

## **Welcome to Rebæk Søpark Kollegiet**

This is an introduction to the different facilities that we have here at our student residence in order for you to make the most out of your new home.

We hope that you will have a very nice stay here at our student residence and that you will meet many new and interesting people. Remember that you are always welcome to contact us if you wish to talk about how it is to live at a student residence or if you have any other questions.

Best regards

The Tenants' Council and the Manager.

### BRIEF INFORMATION ABOUT THE STUDENT RESIDENCE

The student residence is an independent institution, which means that we as tenants own the property. The student residence is governed by a board, which consists of student residence tenants, politicians appointed by the municipality and representatives from the educational institutions. The board has hired a management company to take care of the day-to-day operations of the student residence. A minimum of two annual meetings are held through which local tenant democracy is maintained. In addition to the meetings, local tenant democracy is managed by the tenants' council.

We have 362 rooms at our student residence, and they are all of the same size and design. Each room has a bath, a toilet and a built-in closet. We have 7 hallways which each has 52 tenants and we have 3 joint kitchens: A, B and C. The kitchens in each hallway has all necessary facilities.

If you live in rooms 31-47, you then have to use joint kitchen A, which is situated in the northern end of the hallway.

If you live in rooms 1-4, 22-30 or 48-52, you then have to use joint kitchen B, which is situated in the middle of the hallway.

If you live in rooms 5-21, you then have to use joint kitchen C, which is situated in the southern end of the hallway.

## MOVING IN

Your new address is:

Rebæk Søpark 5, Floor and Room Number

(e.g. 152) 2650 Hvidovre

It is important to include your room number clearly, since the postal service may find it difficult to distribute your mail.

You must also remember to notify the National Registration Office of your change of address. You may find a moving pamphlet at the post office, at the city hall or at your bank and it is also possible to notify your change of address online at [www.borger.dk](http://www.borger.dk)

## **THE BODY OF THE STUDENT RESIDENCE**

### THE BOARD

The board of the student residence consists of 6 members: 2 tenants, 2 members proposed by the local council of Hvidovre and 2 members appointed from the local educational area.

The board is responsible for overseeing that the operations of the student residence are in accordance with current rules and that a manager and a management company are hired. The responsibility includes that available funds are managed in a responsible way and according to procedure.

All decisions taken by the tenants' council, which includes considerable changes to the buildings and area of the student residence or considerable use of the student residence's funds, must be approved by the board. Additionally, the board must approve all changes made to the house rules of the student residence.

The student residence is subject to supervision from the municipality, which means that the municipality must approve all budgets and accounts from the board.

### MANAGEMENT COMPANY

Kollegiernes Kontor i København (KKIK) has been hired by the board of the student residence to maintain the day-to-day operations. This includes moving in and out, rent, budgets and accounts, meetings and advice to the board and the tenants' council. If you have questions regarding your rent, please notify KKIK during their opening hours, which can be found on their webpage: [www.kollegierneskontor.dk](http://www.kollegierneskontor.dk).

You can also contact KKIK by writing to:

Kollegiernes Kontor i København

Dahlerupsgade 5, 3.

1603 Copenhagen V

Phone: 33 63 05 00

### THE TENANTS' COUNCIL

This is where the tenants have the possibility to have influence on the operations of the student residence. The members of the tenants' council are elected at the annual ordinary tenants' meeting in December.

### TENANTS' MEETINGS

A minimum of two annual tenants' meetings must be held at which all tenants, which appear, have a voting right. Decisions regarding the student residence are made by a simple majority. Please note that other approaches to decisions regarding the tenants' association may be taken. At the tenants' meetings, the accounts of the student residence must be presented to the tenants and the budget of the student residence must be adopted. New members of the tenants' council must furthermore be elected as well as representatives for the board.

Moreover, extraordinary tenants' meetings may be held if needed. If you have suggestions for new initiatives or any other business that you want to be discussed at the next tenants' meeting, please put a message in the mailbox of the tenants' council no later than 5 days before the meeting. Your suggestion must be explained in detail.

### THE STUDENT RESIDENCE UNION

All new tenants moving in at the student residence will automatically be members of the Student Residence Union and will pay a subscription through the rent. The union has gradually taken over the majority of the joint activities of the tenants including running various committees. The advantage of the Student Residence Union is that the tenants have an amount at their disposal which they have donated themselves through their subscription. In this way, the union is not dependent on budgetary requests in the accounts of the student residence.

## THE MANAGER AND THE OFFICE

The manager and his employee take care of the student residence during work hours. If you have questions or practical problems, the manager is available at his office. The office is situated on the ground floor by the main entrance.

Opening hours and mail can be found on the office door and on the webpage of the student residence.

In case of emergency after office hours, please contact one of the members of the tenants' council.

## **THE KITCHEN**

Each floor has three shared kitchens. These are equipped with all necessary kitchen facilities. You will have a designated space in a refrigerator and a kitchen cabinet for your dry goods. Each kitchen manages its own finances, meaning a kitchen manager is responsible for keeping the kitchen's funds. All residents are obligated to participate in cleaning and tidying the kitchen. It is your responsibility to clean up after yourself, and there are also cleaning schedules for the kitchens that you are expected to participate in.

## HOUSE RULES AND RULES REGARDING INTERIOR MAINTENANCE

The student residence has a set of house rules and rules regarding interior maintenance, with which you should familiarize yourself. The rules can be found at the end of this document and on the webpage of the student residence [www.rsk.dk](http://www.rsk.dk)

When moving in, it is your own responsibility to keep yourself updated regarding these rules. Changes will be announced anytime on notice boards/information screens/Facebook of the student residence.

We must stress that we have a smoking ban all over the student residence – with the exception of the tenant's own room in case moving in has happened before 2021.

## **Practical information**

### WASTE DISPOSAL

Bulk waste should be placed by the fence at the lower parking lot. All other waste must be sorted according to the applicable rules and disposed of at the waste station in front of the residence hall. If the waste bin is full, please place your general waste in the container by the fenced area in the parking lot, not in front of the waste station. You are NOT allowed to dispose of larger items in the waste containers, nor are you permitted to leave furniture or other items in the hallways. Furniture must be placed beside the fenced container area. Hazardous waste, such as aerosol cans, paint, etc., should be placed in front of the gate at the fenced area in the parking lot.

## THE BAR

The residence hall's bar, "BAREN," is located in the basement and opens when announced on the Facebook page. BAREN is run on a voluntary basis by the residents and is overseen by the residents' council. The purpose of BAREN is to operate a pub for residents and their guests at student-friendly prices. Membership in the residents' association is required to use BAREN. Due to past issues with vandalism and unpleasant guests, BAREN requires that you show your room key when staying in BAREN's premises.

## SHOWER

The student residence prioritises to save water, and therefore the shower in your room is a special one. When you turn off your shower, water will be running out of a little hole at the bottom of the shower. This is done to empty the showerhead and thereby avoid furring up the showerhead.

## BICYCLES

Bicycles must be stored in one of the three bicycle rooms in the basement or at the outdoor bicycle parking area, not in front of the stairways. Regular bicycle inspections are conducted. During these inspections, the inspector places red tape on all bicycles, and any bicycle that still has the tape on it after a certain period will be removed. Announcements about upcoming bicycle inspections will be made well in advance.

## ASSEMBLY ROOM

The student residence has one assembly room, which can be lent to the tenants. In this room, you can find tables and chairs for approx. 40 guests and one bar. Furthermore, there is stereo equipment with a cd/dvd-player with the possibility to connect an mp3.

You need to fill in an application on the webpage of the student residence, if you would like to make a reservation of the assembly room. The price is DKK 500 and is a deposit, which will be reimbursed, once you hand over the assembly room clean and tidy. You will be notified about further rules by the person in charge. We recommend that you reserve well in advance since demand is high for this room.

## INSURANCE

**It is your own responsibility to take out a contents policy for your belongings at the student residence against theft, damage, rehousing etc. The student residence has an insurance, but it does not cover your furniture, any other private belongings and rehousing.**

**Dine ting er heller ikke dækket ved overgang i kollegiets el-net. Your belongings are not covered in case there is a short circuit in the electrical network of the student residence.**

## SUBLEASE

In case you wish to sublease your room, you must contact KKIK. The maximum time of sublease is 6 months, and the requirement is that the person who is subleasing your room is an active student on the same conditions as yourself. You can read more information on the webpage of KKIK.

## ANIMALS

The rules governing animals have been written in the House Rules.

## INTERNAL MOVING

If you wish to move into another room at the student residence, you must contact the manager, who will guide you in the further steps.

## CABEL-TV

The student residence has a cable TV with "Boxer" as a standard cable TV in all kitchens.

If you want a television package in your own room, you then need to contact a supplier and you will have to pay for it yourself.

## COMPLAINTS

Your first complaint must be submitted to the tenants' council, which will contact the tenant in question in writing. If no effect, KKIK will be contacted and they will handle any necessary steps. In special circumstances, the board will be included.

Complaints regarding violation of the kitchen rules will be dealt with by comparing the adopted rules of the kitchen in question with the house rules of the student residence.

If you have complained about another tenant pursuant to the house rules, it will be stressed at the complaints handling procedure that you have tried yourself to contact the person about whom you complain in order to solve the problem in a fair manner.

## NETWORK

The student residence has an internal network to which you can connect by using the network connector behind the door between the hall and the room itself. If you wish WIFI, you will have to buy a router yourself.

## THE NETWORK COMMITTEE

The network committee takes care of the internal network, the webpage and is responsible for the contact to the fiber connection and internet supplier of the student residence.

The network connection is authorized to close a tenant's access to the internal network in cases where it can be documented that the tenant weakens the access to the network for other tenants.

In case of misuse of the network of the student residence, which involves the interference from the police or other authorities, the network committee will cooperate to the extent necessary in order to find the sinner.

## NOTICE OF TERMINATION OF TENANCY

At the end of your education, you must make a notice of termination of your tenancy to KKIK on their webpage.

The same applies if you are no longer an active student due to other reasons.

You can stay a maximum of 3 months after finishing your education.

## BOX ROOM

Unfortunately, we do not have a possibility to rent out box rooms at the student residence.

## STUDY CONTROL

In order to stay at the student residence, you must prove that you are an active student. KKIK performs study controls at regular intervals. You will receive a form via your e-mail, which you are requested to fill out, sign and have your education program to sign as well. Then you need to send the form to KKIK. In case that you exceed the deadline for handing in the study activity form, your room will be terminated.

## SPORTS AREA

The student residence has a large green area south of the student residence at which you can play ball or similar.

## TRANSPORT

From the student residence:

S-train from Rødovre station

Make use of rejseplanen.dk.

## LAUNDRY ROOM

In the basement, you will find the laundry room with 6 washing machines and 3 tumble driers to be used by the tenants of the student residence. You need a washing chip, which you can get from the manager. You insert money on your washing chip through the webpage e-vaskeri.dk.

## **Addresses and phone numbers**

### POLICE

Hvidovre local police station: Bytoften 29, 2650 Hvidovre

Vestegnens police station: Birkelundsvej 2, 2620 Albertslund

Phone for both stations: 43 86 14 48 – day and night.

### HOSPITAL/EMERGENCY MEDICAL SERVICE

Emergency room: Phone 1813

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### PHARMACY

Hvidovre pharmacy, Hvidovrevej 178, 2650 Hvidovre, phone 36 35 00 10

### LIBRARY

Hvidovre Central Library. Hvidovrevej 280, 2650 Hvidovre. Phone 36 39 20 00

### HVIDOVRE MUNICIPALITY

The City Hall, Hvidovrevej 278, 2650 Hvidovre. Phone 36 39 36 39

### POST OFFICE

Hvidovre Post Office, Hvidovre Stationscenter 11, 2650 Hvidovre



## WHAT TO DO IF....?

(quick answers to old questions)

- a) I have financial problems and have difficulty paying my rent?  
**Please call KKIK and tell them about your situation. They can often guide you in several ways.**
  
- b) I have technical problems, e.g. my water tap is broken etc?  
**Use the form on the webpage under FAQ to make a notification of the fault.**
  
- c) I have forgotten my key at my parents in Hillerød?  
**Go home to your parents in Hillerød and collect your key.**
  
- d) I have forgotten my key at Hamburg Central Station?  
**Call the locksmith at + +45 20 20 77 70.**
  
- e) My neighbour makes noises in the night and I cannot contact my neighbour?  
**Please contact a member of the tenants' council who will deal with the matter. Make the contact within 3 days and complain in writing. The tenants' council has a mailbox next to their office in the basement. The tenants' council has always a duty of confidentiality in cases of complaints.**
  
- f) I would like a fridge or an oven in my room.  
**Fridges and other white goods are prohibited in the rooms with the exception of fridges for e.g. medicine.**