



Housing Affairs Council
House, Hallway and Floor Elder Contract

The undersigned:

HAC: Housing Affairs Council (Huudersvereniging University College Roosevelt Studenten), Lange Noordstraat 1, 4333 CB Middelburg, registered under KVK 22062496, hereinafter called 'HAC', and

Mr/Mrs/Ms:

Address:

Date of birth:

Hereinafter called 'Floor Elder/House Elder/Hallway Elder',

Hereby declare to agree on the following:

I. Conditions

- a. The Floor Elder/House Elder/Hallway Elder must be a registered member of HAC.
- b. Should HAC be unsatisfied with the performance of the Floor Elder/House Elder/Hallway Elder, HAC can decide to terminate the contract with the Floor Elder/House Elder/Hallway Elder.
- c. In case of insufficient funds available for the Floor Elder/House Elder/Hallway Elder System, this contract will be suspended.
- d. HAC cannot be held liable for any form of injury, damage or mental or physical problems sustained while carrying out the Floor Elder/House Elder/Hallway Elder duties.
- e. Floor Elders/House Elders/Hallway Elders cannot personally be held liable for any damages or nuisance inflicted by the students of which they are Floor Elder/House Elder/Hallway Elder. However, the unsatisfying performance of the Floor Elder/House Elder/Hallway Elder can lead to actions as described in section I.b.

II. Agreement

The Floor Elder/House Elder/Hallway Elder has read and understands all sections of the general terms and conditions (Appendix I) and understands that he or she is expected to perform his or her duties as a Floor Elder/House Elder/Hallway Elder in accordance to the articles in the general terms and conditions.

Drawn up in duplicate and signed on _____, Middelburg

Suze van Gessel

Floor Elder/House Elder/
Hallway Elder

HAC Chair

Campus Elder



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Appendix I: House and Floor Elder General Terms and Conditions

Preamble

Floor Elder may mean either Floor Elder, House Elder or Hallway Elder.

Floor may mean either Floor, House or Hallway.

The Floor Elder system has been introduced with the goal of creating a clean, comfortable and safe atmosphere in all student floors. The Floor Elder is appointed by the Campus Elder after elections have been held. The position of Floor Elder is voluntary, but if nobody signs up one can be appointed in consultation with the floor. A student should not be appointed to the position of Floor Elder when he or she is placed on social or academic probation by University College Roosevelt. A Floor Elder will sign a contract detailing their responsibilities. In principle, a Floor Elder should be appointed for one year, preferably starting in the Spring semester. Should the Campus Elder, in consultation with the rest of the HAC Board, come to the conclusion that the Floor Elder is performing poorly, he/she can decide to terminate the contract with the Floor Elder.

I. The tasks of the Floor Elder

- a. The Floor Elder could be seen as the 'manager' of a floor, hallway or house. It should be noted however, that the HAC does not expect the Floor Elder to conduct all the tasks that have to be completed on a floor on their own. Instead, the Floor Elder should try to arrange cooperation between all students living on the floor in order to make sure the floor stays in a proper condition. Please note that Villex is responsible for technical problems.
- b. The Floor Elder is expected to have and maintain an active signaling role towards their fellow students over the course of the semesters. The wellbeing, safety, and hygiene of the floor is a shared responsibility and the Floor Elder is expected to address fellow students when they do not comply to the house rules or undermine the general wellbeing, safety, or hygiene of their fellow students.
- c. In communal kitchens, keeping the kitchen unit, the walls, the refrigerator and the electric cooker clean is the responsibility of the students living in the house. The floors, the toilet, the shower and the entrance will be cleaned periodically by a cleaning agency. It is the duty of the Floor Elder to check that the work of cleaning the kitchen is divided amongst the tenants and carried out. Cleaning schedules have proven themselves useful to keep the kitchen in a proper condition.
- d. The Floor Elder needs to control the fire safety regularly. Staircases need to be free and easily accessible. Also, fire hazards such as burning candles or frying fat or pans on the cooker left unattended should be avoided.
- e. The Floor Elder needs to ensure there are no disturbances on and around the floor during the night. Between 10.00 PM to 08.00 AM everything must be quiet in the surroundings of the floor / flat. Inside these times are 11.00 PM to 07.00 AM. Therefore, it is important to communicate



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parties a few days in advance to the HAC (through the event procedure) and the neighbors to avoid complaints.

- f. To create a pleasant atmosphere on the Floor, you are encouraged to organize activities with the whole floor, hallway or house. You could post a list with possible activities, where fellow students could add activities or sign up for example a floor dinner. It may also be a good idea to organize Floor meetings to share ideas about the situation in the Floor, and to come up with improvements if necessary.
- g. Dependent on the floor it may be a good idea to draw up some floor regulations. These arrangements shall be decided upon yearly, internally amongst the tenants, under leadership of the Floor Elder. It depends on the atmosphere on the floor whether a formal or an informal approach is best. Activities that may require some regulations are cooking, cleaning, parties, use of the bathroom, laundry, possible conflict situations, etc. Of course, agreement among all tenants about regulations is vital for a good working system. Should things on your floor not run smoothly, you are advised to contact your Campus Elder for advice / help.
- h. Since it is natural that irritations and conflicts occur about diverse matters when people live together, it is important to solve frictions at an early stage to avoid a bad atmosphere. As a Floor Elder, you are expected to mediate in conflict situations. If you need support, you can contact your Campus Elder and the HAC board will do its best to assist you in solving conflict situations.
- i. Villex can be an important contact person for the Floor Elder. Repairs or damages can be directly reported to them. Should students be responsible for the damages, it is recommended you first contact your Campus Elder.

II. The duration of the contract

- a. Once elected, the Floor Elder will hold his or her position for two semesters.
- b. Please consult the other students living on your floor/ in your house when you will be away for a considerable time. In such cases it is advisable to appoint a student to take over the duties of Floor Elder during the absence and inform the Campus Elder.
- c. In case you decide to step down from your position as Floor Elder you must inform your Campus Elder at least one month in advance. This gives the Campus Elder enough time to organize new Floor elder elections for your floor/ house and gives your successor some preparation time.

III. Technical Malfunctions or damages

- a. Students inflicting damages will be held financially responsible for these damages.
- b. Technical complaints should be reported to Villex or to the Villex emergency line, in case of urgent issues.