

**CONTRACT**

**Accommodation at the Student Dormitories of the University of Haifa**

**Between**

**THE UNIVERSITY OF HAIFA**

Of 199 Abba Khoushy Street, Carmel Mount, Haifa  
through the Student Dormitories  
(hereinafter: the "**University**")

On the one hand;

**And Between**

Mr./Ms. \_\_\_\_\_  
ID or Passport No. \_\_\_\_\_  
(Please state Country) \_\_\_\_\_

Whose permanent address is \_\_\_\_\_

Name of Partner: \_\_\_\_\_  
ID or Passport No. \_\_\_\_\_  
(Please state Country) \_\_\_\_\_

(Hereinafter: jointly and severally – the "**Tenant**" or "**Student**")

On the other hand;

**WHEREAS** the Tenant submitted an application to the University to receive permission for accommodation at the Student Dormitories (hereinafter: the "**Dormitories**");

**WHEREAS** the University approved the application of the Tenant, subject to the conditions set forth in this Contract as follows.

**THEREFORE it is agreed and declared as follows:**

1. General
  - A. The Preamble to this Contract and its appendices constitute an integral part thereof.
  - B. All provisions of the appendices to the Contract obligate the Tenant.
  - C. The titles of the clauses are intended for orientation with the Contract only and shall not be used for interpretation.
  - D. Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender.

2. Subject to the fulfillment of all provisions of this Contract by the Tenant, the University hereby permits the Tenant to reside at the Dormitories at the "Place of Accommodation" as defined below during the "Accommodation Period" as defined below, to use the common areas for all Tenants at the Dormitories, and to use the furniture and equipment located in the Place of Accommodation (hereinafter – "**Accommodation Permission**").
3. The Tenant declares that:
  - A. All of the details which he provided to and informed the University of in his application to permit him to reside at the Dormitories are true and up-to-date, and that he undertakes to inform the University of any change which shall occur, if any, in said details immediately upon the occurrence of the change.
  - B. He is aware and agrees that the Accommodation Permission is personal and is non-transferable to another person and/or non-exchangeable and/or cannot be made in collaboration with another person.
  - C. He will comply with the Student Dormitory Regulations attached hereto as **Appendix A** (hereinafter: the "**Regulations**").
  - D. He is aware and agrees that he shall accommodate the apartment at the Dormitories, and that the Dormitories Manager and/or Housemother may, from time to time, transfer him from one room to another within the Dormitories and/or to a room in other Dormitories and/or to another apartment within the Dormitories and/or to other Dormitories and/or add a roommate to the room/apartment, at their sole discretion. Therefore, the "**Place of Accommodation**" in this Contract shall mean the room and/or apartment in which the Tenant shall be given Accommodation Permission, from time to time.
  - E. He is aware and agrees that the Housemother and/or maintenance staff and/or University representative may enter the Place of Accommodation at any time, without asking for the permission of the Tenant, for any purpose, among others, in order to examine its orderliness, perform repairs and changes, change and/or remove and/or repair furniture and equipment. Furthermore, the University may instruct a Tenant to remove equipment and/or furniture and/or other items he placed inside the Place of Accommodation and/or the Dormitories and to prohibit the use of certain equipment and/or furniture in the Dormitories area.
  - F. He is aware that there is a modem and router located at the Place of Accommodation, which are not the property of the University, and he undertakes to maintain them in good condition and return them at the end of the Accommodation Period in the same condition and fit for use.
4.
  - A. The provisions of the Tenant Protection Law 1972 and/or any other law for the protection of tenants (existing today or which shall be legislated in the future), whose purpose, aim or intent is to protect the Tenants – shall not apply to this Contract nor to the relationship between the Parties by virtue thereof.
  - B. The connection between the Parties is a license connection only, and the relationship between the Parties by virtue thereof is Permission Provider – Permission Recipient.

5.

- A. The Accommodation Period under this Contract is limited to the period commencing on \_\_\_\_\_ and ending on \_\_\_\_\_ (hereinafter: the "**Accommodation Period**"), subject to the right of the University to shorten or extend the Accommodation Period in accordance with that specified in this Clause and in Sub-Clauses B, C and F below).

Notwithstanding this Sub-Clause above, the University may provide the Tenant with a Place of Accommodation prior to the above period. In said case, the Tenant shall pay accommodation fees as of the date on which the Place of Accommodation was actually provided to him.

- B. Notwithstanding the above, the University may shorten the Accommodation Period if the Tenant breaches one of the terms of this Contract and/or one of the terms of the Student Dormitories Regulations and/or the Health Declaration which the Tenant shall provide and/or if the Tenant provided false information while applying to the Dormitories and/or any other reason justifying the eviction of the Tenant or his suspension from the Dormitories at the sole discretion of the Dormitories Manager. For the removal of doubt, upon the occurrence of any of the events described in this sub-clause, the Tenant shall pay the Accommodation Fees in the manner specified in Clause 8(C) below.
- C. In addition to Sub-Clause B above, the Accommodation Permission shall expire on the date on which one of the criteria, according to which the University agreed to accommodate the Tenant under this Contract, changes, or on the date on which false information is revealed on the Tenant's application.
- D. The University shall inform the Tenant in writing regarding the cancellation of the Accommodation Permission in accordance with that stated in Sub-Clause B or C above, and shall inform the Tenant on which date he shall be required to vacate the Place of Accommodation. Prior to making said decision, the Tenant shall be given the right to be heard, whereby in case of dispute, the Dean of Students (the "**Dean**") shall be the final arbiter.
- E. The Accommodation Period was determined under the assumption that the Tenant is a student at the University; therefore, if the Tenant terminates his studies for any reason or the Tenant's studies are terminated for any reason, the Accommodation Permission shall expire within two weeks from the date of termination of his studies. The Tenant is obligated to inform the Dormitories Manager of the termination of his studies immediately. The Accommodation Period of a Bachelor's degree student, whose standard course of studies is greater than six semesters (such as Accounting, Law, Nursing, etc.), and completed his studies during the academic year, shall expire within two weeks from the date of the completion of his studies. Should he not complete his studies and duties for the degree, the examination of his entitlement to Dormitories shall be performed approximately one week after the commencement of the second semester of that academic year.
- F. The eligibility to the Dormitories of a student who takes less than 30 study credits during an academic year and less than 15 study credits per semester, shall be reviewed (with the exception of students making completions for a Master's degree, who are obligated to 15 study credits per year). The review shall be made after the beginning of the academic year upon the completion of the changes in the system.

- G. Upon the completion of the Accommodation Period (whether the original period or the shortened period, according to the notice of the University or the Tenant, as stated in Sub-Clauses 5(A-E) above), the Tenant undertakes to vacate the Place of Accommodation of any person and object belonging to him, and to hand it over to the University in proper condition as it was at the commencement of the Accommodation Period, with the exception of reasonable wear and tear resulting from normal use of the Place of Accommodation.
  - H. The Tenant may, in accordance with the publications of the Dormitories Management, request from the University to extend the Accommodation Period until no later than September 15<sup>th</sup> of the relevant year, and the University may make a decision on the request, at its absolute discretion.
6. The Tenant undertakes to compensate the University for any damage caused by him to the Place of Accommodation and/or to the equipment, furniture and fixtures therein (including the modem and router as specified in Clause 3(E) above) and/or to any other property of the University within one week from the date of notice of the University to the Tenant in regards to said compensation. The University shall determine, at its sole discretion, the damage amount to be collected from the Tenant, subject to the Tenant's right to be heard, whereby in case of dispute, the Dean shall be the final arbiter.

The Tenant undertakes to maintain the cleanliness of his room and his apartment.

A Tenant, whose apartment is found unkept / dirty, shall be charged a fine and/or shall receive a warning with a date scheduled for a cleanliness inspection at the discretion of the Housemother.

The fine amount shall be determined by the Dormitories Manager according to the Dean's price charts. Prior to imposing the fine, the Tenant shall have the right to be heard, and thereafter the Dormitories Manager shall decide whether to impose the fine and shall notify him of the fine amount, whereby in case of dispute, the Dean shall be the final arbiter.

The fine shall be collected by debit or by a payment voucher according to the determination of the Dormitories Management.

7. The University shall not be responsible for any damage caused to the Tenant and/or to his property or to anyone on his behalf and/or for damage, loss or theft in the Dormitories of property / vehicle and/or other items of the Tenant or anyone on his behalf. The Tenant shall avoid leaving valuables or money in the Dormitories. In any case of loss or theft or damage, the Tenant shall immediately inform the Housemother and/or the security officer of the Dormitories. Tenant is strongly recommended to insure his belongings.
- 8.
- A. In exchange for permission to stay at the Place of Accommodation at the Dormitories and in exchange for the services and the use permissions included in this Contract, the Tenant undertakes to pay the University accommodation fees as shall be determined by the University from time to time (hereinafter: "**Accommodation Fees**"). The University may, at its determination, realistically raise the Accommodation Fees during the

Accommodation Period in accordance with the increase in costs of the maintenance of the Dormitories and services provided therein.

The Accommodation Fees shall be linked to the Consumer Price Index on a monthly basis, provided that they are not lower than the basic Accommodation Fees determined by the Dormitories Manager.

The Accommodation Fees shall be published at the time of receipt of the acceptance kit in a separate document, which shall constitute an integral part thereof.

- B. The Tenant undertakes to pay the Accommodation Fees at a rate set by the University.
- C. The Tenant agrees that if he enters the Dormitories between the 1<sup>st</sup> and the 15<sup>th</sup> of the month, he shall pay full Accommodation Fees for that month.  
The Tenant agrees that if he enters the Dormitories between the 16<sup>th</sup> and the 31<sup>st</sup> of the month, he shall pay Accommodation Fees as of the 16<sup>th</sup> of the month.

The Tenant agrees that if he vacates the Dormitories between the 1<sup>st</sup> and the 15<sup>th</sup> of the month, he shall pay full Accommodation Fees for that month.

The Tenant agrees that if he vacates the Dormitories between the 16<sup>th</sup> and the 31<sup>st</sup> of the month, he shall pay full Accommodation Fees for that month plus a two-week penalty.

- D. At the time of delivery of this signed Contract to the Dormitories Offices, the Tenant shall also deliver the following documents:
  - (1) If paying the Accommodation Fees directly to the Dormitories Office,
    - (1)(1) Paid payment voucher, containing an advance payment on account of the rent + a deposit attached to the acceptance letter to the Dormitories.
    - (1)(2) Signed debit authorization, as required by the bank.
  - (2) Health Declaration (for the partner as well in the event that it is a couple's apartment).
  - (3) Personal information form plus 2 photos (for couples – 2 photos of each).Tenant will not be assigned a room without providing the aforementioned documents.

- E. A Tenant who would like to waive his eligibility for a Dormitory room and has already made an advance payment on account of the rent plus a deposit, will provide written notice up to two weeks before the date of receipt of the keys. In such case the advance payment shall be returned to him in full.

A Tenant who already paid the said advance payment and (a) did not appear to receive the keys on time, or (b) did not provide the said notice at least two weeks in advance, will be charged for half of the advance payment.

- F. Cancellation of the debit authorization by the Tenant and/or failure to honor the debit authorization by the bank during the Accommodation Period and/or prior to any payment of the payments required under this Contract shall be considered a material breach of this Contract.
- G. The University may use the deposit stated in Sub-Clause D(1) above in the event of cancellation of the debit authorization or failure to honor the debit authorization, as stated in Sub-Clause F above, for the coverage of debt on account of the Accommodation Fees, and in any case of damage or dirt to the Place of Accommodation and/or to other property of the University by the Tenant, and the Tenant did not compensate the University as

stated in Clause 6 above. The University shall determine, at its sole discretion, the amount of damage to its property, subject to the Tenant's right to be heard, whereby in case of dispute, the Dean shall be the final arbiter.

- H. Any payment owed by the Tenant under this Contract, which was not paid in a timely manner, shall bear the maximum exceptional interest, as customary at Bank Leumi Le-Israel Ltd. at the time, until its actual payment, without derogating from the duty to pay a fine, which shall be imposed by the Dormitories management. In case more than one payment is not made in a timely manner, the University may, without prejudice to any other relief by law, charge the Tenant with a double fine in addition to collecting the unpaid payment.
- I. The Tenant is aware that he shall bear all expenses related to the installation of a telephone line, Internet (wired and wireless), and any payment related to the maintenance of a telephone line, including the payment of a deposit or other guarantee, as instructed by the communications company / Dormitories, payment of monthly bills, interest and linkage, as well as payment for re-connection, payment for loss or theft of a telephone, if any.
- J. Upon the entry of the Tenant to the Place of Accommodation, he shall sign a check-in form detailing a list of equipment and furniture located in the Place of Accommodation, as well as a declaration regarding the receipt of the Place of Accommodation as required.

Upon the departure of the Tenant, the Place of Accommodation shall be examined in his presence by a Dormitories staff person, who shall approve by his signature and by the signature of the Tenant the handover of the Place of Accommodation on the check-out form. Upon his leave, the Tenant shall deposit return the keys, the Dormitories ID card and his parking pass.

- K. The Tenant agrees to adhere to the safety regulations as set forth in **Appendix B** to this Contract.

9.

- A. The Tenant undertakes to vacate the Place of Accommodation at the end of the Accommodation Period or on the date appearing on the University's notice as stated in Clause 5(D) above, or within two weeks from the date of termination of studies as specified in Clause 5(E) above, as applicable (each of said dates shall be named – the "**Vacating Date**").
- B. Should the Tenant not vacate the Place of Accommodation on the Vacating Date, the Tenant shall pay the University liquidated damages in the amount of 80 (eighty) NIS per day of delay in vacating the Place of Accommodation, without derogating from any other relief available to the University.
- C. Without derogating from any other relief available to the University, the Tenant authorizes the University to take any action it deems necessary for the fulfillment of the Tenant's obligations in Sub-Clause "A" above, including gathering the Tenant's personal items, their removal from the Place of Accommodation, their storage in a different location and the replacement of the lock of the Place of Accommodation. Prior to taking these actions, written notice shall be sent to the Tenant.  
The Tenant waives any argument and/or demand and/or claim against the University in the event that it acts as stated in this Sub-Clause.

- D. It is agreed that nothing in this Contract denies, impairs or restricts the rights of the University and its rights by law / by contract / according to the University's regulations and bylaws. It is hereby clarified that any relief by law available to the University due to a breach of the Contract by the Tenant, the University may take additional actions in its sole discretion under the University's regulations and bylaws, including but without derogating from the generality of the above, filing a complaint with the disciplinary committee to prevent the Tenant from taking exams at the University and/or from receiving services at the University and/or not providing him with a transcript and/or other certificate.
10. The address of the Parties for purposes of this Contract shall be their addresses as stated in the Preamble to this Contract, and any notice sent by registered mail to one of these address shall be considered as if it arrived at its destination at the end of 72 hours from its delivery at the post office.

**IN WITNESS WHEREOF the Parties have signed:**

\_\_\_\_\_  
**The University**

\_\_\_\_\_  
**The Tenant**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**The Tenant's Partner**

## Appendix A

Dear International Student, MA Student, Researcher and/or Guest,

We are glad that you will be living with us in the Student Dormitories at the University of Haifa. Individual apartments in the dorms are same gender only. Room assignments will be made when you arrive to campus.

The following document details the rules and regulations of the Dormitories. Please read the document thoroughly and indicate your agreement by signing the contract on the last page. You must return the signed form along with the rest of your pre-arrival materials to the Dormitory Office.

Dormitory Office  
University of Haifa  
199 Aba Khoushi Street  
Haifa 3498838  
Israel

We must have this signed contract on file before you are able to move into the dormitories.

When you arrive on campus, please go directly to the main entrance of the dormitories (there is only one main entrance so you should have no difficulty finding it). The security guard at the gate will let one of the *security on duty* personnel know that you have arrived and they will meet you at the guard station where you will receive the following:

- Key to your dorm room,
- ID card: You must carry the ID card at all times in order to be allowed entrance to the dormitory complex.
- Check-in form: Must be completed when you arrive at your apartment and returned to the Dormitories Office within one day of your arrival.

The arrival date was sent to you. Arrival hours are 24/7.

If you have any questions before you arrive, please contact the Housemother via e-mail [nhava@univ.haifa.ac.il](mailto:nhava@univ.haifa.ac.il). Once you arrive on campus, the dormitory staff will be happy to assist you in any way we can.

Sincerely,

Dormitory Office  
University of Haifa



## 1. Dormitory Regulations

- 1.1. The Dormitories are intended for students of the University, as well as for married couples without children, in which one spouse studies at the University.
- 1.2. Room changes are at the discretion of the Housemother. Students are obliged to move according to her request.

## 2. General Policies

- 2.1. The University of Haifa and the Student Dormitories are not responsible for any personal belongings, valuables or money. Students bear sole responsibility for their property and are advised not to leave money or valuables in the room unattended.
- 2.2. **International Students, guests, researchers who pay rent directly to the Dormitories** – Payment is made directly to the Dormitories office upon arrival. The Tenant shall provide credit card information (at the end of the form) to secure his reservation. The Tenant undertakes to sign an authorization form to charge his account upon the signing of this Contract and to deliver it to the Dormitories offices. The Tenant undertakes to ensure that on each of the dates scheduled for rental payment (as shall be published by the Dormitories Management from time to time), there shall be sufficient funds in his account to cover the required amount. If canceling up to one month before arrival at the Dormitories, no money will be charged. If canceling within 30 days of arrival, a US \$200 cancellation fee will be charged.

US\$200 deposit will be paid upon reserving the room through the Dormitory Finance Office. This payment is available either by credit card or by check. Reimbursement of the deposit is detailed in Clause 8(E) above.

- 2.3. **International Students, guests, researches who pay rent through the International School** – the handling of the rental payments and/or deposits, if applicable, is made through the International School. The Tenant shall contact the International School with any questions or concerns.
- 2.4. International students, guests, researchers who decide to leave before the end of each month, will be charged in accordance with the provisions of Clause 8(C) above. Please inform the Housemother and the Academic Faculty office in writing of your departure date 15 days in advance. Therefore, we recommend letting us know by the 15th of the prior month of your plan to depart.
- 2.5. All students are required to have valid health insurance policies. The dormitory authorities are not responsible for any medical expenses incurred during your stay. Please contact the International School office to arrange such health insurance. It is hereby clarified that the Tenant bears the sole responsibility for maintaining his medical, physical and mental health, and the Dormitories Management and/or the University shall not be responsible whatsoever for his health condition of any kind. Tenant is solely responsible to keep track on his medical condition, take medications, etc. If, at the sole discretion of the Dormitories Management and/or the University, there is danger or concern to the well-being of the Tenant and/or those surrounding him, the Dormitories Management and/or the University may immediately terminate the residency of the Tenant, and the Tenant shall bear the full and sole responsibility for the implications of his departure and/or any damage caused. The Tenant shall be given the right to be heard,

whereby in case of dispute, the Dean or the Head of Administration shall be the final arbiter.

### **3. Dormitories**

- 3.1. The following Dormitories are available at the University:
  - 3.1.1. Federman – 3-bedroom apartments, 2 students per room. Each apartment has a bathroom, shower, kitchen and dining area.
  - 3.1.2. Shikma - one-bedroom apartments, kitchenette and shower. The apartments are located in Romema neighborhood, a 20-minute drive from the University. These Dormitories are intended for 2 single students.
  - 3.1.3. Britania – 6-bedroom apartments – one room for each tenant. Each apartment has 2 showers and 2 bathrooms, kitchen, dining area and living room.
  - 3.1.4. Talia – each apartment contains an equipped kitchen, living room and dining area.
    - 3.1.4.1. 6-bedroom apartments – one room for each tenant + separate shower and bathroom for each tenant.
    - 3.1.4.2. 3-bedroom apartments – one room for each tenant + separate shower and bathroom for each tenant.
    - 3.1.4.3. 2-bedroom apartments for married couples.

### **4. Housemother's Instructions**

- 4.1. Be sure you have received a set of two keys: an apartment key and a room key. Guard these keys during your period of residency; if you lose or fail to return the keys, you will be charged for them.
- 4.2. Be sure you have received an ID card. You must carry this ID card with you at all times throughout the semester for purposes of identification. The dormitory guard has the right to refuse entry to a person not carrying a card. In the event the ID card is lost, the Tenant shall be charged 50 NIS for the issuance of a new card. The ID will be returned to the Dormitories upon your departure.
- 4.3. Be sure you have received the following bedding items: one pillow, one pillowcase, two sheets, and one blanket.
- 4.4. A Tenant may not receive visitors between 1am-5am. One overnight guest is permitted with advance permission from the Housemother. The request must be made in person during the Housemother's office hours (Sun.-Thu., 9 am – 2 pm). Requests left in the Housemother's box or made to the Housemother outside of office hours will not be granted. Dormitory tenants will be allowed a limited number of overnight permission slips each month, and regular overnight guests are not permitted under any circumstances. A Tenant who receives visitors or overnight guests without permission shall be subject to a fine at the rate of the hospitality price per student per night, depending on the Dormitory. The Tenant shall be given the right to be heard, whereby in case of dispute, the Dean shall be the final arbiter.
- 4.5. Observe quiet hours and avoid disturbing other tenants between 2 pm - 4 pm and between 11 pm – 7 am. During weekends and holidays, the night quiet hours are 12 am – 8 am.
- 4.6. Opening of room / apartment doors for a Tenant who forgot or misplaced his keys shall be done as follows:
  - 4.6.1. During office hours, 8 am – 5 pm – at no cost.
  - 4.6.2. Between 5 pm – 12 am at a cost of 25 NIS.
  - 4.6.3. Between 12 am – 8 am the following morning - at a cost of 50 NIS.
- 4.7. Inform both the Housemother and the faculty if you plan to be away for several days.

- 4.8. The TV room and Moadon ("Club"), computer rooms and laundry rooms are open for your use. Opening hours are posted on the bulletin board.
- 4.9. Before you check-out, you must:
  - 4.9.1. Return your keys and bedding to the Dormitory office;
  - 4.9.2. Clear the room of all personal belongings;
  - 4.9.3. Clean your room and leave it as you found it at the beginning of the semester.
  - 4.9.4. Failing to follow check-out procedures may result in a fine.
- 4.10. A student who has already stayed in the Dormitories in the past and wishes to return as a guest should be aware that the Dormitories office is not obliged to reserve a specific room for him/her. Furthermore, a student who leaves the Dormitories and requests housing in the future must take into consideration rental fee changes. Therefore, upon his/her return, the student might pay higher rent than the sum he/she paid during his/her previous stay.
- 4.11. Mail shall be distributed to the Tenants' mailboxes daily.
- 4.12. The Dormitories Management, at its discretion, may remove a Tenant from the Dormitories temporarily or permanently for breach of this Contract or for inappropriate behavior. The Tenant shall be given the right to be heard, whereby in case of dispute, the Dean shall be the final arbiter.
- 4.13. The University is entitled to amend this Appendix or add thereto at any time it deems fit. Any amendment or addition shall enter into force on the date of its publication on the bulletin board of the Dormitories, as long as neither the Accommodation Period nor the Accommodation Fees are changed.

## **5. Communication with the Dormitories Office**

- 5.1. The Dormitories' staff members hold office hours every weekday for you to ask questions and receive assistance. Hours are posted on the door to the Dormitories' office.
- 5.2. In case of any type of emergency (medical, security, maintenance, etc.):
  - 5.2.1. After office hours, please contact the guard at the entrance to the Dormitories. The phone numbers for the guard are: 04-8240370 and 04-8240720. There is a security guard at the entrance to the Dormitories 24-hours-a- day, seven days a week.
  - 5.2.2. The Dormitories Management may contact the Tenants and alert them by way of a text message to their cellular phones, the details of which shall be provided to the Dormitories Management upon registration.
- 5.3. Each apartment has a mailbox outside of the Minimarket. Please be sure to check your mailbox every day to receive announcement and messages from the Dormitories' staff.

## **6. Maintenance Instructions**

- 6.1. Each Tenant is responsible for notifying the maintenance office of any damage to either the apartment or its contents or of any missing items. This should be done immediately when discovered, be it upon moving in or during the course of your stay. Tenants failing to do so are liable to be charged for unreported damage or loss of dormitory property.
- 6.2. The items below should be found in each apartment. Please ensure all items are present, and report any missing items to the Dormitories office. In the event of missing items upon return of the room, the Tenant shall be fined based on value of missing item.

<b>Federman/Shikma/Britania Dormitories</b>		<b>Talia Dormitories</b>	
<u>In the Room:</u> 1 A/C remote control 1 Cable for internet access Dresser 2 beds 2 mattresses 2 desks 2 chairs Curtains Wastepaper basket Mirror 4 neon lights 6 shelves Mezuzah	<u>In the apartment:</u> Broom Mop Dustpan Floor cloth Bucket 2 Garbage bins Toilet brush Kitchen closets Shower Fridge Gas stove-top 2 fluorescent lights (kitchen / bathroom) 4 chairs 1 table	<u>In the room:</u> 1 A/C remote control 1 Cable for internet access (bldg. block 700-800) Dresser 1 Commode (2 for married couples) 1 bed 1 mattress 1 desk 1 chair Curtains Wastepaper basket Shelves Toilet brush Mirror Mezuzah	<u>In the apartment:</u> Broom Mop Dustpan Floor cloth Bucket Garbage bin Fridge Kitchen closets Electric stove-top Dining area, which includes a kitchen table and chairs Sitting area, which includes a living room table, commode / TV arm

- 6.3. The Tenant shall not transfer or exchange furniture, equipment and bedding from one room to another or from one apartment to another.
- 6.4. The Tenant shall reside in the room / apartment assigned to him and shall use the furniture intended for him. The Tenant shall transfer to another room or apartment and shall not exchange his room or any furniture with another Tenant.
- 6.5. Cleanliness: Tenants are required to clean their rooms/apartments at least once a week. Random cleanliness inspections will take place. Tenants who do not properly maintain their apartments will be disciplined and may be banned from the Dormitories or fined in accordance with the Dean's price charts. The decision as to which disciplinary action shall be taken against the Tenant shall be at the sole discretion of the Dormitories manager. Before imposing a fine, the Tenant shall be given an opportunity to be heard and thereafter, the Dormitories manager shall decide whether to impose a fine and shall notify him of the fine amount. In case of dispute, the Dean shall be the final arbiter.
- 6.6. Lights: Fluorescent tubes and regular light bulbs will be replaced by the maintenance team wherever necessary. Tenants are responsible for informing the office.
- 6.7. Fridge: The fridge-freezer must be completely disconnected and defrosted once every two months. Refrain from using sharp instruments for dislodging ice build-up. The fridge should then be thoroughly cleaned.
- 6.8. Water: Do not leave water running or taps dripping. Do not leave food remains or any kind of refuse in the sink. Please report blockages or dripping taps to the office. Remember: water is a scarce commodity in Israel.
- 6.9. Electricity: Please conserve electricity; do not leave the lights on or electric appliances running unnecessarily. For foreign students, the price is included in the housing fee.
- 6.10. Central heating/hot water: The use of electric radiators is prohibited - these will be confiscated where found. In the Talia Dormitories, water is heated by turning on the boiler (one in each apartment) about a half hour before it is needed. In the Federman Dormitories hot water is available 24hoursaday.
- 6.11. Do not place items on the table such as toasters, which may damage the surface. Also, do not cut food directly on the table surface.

- 6.12. Do not write on the walls or furniture. Nails must not be used and you may not use tape or glue to attach items to the walls. You may only hang items on the cork boards provided.
- 6.13. Routine check-ups will ensure compliance with these instructions. If tenants are found to have ignored these regulations, the Dormitories Manager will be notified, and the Tenant may be obliged to vacate the dorms.
- 6.14.
  - 6.14.1. A Tenant will be held responsible and charged for any damage discovered and deemed the result of negligence or vandalism, and for any dirt, contamination or lack of cleanliness to any part, item or equipment.
  - 6.14.2. Said Tenant shall bear all expenses entailed in the repair, cleanliness and the return of the item to its previous condition.
  - 6.14.3. Should more than one Tenant reside in the apartment, all Tenants shall bear responsibility for the damaged item and shall equally bear the costs of its repair, unless a certain Tenant takes responsibility for the damage.
  - 6.14.4. The expense amount shall be determined by the Dormitories manager in accordance with the estimation of the damages caused. The Tenant shall be given the right to be heard, whereby in case of dispute, the Dean shall be the final arbiter.
  - 6.14.5. The Dormitories manager shall have the discretion to decide whether to submit a complaint against the Tenant to the disciplinary committee.
- 6.15. Maintenance emergencies (e.g. electricity, flooding, blocked drains, lost keys, etc.) occurring between 5 pm – 8 am should be reported to the security guard on duty who will activate a standby maintenance team.
- 6.16. The laundry rooms are located in the Federman building on the 4<sup>th</sup> floor and in the Talia buildings 100, 200, 300, and 800. The laundry rooms are open 24 hours 7 days a week. You may use a credit card or Israeli shekels.
- 6.17. Parking space - There is a two-story indoor parking lot located near the Dormitories with 120 parking spaces. The cost per sticker for the upcoming academic year is 300 shekels per year. The cost per semester is 150 shekels. A fine of 75 shekels will be charged as a penalty for parking in a 'No Zone' parking space. A fine of 150 shekels will be charged for parking in a handicapped parking space. A request for a one-time free of charge parking pass can be completed online on the Dormitories' website any day until 2:00 pm.

## **7. Prohibited Behaviors**

Tenants violating the above policies will be called before the Disciplinary Committee and may be asked to vacate the Dormitories. The following behaviors are strictly prohibited:

- 7.1. Throwing garbage anywhere other than in the garbage bins.
- 7.2. Moving or transferring furniture or any other equipment in the room or apartment without the explicit permission of the Housemother.
- 7.3. Changing or adding locks to bedrooms or apartments. In case of such change or addition, the lock(s) shall be removed by the Dormitories management and the Tenant shall bear any and all expenses entailed therewith.
- 7.4. Repairing any broken equipment, electricity, water, or any sort of maintenance problem, regardless of any past experience. Please report such problems to the Dormitories office immediately.

- 7.5. Damaging any equipment, furniture of any part of the Dormitories. All tenants of an apartment will be held responsible for any damage to and within the apartment, unless the responsible party comes forward.
- 7.6. Bringing furniture or household equipment to the Dormitories without the explicit, advance and written permission of the Housemother
- 7.7. The use of nails, glue or tape to attach items to the walls.
- 7.8. Keeping a pet or animal of any sort. A disabled Tenant who requires a vehicle or a blind Tenant who is assisted by a guide dog shall receive special permission from the Housemother with parking instructions for the vehicle or the holding place and care for the dog. It is strictly forbidden to feed cats in the Dormitories zone other than in specific areas where signs show that feeding is permitted.
- 7.9. Feeding cats in the residence area, but rather only in the designated feeding areas.
- 7.10. Participating or dealing in any manner in criminal or prohibited activity within the area of the Dormitories.
- 7.11. The possession of firearms and/or flammable and/or combustible materials, such as: gasoline, oil, fireworks, etc.
- 7.12. The possession, use, distribution or sale of alcohol, drugs, or other forbidden substances. Such activities will be immediately reported to the police.
- 7.13. Games of chance and gambling, card games, other games for money.
- 7.14. Sharing your Dormitories ID card with another individual is forbidden.
- 7.15. According to the law, it is forbidden to smoke in all the rooms in the Dormitories.



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**Student Dormitories  
International / MA/PHD/Researcher  
Contract for Residence**

Please retain a copy of your contract, and return this page with your signature to:

Dormitory Office  
University of Haifa  
199 Aba Khoushi  
Haifa 3498838  
Israel

**DECLARATION**

**I hereby declare that I have read and understood the regulations and instructions detailed in the Student Dormitories Contract for Residence, and agree to adhere to them during the period of my residency.**

Full name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Passport/Social Security # \_\_\_\_\_

Credit card number \_\_\_\_\_

Valid until \_\_\_\_\_

## **Appendix B – Safety Appendix**

### **Electric Appliances Safety**

1. The Tenant may bring electric appliances to the apartment, such as: fan, microwave, toaster oven, table lamp, heater; provided that they are electrically in proper condition, and were examined, prior to bringing them into the apartment, by the Dormitories electrician.
2. The appliances must carry an Israeli Standards Mark
3. They must have a standard plug and shall be powered from a fixed power outlet (in the wall) only.
4. The appliances must be periodically examined by the Dormitories electrician in order to ensure it is in proper condition as well as the cable and plug (at the responsibility of the user).
5. The appliances shall be placed in a manner that does not interfere with passage.
6. The appliances shall be used for their intended purposes only (for example, clothes should not be dried in the heater, etc.)
7. Multiple plug adapters and/or extension cords should not be used unless approved by the Dormitories electrician.
8. It is prohibited to bring and use a spiral coil heater with a visible heating coil.
9. The appliances must be placed in a dry area, away from a source of dampness, papers and flammable materials.
10. The following electric appliances were placed in the apartment: refrigerator and electric cooking stove. Electric appliances must be used and operated properly according to each appliance's manual and the instructions tenants' were given. If an appliance malfunctions, it must be shut off, disconnected from its power supply, and the dormitory management is to be informed immediately.
11. No electric appliances may be left unattended while operating.
12. The Dormitories maintenance must be informed immediately in case of any malfunction in the electric system or electric appliance, gas system. In any event, electrical repairs should not be made independently.

### **Fire Safety**

13. It is prohibited to leave burning candles or other fire resources unattended (candles, cigarettes).
14. It is prohibited to light a fire in the apartment.
15. It is prohibited to cover levon lamps in order to prevent overheating and the possibility of a fire.
16. It is prohibited to cover the ventilation openings of electric appliances.
17. Gas may be used in accordance with the safety instruction sheet located in the apartment.
18. In case of a gas leak or concern in this regard, it is prohibited to turn on or turn off lights in the apartment – windows must be opened for ventilation, gas taps must be closed, and the Dormitories maintenance must be informed immediately.
19. It is strictly prohibited to use gas stove-top in apartments in which electric stove-tops are used.



20. For Shikma Dormitories Only – Tenant must inform Dormitory Maintenance of any problem with the gas system, and are strictly forbidden from trying to fix the system by themselves.
21. It is prohibited to make changes to the gas system.
22. It is prohibited to leave or store any items in the fire extinguishing stations.
23. It is prohibited to make any use of the fire extinguishing equipment except during a fire.
24. Passages must be kept clear of any items in order to allow escape during an emergency.

DECLARATION

I hereby declare that I have read and understood the above Safety Appendix, and I agree to adhere to the terms and conditions therein during the period of my stay at the Dormitories.

Full name \_\_\_\_\_

Passport/Social Security # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_