

# STUDENT HOUSES JETTE

HOUSE RULES



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The full information on VUB housing can be found on [student.vub.be/en/accommodation-on-campus#vub-student-rooms](https://student.vub.be/en/accommodation-on-campus#vub-student-rooms)

Official communication from Student Housing takes place through the [WeAreVUB student portal](#). Specific or personal communication will only be sent to your VUB email address.

## STUDENT HOUSING

Secretariat

**Ann Mertens** 02 477 41 14

[ann.mertens@vub.be](mailto:ann.mertens@vub.be)

Available via phone on Monday, Tuesday, Thursday and Friday (8h30-12h30 and 13h30-16h00)

### Opening hours secretariat:

Tuesday and Thursday 8h30-12h30 and 13h30-16h00

The secretariat in the middle of the student houses in front of the Erasmus Hogeschool.

There are two logistics members of staff for the student houses:

- Gunther Vanopden Bossche 0478 97 89 15 (technician)
- Helga De Potter 0478 30 68 42 (cleaning)

Between 8h30-12h30 and 13h30-16h30 you can also contact the central Student Housing office on campus Etterbeek: 02 629 28 31 or [huisvesting.housing@vub.be](mailto:huisvesting.housing@vub.be)

Outside office hours you can call security.

## SECURITY

02 477 41 41

0476 33 74 52

[bewakjet@vub.ac.be](mailto:bewakjet@vub.ac.be)

The Security Service is responsible for the safety on campus and is present and available 24/7. Make sure to save their number in your phone.

Security is your first point of contact for all sorts of problems (vandalism, theft, violence, ...). When necessary, they will notify the emergency services immediately. Security is also equipped with a first aid kit and a [defibrillator](#).

The security office is located underneath building A in room A900B. Security officers carry out several inspection rounds every night.

Please report every incident (e.g. aggression, vandalism, theft, burglary, harassment, unwanted persons ...) to the Security Service.

You can also contact them for noise nuisance at night, but if possible, first ask the people responsible to be quiet yourself.

## EMERGENCY NUMBERS

02 477 61 12

This number is for emergencies only.  
In case of less urgent situations, you can call upon the security.

## ROOM KEY

Your key is *strictly* personal and gives access to your room, your unit door and the outside door of the Student Housing Office.

If you lose your room key, you can get a replacement key during office hours at the secretariat's office. There will be a charge of €50. This is to be paid in the exact amount in banknotes (no payment terminal available).

If you have forgotten your keys at home, you can temporarily get a replacement key (max. 1 week) if you provide your identity or student card.

## PARKING

Students who want to use the carpark next to the student houses and the Erasmus Hogeschool need a badge to open the boom barriers. You can purchase a badge at the secretariat of the Erasmus Hogeschool upon showing your student card and after payment of 5 euros.

The complete parking regulations of the VUB can be found [here](#).

## INTERNET

You can connect to the VUB's general WIFI network (VUBnext). To log into the network, you need to use your NetID. If you are experiencing internet problems, you can contact the [ICT helpdesk](#). Make sure to mention your exact location, what device you have and the problem that you are experiencing.

## TRASH

You have to sort your waste and bring it to the garbage containers when the garbage bag is full, and for the cleaning day. Also take out the garbage bags if they start to smell or if there are bugs in them. Arrange to take turns for this in your unit, also during the holidays, the study and exam periods. Put this overview on the fridge door. Garbage bags for waste and PMD and paper and glass containers you get at the secretariat.

There are separate containers for residual waste, PMD (plastic bottles, cans, milk cartons, ...), clean (non-greased) paper and carton and glass. Small hazardous waste should be brought to the housing secretariat (see [student.vub.be/en/vub-rooms#practical-documents](http://student.vub.be/en/vub-rooms#practical-documents)). Used batteries can be deposited in the entrance hall. Frying oil can be deposited in the waste container in front of building D.

## REPORT A TECHNICAL BREAK-DOWN

You can report a technical break-down via the [online form](#). Your report will immediately reach the correct technician. This is the fastest way to ensure a solution to your problem. For urgent problems with the electricity or sanitary problems outside office hours, you can contact security on campus via 0476 33 74 52.

## POST

There is a shared letterbox in the hall of Student Housing.

Your mail can only be distributed if **your name + block + room number** are mentioned on the envelope.

For example:

Vrije Universiteit Brussel Studentenhuisvesting

Your name

Your block, your room number

Laarbeeklaan 107

1090 Jette

Receiving, sending or returning postal parcels happens through the bpost parcel lockers opposite Block A.

How to quickly and easily receive or send a package? Click [here](#). The parcel lockers are available 24/7.

## KITCHEN

There are cupboards available for each student of the unit. Make sure to store your utensils, kitchen equipment and food in a safe and clean manner (no loose utensils, use pot stands for pots and pans, ...) and make clear arrangements as to whether you do or do not share items.

Keep your kitchen clean and wipe down the hob after you have finished using it. Don't place any items in your kitchen that don't belong there (bicycles, shoes, ...). Keep your fridge tidy. Throw away any food items that have expired. Did you spill something or is something leaking? Clean it up yourself so that everyone can store their food in a hygienic manner.

It is forbidden to add extra freezers or refrigerators in the kitchen. If you want your own personal refrigerator, you can put it into your room.

Are you going home for a longer period of time, e.g. during the summer holidays? Place your kitchen equipment in your room. This gives the cleaning team the chance to give your cupboard a good cleaning, and ensures that is no confusion about what you did or did not leave in the kitchen when you return.

## CLEANING DAY

The common areas are cleaned weekly on the same day. To make efficient cleaning possible, the residents need to carry out some preparations. On the day of the cleaning day, a check-up is carried out before the cleaning team's arrival. It is important that all necessary preparations are carried out by 8h. Make a rotation or to-do list for your unit, including for the holiday, study and exam periods. This overview needs to be hung on your fridge door. Will you not be present in your unit during e.g. the holidays? Make good arrangements with your dormmates before your departure.

The kitchen needs to be cleared. Dirty dishes need to be done and put away. No time to do your dishes? Place them in your room. You cannot leave them dirty in the cupboards. All garbage (regular waste, plastic, paper and cardboard and glass) need to be brought to the garbage containers.

Your personal belongings need to be removed from the bathroom. The sinks and shelves above the sinks need to be clear. Don't leave any items on the floor of the showers, use the shelves in the showers to store your belongings.

**WARNING! If the preparations have not been carried out on time you will receive a warning. If this is repeated, you will receive a €25 fine as of the third warning. We rely on your rotation overview/to-do list for our check-ups, so make sure it is accurate and up to date. Even outside of cleaning day, it is important to keep the unit clean. Dirty dishes on the countertop and full or smelly rubbish bags will not be accepted. Excessively dirty kitchens can also receive a fine outside of the cleaning day.**

If you have any comments about the weekly cleaning, send an e-mail to [ann.mertens@vub.be](mailto:ann.mertens@vub.be)

## INVENTORY

The furniture in your room belongs to your room and should stay there. So don't put it in the hallway. We do not have a place to store furniture. Do you want to replace your bed or mattress? That is possible, but you will need to find a suitable storage place yourself. At the end of your lease all of the original furniture needs to be present in its original state.

## HALLWAY

The hallways and the emergency door must be kept empty at all times in order to preserve free passage for the sake of fire safety. This means you are not allowed to place furniture, shoes, carpets, bicycles, ... there.

## DECORATING YOUR ROOM

You can decorate your room as long as there is no damage to permanent fixtures (walls, doors, ...). You are allowed to paint your room in white shades. If you do paint your walls in a darker colour, you will need to paint your walls white when you leave your room. White paint is available free of charge at the secretariat's office, but you will need to provide all painting utensils yourself. To avoid problems afterwards please only use our own paint!

**Drilling or nailing** in the walls is **not allowed**.

## LAUNDRY

Left of the office, there is a new laundry station with 2 washing machines with automatic soap dispenser and 2 dryers. It is open from 7h30 to 23h. A load of laundry costs €3 including laundry detergent. Drying costs 50 cents per 10 minutes. The washing machines and dryers work via the [Tikwash Laundry app](#) (Bancontact or Payconiq) or with coins of €1 for washing and 50 cents for drying.

## VACUUM CLEANING

You can borrow a vacuum cleaner by giving your student card or ID card. You need to bring back the vacuum cleaner the workday after you've borrowed it at the latest.

## FIRE SAFETY

[student.vub.be/en/vub-rooms#practical-documents](https://student.vub.be/en/vub-rooms#practical-documents)

## SMOKING BAN

It is forbidden to smoke in the student houses, including in the bedrooms. Cigarettes, waterpipe or cannabis, as well as all other types of smoking are not allowed.

All spaces are equipped with automatic smoke detectors and the XY buildings also have a D-ventilation system (=mechanical air exhaust and supply).

You can smoke outside on the footbridges or on the grass fields, but make sure to use the ashtrays.

We put the health and safety of all residents first. Do you want to stop smoking? VUB's group practice offers smoking cessation support.

## ILLEGAL SUBSTANCES

The use and possession of various illegal substances is forbidden by law

Drug-related nuisance can lead to direct consequences for the rental agreement.

## CONFLICTS

In a dorm, you live close together with a large group of people. In order to make this liveable, a number of agreements need to be respected. Most occurring annoyances: noise nuisance (silence required after 11 p.m.), not doing the dishes, making a mess, taking someone else's food, not respecting rotation schedule, ignoring the no smoking rules, hogging the common places in the unit with your friends, ...

As cohabiting adults, you are supposed to come to an arrangement by yourselves. Are you unable to do so, or are you having trouble getting along with your dorm mates? Contact the [kotcoach](#) who can help you to create a pleasant dorm atmosphere. Should this fail, then you can ask Student Housing for advice. After consideration and if every reasonable attempt fails, Student Housing can take measures, which can vary from issuing a fine or warning, to the termination of your rental agreement.

We wish you a pleasant stay at the VUB Student Houses Jette.

Respect your neighbours, keep it quiet after 23h, both inside and outside the student house, in the garden of the student house and outside in the street.

