

SCHOOFSLAAN/ TRIOMFLAAN

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

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

02 629 28 31
huisvesting.housing@vub.be

There are 3 employees of Student Housing in Schoofslaan:

- Alain De Valck 0475 51 86 91 (technician) (until 11h; 10h on Friday)
- Khadija Bouhmama 0475 50 14 20 (cleaning)
- Alain Buyse 0473 65 16 95 (assistant technician, 13h30-16h)

Available on all working days from 7h30 to 15h30. You can find them in the secretary's office (room 038 at Schoofslaan, ground floor) or call them on their phone numbers.

Between 8h30 and 16h30 you can also call the central housing office for administrative questions on 02 629 28 31. For urgent problems outside of opening hours you can also call the concierge.

CONCIERGE

0474 48 13 59
Jesse.Van.Hoorebeeck@vub.be

The concierge of Schoofslaan and Triomflaan is Jesse Van Hoorebeeck. You can find him on the left side in the entrance of the Schoofslaan.

From Sunday to Thursday evening, he is on evening duty. Outside of his working hours, you can call them 24/24 for urgent matters.

SECURITY

02 629 21 76
bewaking@vub.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.

The Security Service 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 in building X4 on the ground floor. Security patrols inside the Schoofslaan and Triomflaan residences several times a 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 NUMBER

02 629 11 11

This number is for emergencies only.

In case of less urgent situations, you can call upon the security.

ROOM KEY AND TOKEN

Your room key and electronic token are *strictly personal* and gives you access to:

- Your room
- Your unit door
- The entrance of your Student House (residents of the Triomflaan also have access to the Schoofslaan residence to access the central facilities)

If you lose your token key or room key, you can get a replacement key during office hours at the secretariat's office. A replacement token key costs €25 and a replacement room key costs €50. This amount is to be paid in the exact amount in banknotes (we do not have a payment terminal).

If you have forgotten your keys at home, you can get a temporary replacement key for €75. You will get this money back once you have brought back your spare keys (after max. 1 week).

INTERCOM

To open the entrance door, press #0# on the phone.

INTERNET

You connect to the internet via 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.

PARKING

Residents of the student houses can park in the underground carpark on campus. All numberplates need to be registered through [iVisit.vub.be/Authentication/Index](#). Without registration of your numberplate you cannot access the campus by car. You can only register one numberplate.

The full parking regulation can be found [here](#).

BICYCLE STORAGE

You can store your bicycle in the inner courtyard of Schoofslaan. Don't forget to take your bike with you at the end of your stay.

RECREATION ROOM SCHOOFSLAAN

To reserve the recreation room for soft activities, you can contact the Schoofslaan/Triomflaan staff during their working hours.

TRASH

Each student needs to sort the garbage and take it to the garbage dumpsters (in the open area inside the student dorm Schoofslaan) 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. Hang 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 garbage, PMD, paper/cardboard and glass. Small hazardous waste and deep-frying oil can be handed in at the secretariat's office (see student.vub.be/op-kot-aan-de-vub#praktische-documenten).

Used batteries can be deposited in the entrance hall.

POST

Each resident of the Schoofslaan has a private mailbox on the ground floor. Each unit on the Triomflaan has a shared mailbox on the ground floor in the hall.

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

Example:

Vrije Universiteit Brussel
Student home Schoofslaan or Triomflaan
Your name, your roomnumber
Schoofslaan 12 or Triomflaan 19
1160 Brussels

Receiving, sending or returning postal parcel sending is done via the **bpost parcel lockers** under X4. How to quickly and easily have a parcel delivered or sent: click [here](#). The parcel lockers are available 24/7.

If you are not present to accept your package, the staff cannot do this for you, we recommend to use the bpost parcel lockers. You can also have your package sent to the campus. For this, you use the following address:

Vrije Universiteit Brussel
Your name
Pleinlaan 2, 1050 Brussel

Your package will then be delivered at the central warehouse (at the back of building F), where you can pick it up between 8h-12h and 12h30-16h. Don't forget to bring your student card or ID card.

REPORT A TECHNICAL BREAK-DOWN

You can report a technical break-down or other problems (wasps, missing material, ...) via the [online form](#).

For urgent problems with the electricity or sanitary problems, you can contact security on campus via 02 629 21 76.

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 there 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 infradesk@vub.be

INVENTORY

The furniture in your room belongs to your room and must stay there. You cannot put anything in the hallways. We have no space 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.

HALLWAYS

The hallways and the emergency door need to be kept clear at all times to ensure free passage for fire safety. This means that you can't place furniture, shoes, carpets or 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

At building X3's ground level there is a **laundry station** with 4 washing machines with automatic soap dispenser and 4 dryers. It is accessible from 7h to 23h.

A wash 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.

OPEN COURTYARD SCHOOSLAAN

Next to the staircase outside of the Schoofslaan is an open courtyard where benches are provided. You can use this space, but please be considerate of the people living in the surrounding units, so try not to be too loud at night.

For fire safety reasons it is not allowed to barbecue here. Barbecuing is possible outside on the campus on the ground floor. Permission to do so must be requested via [this form](#), which must be handed in at the security office. You will also be able to borrow a fire extinguisher from them after you have received authorisation for your barbecue.

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

<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 in the Schoofslaan/Triomflaan Residence.

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

