation will be subject to a monetary fine, in accordance with the law.

7. **Supervision and Refurbishment**

- 7.1. The Operator, the Dormitory Administrator, the security officer, and every person on their behalf may enter into any room in the Dormitories at any reasonable time, even if in the absence of the Residents, in order to ensure that the Residents are complying with their obligations in accordance with the provisions of these regulations and the authorization letter.
- 7.2. The Operator's employees or their representatives may enter into any room in order to conduct refurbishment works or repairs therein, following coordination with the Dormitory Administrator.
- 7.3. In the case of danger or emergency, they may enter a room without prior notice.
- 7.4. The Operator may at any time refurbish or repair or demolish or construct in any room or apartment or building or area in the Dormitories, and the Students shall not be entitled to any compensation whatsoever for any damage or nuisance that may be caused them as a result of the above, including replacement of a lock as detailed in section 17.6.1.

8. **Assignment**

The right to use a room or any part thereof may not be assigned to any other person. A Resident who assigns the usage rights or allows others to live in his room immediately forfeits his rights to the Dormitory and will be charged usage fees as determined by the Operator for the full period of authorization, and that in addition to any other step that the University or the Operator is entitled to take.

9. **Cleanliness**

The Residents shall clean the rooms and the apartments and shall maintain order and cleanliness therein, in the common facilities and in the Dormitories.

10. **Order and Public Peace**

- 10.1. No breach of the order or agitation in the Dormitories, or any other action which may prejudice the proper order of life in the Dormitories or harm public sensitivities, may be caused by any act or omission.
- 10.2. No nuisance, inconvenience, or discomfort may be caused to a Resident or an Invitee.
- 10.3. Quiet must be maintained and no unreasonable noise may be caused in the room and in the Dormitories.
- 10.4. By law, it is forbidden to encourage, say, or publish encouragement, praise, identification with or sympathy with acts of violence or terror; furthermore, it is forbidden to say or publish words of discrimination and words which may cause hatred, contempt, or disloyalty to the State of Israel or to encourage hatred among the various parts of its population.
- 10.5. Residents of the Dormitories are required to act with mutual respect and to refrain from expressions and behavior that would cause agitation or disturbance of order.
- 10.6. The University allows for holding political activity only in the areas designated for that, and with the approval of the Dean of Students only, all as detailed in the "Statutes for Student Activity." The areas of the Dormitories are designed for housing and therefore it is absolutely forbidden to hold political activities of any sort in these areas, including meetings, lectures, distribution of flyers or other written material, hanging notices, posters, or expressions of opinion in public, including by dress, behavior, or any other manner. This behavior is forbidden in the entire Dormitories

compound, including the courtyard, in an apartment, or in a room.

- 10.7. Any person violating these regulations may have the authorization agreement with him terminated and be expelled from the Dormitory, according to the University's instruction, as detailed in item 10.1 of the agreement.

11. **Building, Furniture, and Equipment**

- 11.1. Residents shall maintain the rooms, the apartments, and the Dormitories, including the equipment and furniture therein and the common facilities, and shall be responsible to keep them intact, clean, and in a proper state of repair.
- 11.2. Furniture, equipment, and common facilities may not be taken out or transferred within the room, from one room to another or from one apartment to another, or from common areas to a room or from any place in a common area to another place in or outside the Dormitories.
- 11.3. No changes, repairs, or additions whatsoever may be made, whether internal or external (as detailed below in this Section – “the changes”) to the walls, doors, other building parts, furniture, electrical and water systems, equipment, and common facilities that may not be impaired, whether by painting, adhesion, insertion of nails or tacks, or by any other means.
- 11.4. Residents shall be charged for the full cost of dismantling or removal of any changes made.
- 11.5. No private furniture may be brought into the Dormitories, including any appliances or electrical equipment or any requiring gas, water, and hot water for their operation, without the prior written consent of the Dormitory Administrator.

11.5.1. Consent as provided above may be revoked at any time at the absolute discretion of the University or the Operator.

11.5.2. Residents hereby permit the University or the Operator to confiscate any appliance as provided by Section 11.5 above that may be found in their possession in contravention of the terms detailed above, even if such appliance is found in a room while not operating or connected to the systems.

11.5.3. Any Resident who brings into the Dormitories any appliance as provided by Section 11.5 above, or such appliance is found in her possession, without having obtained a consent as aforesaid, may be asked to pay the University or the Operator such payments as shall be determined by the University or the Operator for keeping the appliances from the commencement of the authorization period and until the date of discovery of the appliance or until such other date as the University or the Operator may determine, all without derogating from any other rights of the University or the Operator pursuant to the authorization letter, these regulations, and any law.

11.6. All Residents shall procure bed linen themselves and at their own expense, unless otherwise provided by the authorization agreement.

12. **Medical Insurance**

12.1. A Resident must be insured with an appropriate and comprehensive medical insurance.

12.2. The University or the Operator shall not be responsible for providing medical remedies of any type.

13. **Reporting**

- 13.1. Each Resident shall immediately report to the Dormitory Administrator the following:
 - 13.1.1. Any change in permanent address or family status (marriage).
 - 13.1.2. The cessation of studies at the University.
- 13.2. Any absence from the Dormitories or leaving, whether if reported or not, does not provide the Resident with any waiver or reduction in the payment of usage fees.

14. **Guests**

- 14.1. No non-Resident person may be accommodated at the Dormitories.
- 14.2. Residents shall be personally responsible for the actions of their guests in the Dormitories, whether or not permission for such visit is given by the Dormitory Administrator.
- 14.3. The Dean of Students or the Administrator of the Dormitory may determine special arrangements with regard to guest visits, and Residents must comply with these arrangements.
- 14.4. Procedures for the Entrance of Residents and Guests to the Dormitories
 - 14.4.1. Entrance of Residents to the Dormitories is only with the production of a dormitory identification card (given to each resident on the day of their entrance in to the dorms) or by a Hebrew University Student identification card (even if they are not Residents).
 - 14.4.2. It is completely forbidden to hand over a dorm Resident card to guests for their use.
 - 14.4.3. Entrance of guests of dorm Residents (for the purpose of a visit and not for overnight stays) is permissible at the invitation of the dorm Resident.

- 14.4.4. The guest will wear a visitor's tag given to them by a security officer at the entrance to the Dormitories.
- 14.4.5. Guests who are not Residents (or regular Students) will be asked to temporarily deposit means of identification at the entrance to the Dormitories.
- 14.4.6. The regulations of the Dormitories refer, among others, to behavioral conduct in the dorms, ensuring quiet, the prohibition of alcohol as well as the possession or use of hookah pipes (nargila) or similar, and that the dorm Residents and their guests are committed to these regulations in both the public and private areas of the Dormitories and individual apartments.
- 14.4.7. The dorm Residents hosting guests will take responsibility for the behavior of their guests. Any damage caused by a guest will result in the Resident host being debited.
- 14.4.8. Guests of dorm Residents are not allowed to sleep over in the Dormitories. Residence of a guest in the Dormitories who does not have written permission to do so will be viewed as breaking the Dormitory regulations, and could result in future banishment from the Dormitories. In addition, a guest's stay that has not been authorized will result in the hosting dorm Resident being charged for each guest at a rate of three times the cost of the normal charges for a stay at the dorms.

15. Animals

No animals may be kept or raised in the Dormitories.

16. Prohibition on Gambling, Drugs, and Weapons

- 16.1. No prohibited games, lotteries, or gambling, within their meaning in Part 12 of Chapter 8 of the Penal Law 5737 - 1977 may be held in the Dormitories. No one may participate

therein nor allow them to take place in the room or the Dormitories.

- 16.2. No explosives or other destructive materials may be kept in the Dormitories and no weapons may be carried or kept therein (even if the possessor has a valid license) without the prior written consent of the security officer of the University or of the Operator.
- 16.3. Any use of drugs and intoxicating beverages in the Dormitories is prohibited. It is prohibited to be inebriated in the Dormitories and to drink to inebriation therein, or to allow such use in the Dormitories.
- 16.4. For the reasons of safety, it is absolutely prohibited to either possess or use a hookah (nargila) in the vicinities of the public areas of the Dormitories or in individual apartments and Dormitory bedrooms. Anyone violating this regulation will be penalized financially according to law.

17. **Evacuation**

- 17.1. All Residents must leave the room or apartment, equipment, furniture, and common facilities immediately upon termination of the authorization period or upon revocation of the authorization in the authorization letter or upon its expiry, all on the earliest date, must restore them to the exclusive use of the Operator when they are empty and clear of any person and personal objects, and in a reasonable and proper state of repair and clean and fit for immediate use, subject to reasonable wear and tear (in accordance with the decision of the authorized University bodies or the Operator).
- 17.2. If the Residents do not remove their possessions as stated, such possessions shall be stored in the Operator's storage facilities or in any other place as provided by Section 10.1.2 of the authorization letter. Residents shall be charged with storage expenses at a rate of 5 percent of the level of monthly usage fees at the Dormitories existing at that time,

for each day, commencing on the date of evacuation and until the date of removal of the possessions by the Resident.

- 17.3. The Operator or the University or any of its employees or persons acting on its behalf shall not be responsible for any damage or loss caused to such possessions.
- 17.4. If the Resident does not remove the possessions within 30 days from the date on which they are stored as aforesaid, she waives ownership thereof and they are assigned to the Operator, which may do with them as it pleases without any need for giving of notice or warning thereof to the Resident.
- 17.5. If the Resident does not return the room or apartment or the equipment and the furniture or the common facilities, as provided by Section 17.1 above, the Resident shall be charged with the payment of expenses as may be required in accordance with the decision of the Operator or the University.
- 17.6. If the Resident does not clear the room as stated in section 17.5, the Operator is entitled, without derogating from what is stated in item 10.1.2 in the Letter of Authorization:
 - 17.6.1. To lock the Door of the room so that the Resident cannot enter the room, including replacement of the keys to the room.
 - 17.6.2. To cut off the supply of electricity and water and any other services to the room and to withhold these services.

Part C: Loss and Damage

18. Resident's Responsibility

- 18.1. Residents shall protect all their personal possessions including valuables, and shall be responsible for any damage or loss or theft or defect or fault or breakage caused to the

room, the apartment, the furniture, and the equipment, and to the common facilities (hereinafter – the damage).

- 18.2. The Operator or the University, its employees, and any person acting in their name and on its behalf shall not have any obligations regarding any damage.
- 18.3. The provisions of this Section shall not impose on the Residents any responsibility for damage emanating from ordinary and reasonable use.
- 18.4. Residents shall immediately notify the Dormitory Administrator of any damage.
- 18.5. Any damage emanating from wear and tear as a result of reasonable use shall be repaired, as necessary, by the Operator.
- 18.6. Without derogating from the rights of the University or the Operator pursuant to these regulations or the authorization letter or the disciplinary statutes or any law, Residents shall be obliged to return to the Operator any sum expended for repair or replacement due to damage, which is not the result of ordinary and reasonable use, upon the Operator's demand.
- 18.7. Residents shall not add protective measures to the existing measures for any reason whatsoever.

19. **Charging Residents for Payment of Damage Costs**

- 19.1. In any case of damage, the Operator or the Dormitory Administrator shall ascertain the level of the damage, shall invite the Residents and, following deliberation with them, shall determine whether they are obliged to pay the Operator the aforesaid damage costs or any part thereof, and shall determine the level of the payment and its terms, provided only that if it is possible to attribute the damage to one Student, that one Student only shall be charged, and if it is not possible, the Residents shall be charged in equal parts

amongst themselves.

- 19.2. The Operator reserves the right to repair the damage at any time it deems fit, even if the Resident who pays for the cost of the repair of the damage does not directly enjoy it.
- 19.3. The Residents may appeal decisions of the Operator before the Dean of Students within seven days from the time the decision was given.
- 19.4. The Dean shall hear the claims of the appellant and the Operator and shall rule on the appeal. In the event of damage, the Dean shall be entitled, but not required, to consult with an assessor before giving a verdict.
- 19.5. The decision of the Dean shall be final.

Part D: Termination of Right to Dormitories

20. Social Unfitness

- 20.1. The University may, at any time, terminate a Resident's right to use the Dormitories, due to a social unfitness that impairs the orderly lifestyle of the Dormitories. The decision shall be made by the Dean, at the request of the Operator and after the Resident is given an opportunity to state his claims.
- 20.2. An appeal on the decision of the Dean shall be considered by the Rector of the University, whose decision shall be final.

21. Offenses and Apparent Offenses

Any Residents involved in a criminal act or indicted on suspicion of committing a criminal offense in a court of law, or convicted in disciplinary hearings of a dishonorable act or an act constituting a breach of order in the Dormitories or at the University, including conviction pursuant to one or more of Subsections (a), (f), (g), (j) of Section 15 of the disciplinary regulations, the University may immediately revoke their authorization letter and the Operator will

cancel the authorization as stated.

22. **Contravention or Termination of the Agreement Regarding the Main Sections or a Disciplinary Committee**

- 22.1. If a Resident contravenes or does not comply with any provisions of these regulations, the University may immediately revoke his authorization letter, provided that the Resident is first given seven days' notice, and the Operator shall cancel the authorization as instructed, without derogating from any other rights of the Operator or the University pursuant to these regulations or the authorization letter or the disciplinary statutes or any law.
- 22.2. If the Resident is involved in physical violence, including fights on the grounds of the University or the Dormitories, the Dean may instruct immediate termination of the authorization agreement and the Operator will cancel it according to the instruction as stated.
- 22.3. Further to what is stated above, the University may, in cases that the Dean thinks that the continued presence of the Resident in the Dormitories may disrupt the public order, or harm other Residents or the University or the Operator, order the immediate termination of the authorization agreement and demand his immediate vacating of his room and the Operator shall cancel the authorization according to the said instruction.

Part E: Miscellaneous

23. **Clearance**

- 23.1. Any payment due from the Residents to the Operator or the University, pursuant to these regulations, must be paid within 14 days of the date of the written demand for payment, and, if not so paid, the Dean may instruct that the provision of any services to the Resident at the Dormitories and at the University be suspended, until clearance of such debt.

23.2. The University or the Operator may determine that a Resident's debt to the University or the Operator shall be collected whether immediately or in installments, and may oblige the Resident to clear such debt in cash.

24. **Lack of Rights**

Any person using a room without possessing a right to do so according to the determination of the authorized bodies of the University shall pay for the period during which she used such room or apartment according to a tariff to be determined by the University and the Operator.

25. **Right to Legal Proceedings**

It is hereby agreed that the Courts in Jerusalem shall have the sole jurisdiction to deal with any claim between the Resident and the Operator or the University that stems from these regulations.

26. **Lack of Claims**

In any event of cancellation of authorization or the expulsion of a Resident, in accordance with the provisions of these Regulations or the Letter of Authorization, including cancellation of authorization or evacuation in the course of the period of authorization, the Resident may not claim or have any demands against the University or against the Operator, and the University or the Operator shall bear no responsibility related to the cancellation of the authorization or evacuation or damage that is caused to the Resident or to any third party as a result of this.

Part F: Appendices

Safety Appendix

Residents must carefully read and ensure compliance with the safety rules as detailed in the Appendix "Safety."

1. **Safety**

- 1.1. Fire hazards - open fire heaters and gas-operated heaters shall only be operated in the alert presence of their operator.
- 1.2. All burning objects must be removed from the fire source.
- 1.3. No clothes may be dried or placed in proximity of heaters of any kind.
- 1.4. The Residents shall ensure that gas faucets are switched off upon termination of use.
- 1.5. In any case of a suspected gas leak, the facility's central safety faucet must be switched off, a sign prohibiting use must be placed, and a report must be made immediately to the Dormitory Administrator or the maintenance center.
- 1.6. The faucet shall be re-opened for use following inspection by the maintenance department only.
- 1.7. Open fire facilities shall be operated only when an appropriate opening is left for the passage of oxygen into the room or the kitchen.
- 1.8. It is additionally and particularly emphasized that no changes or additions may be made to the gas network by the Residents, even if they have an appropriate government permit in their possession.

2. **Fire Fighting**

- 2.1. All Residents shall verify the location of the fire extinguishers and operate them at a time of fire only.
- 2.2. Fighting fire with water may only be conducted after the electricity to the floor is cut off and in the presence of the supervisors.

3. **Electrocution Hazards**

- 3.1. The electric system may not be used in the case that it includes exposed wires, broken or defective sockets or switches, faulty electrical equipment, and so on.
- 3.2. The Residents must report problems immediately to the maintenance headquarters.
- 3.3. It is additionally and particularly emphasized that no electric infrastructure may be changed or laid by the Residents, or by order of the Residents through an external body, even if they have an appropriate government permit in their possession.

4. **Hazard of Falling**

- 4.1. It is absolutely prohibited to climb onto the roofs of the buildings for any reason whatsoever, or to climb or to sit on the windowsills or in high places.
- 4.2. No windows, screens, or any part thereof may be dismantled.
- 4.3. Plants or any other articles shall not be placed on the window ledges on the outside or on the outside walls.

5. **Escape Routes During Emergencies**

The Residents are requested to familiarize themselves with the residence building and the possible escape routes therefrom and with the firefighting equipment in the Dormitory. Advice may be obtained from the Dormitory Administrator.

6. **Security**

A Resident must notify the security officer of the University or the Dormitory Administrator of any suspicious object or person found or seen in the Dormitories.

Appendix of Recommendations

1. **Locking the Room**

- 1.1. When leaving, lock the room. A room without supervision invites unwanted guests. The Operator and the University are not responsible for stolen or lost equipment.
- 1.2. The keys to the room or the apartment may not be given to another or others. If you lose a key, go immediately to the Dormitory Administrator or the person on duty in the afternoon and tell her about it. Keys should not be duplicated without permission and only through the offices of the Dormitories. The duplication requires payment by the Resident and a fine of NIS 300.
- 1.3. The locks to the apartment or the room may not be replaced or added to, no security lock or a lock within the lock may be hung or fixed, and the room and the apartment may not be closed in any other manner except with the key supplied by the Operator.
- 1.4. The Operator may dismantle and remove any key or bolt fixed or installed or hung in contravention of this regulation and to charge the Resident for the expense and damage in this regard.

2. **Complementary Services**

Energy sources in Israel are limited and expensive. Please do not waste water or hot water, or make excessive use of electricity or gas.

3. **Cleaning**

- 3.1. For personal and public hygiene and health, everyone should keep their room, apartment, and kitchen clean, and try to maintain order and cleanliness also in the joint areas.
- 3.2. Do not store food or prepare food in the rooms.