

## Manual for student quarter Jette

The full information on VUB housing can be found on

<https://my.vub.ac.be/en/housing>.

Official communications from Housing Services will only be through your VUB e-mail address.

**Dienst huisvesting**      **02 477 41 14**      [mlcasier@vub.ac.be](mailto:mlcasier@vub.ac.be)

The secretariat's office of the Housing Department is located in the student quarter Jette.

The responsible: Marleen Casieris

Office hours: 8 - 12.30 am and 1.30 – 3.55 pm.

Closed on Wednesday!

Between 8.30 am and 4.30 pm you can also contact the central secretariat's office of the Housing Department on campus Etterbeek: 02 629 28 31.

Outside office hours you can call the security Service.

**Security**      **0476 33 74 52**      02 477 41 41      [bewakjet@vub.ac.be](mailto:bewakjet@vub.ac.be)

Security can be reached 24/7, so make sure to program their number in your cell 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. The Security Service is also equipped with a first aid kit and a defibrillator (the defibrillator on campus Jette is available in the hall of building A). The Security Service is responsible for the safety on campus and is **present 24/7**. Moreover, the whole campus and student quarters are patrolled day and night. Contact details for the Security Service: see the plan here: [https://my.vub.ac.be/sites/default/files/nieuws/users/cmuller/bewaking\\_jette.jpg](https://my.vub.ac.be/sites/default/files/nieuws/users/cmuller/bewaking_jette.jpg) (next to the Housing department).

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

**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

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 EUR.

## Trash

Each student needs to sort the garbage and take it to the garbage dumpsters. Arrange to take turns for this in your unit.

There are 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 [https://my.vub.ac.be/sites/default/files/nieuws/users/bvbeeck/household\\_dangerous\\_waste.pdf](https://my.vub.ac.be/sites/default/files/nieuws/users/bvbeeck/household_dangerous_waste.pdf)).

Dead batteries can be deposited in the entrance hall.

## Mail

There is a shared mailbox in the hall off the housing office.

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

Vrije Universiteit Brussel

Studentenhuisvesting

*Ludo Reuter*

*Block B left*

*Room 365*

Laarbeeklaan 107

1090 Jette

Parcels must personally pick up at the secretariat.

## Repairs

To report a defect, please use the defect book in the secretariat's office.

For urgent problems with electricity or plumbing outside office hours, please contact the security service 0476 33 74 52.

## Kitchen

Everyone has their own cabinet in the kitchen. The kitchen will be cleaned once a week, always on the same day. In order to make it possible to clean the kitchen, the residents need to clean up the kitchen beforehand and take the trash to the containers themselves. Arrange to take turns for this!

*WARNING! If the kitchen is not cleared and the garbage is not brought away when the cleaning service arrives you will get a warning. When this happens again after a first warning, each student will be fined 25 euros, which will be added automatically to the next month's rent.*

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

### **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 neutral colors. White paint is available free of charge at the secretariat's office. To avoid problems afterwards please use only our own paint!

### **Barrier badge for student housing**

Students living in student housing can retrieve a badge upon payment of 5 EUR at the information desk of the Erasmushogeschool, Laarbeeklaan 119.

### **Vacuum cleaning**

There is a vacuum cleaner for student use at the housing service office. A form of ID (ID or student ID card) will be held until the vacuum cleaner is returned.

### **Laundry**

There is a washing machine and tumble dryer available in the central secretariat's office.

### **Fire safety**

[https://my.vub.ac.be/sites/default/files/nieuws/users/cmuller/fire\\_safety\\_and\\_prevention\\_in\\_your\\_student\\_room.pdf](https://my.vub.ac.be/sites/default/files/nieuws/users/cmuller/fire_safety_and_prevention_in_your_student_room.pdf)

### **Smoking ban**

In student houses there will be no smoking in communal rooms. Smoking is only permitted in the bedrooms.

### **Conflicts**

In a dorm you live with a large group of people close together. In order to make this livable a number of agreements need to be respected. Most occurring annoyances: noise pollution (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. Should this fail then you can ask the Housing Department for advice. After consideration and if every reasonable attempt fails the Housing Department can take measures; this can lead to immediate termination of the tenancy agreement.

**Have a nice stay! Respect your neighbors: no loud noise after 11 pm.**