Manual for Nieuwelaan

The full information on VUB housing can be found on

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

**Student Housing** 02 629 28 31  [huisvesting.housing@vub.be](mailto:huisvesting.housing@vub.be)

At Nieuwelaan there are two staff members of Student Housing:

- Geert Vanoverberghe 0478 97 89 15 (technician)
- Catherine Buyse 0490 43 19 42  (cleaning)

You will find them in the office (Block 2, ground floor), or in case of absence you can phone them between 8.30 am and 4.15 pm. Between 8.30 am and 4.30 pm you can also call the central office on 02 629 28 31.

**Concierge** 0479 55 11 04  [conciergenieuwelaan@vub.be](mailto:conciergenieuwelaan@vub.be)

The caretakers of Nieuwelaan are Conny Stockmans and Geert De Dobbeleer. They live in Block 2, ground floor.

From Sunday evening to Thursday evening they are on evening duty from 5.00 pm to 7.00 pm. When the central office of Student Housing is closed, you can call them until 11 pm. After 11 pm, you need to contact the security.

**Security** 02 629 21 76  [bewaking@vub.be](mailto:bewaking@vub.be)

They 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 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: X4 on the ground floor.

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

**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
Your room key opens:

- your room
- your unit door
- the front door of your block (1, 2, 3, 4 or 5)
- the entrance gate to the car park
- the front door of the entrance hall of Block 2 (office, caretaker, vending machines, laundry room, repairs box, communal toilets, battery collection point).

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 euros.

Intercom
You can open the door of the main entrance to the hall phone.

Carpark -1
Only habitants of the student home are allowed to park here and you need to register your license plate. However, there are not enough parking spaces, and since they are fairly narrow you should park carefully and not take up more than one parking space. Here you will also find the bicycle sheds.
From the car park on -1 you can take the lift to your floor. The students living in Block 1 must first take the staircase to the ground floor.

Floor -2
In Block 2 are the communal areas (table tennis, table football, TV); right at the back you will find the access to the garden.
Only in Block 2 does the lift go to Floor -2. The other students can take the lift or stairs of Block 2 in the car park on -1.
There are no toilet facilities on Floor -2, but there are communal toilets on the ground floor of Block 2.
To reserve the recreation room for gentle activities, you can ask the caretakers when they are on duty.

Trash
You have to sort your waste and bring in to the large garbage containers at parking level -1, near the parking entrance gate. 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.
There are separate containers for residual waste, PMD (plastic bottles, cans, milk cartons, ...), clean (non-greased) paper and carton and glass. Small Hazardous Waste (acetone, oil waste other than frying oil, ammonia, bleach, chemicals, ether,
insecticide, (diabetes)needles, ink, etc.) should be brought to the secretariat. Frying oil can be deposited in the room next to the large garbage containers. Spent batteries can be deposited in the entrance hall of block 2. You can find more information about waste sorting at

**Slats**
The windows have vertical slats to darken your room. This is not a sturdy system, however, so please handle with care. You can only move the slats when they are open. Do not put anything on your desktop that will constantly knock against the slats, and be careful when you open the windows.

**Windows**
One of the two windows can be tipped. The middle window has a ventilation grid at the top.

**Showers**
Please use a wiper to remove any water that has run into the corridor after taking a shower.

**Mail**
Every unit has a communal letterbox on the ground floor of your block. Your mail can only be delivered if **your name + room number** is on the envelope. The house number for all five blocks is 149. Example of a postal address:
Vrije Universiteit Brussel (= Free University of Brussels)
Studentenhuis Nieuwelaan (= Student Home Nieuwelaan)
Ludo Reuter
Room 4362
Nieuwelaan 149
1040 Brussels
Parcels must personally pick up at the secretariat.

**Report a technical break-down**
You can report a technical break-down via the **online form**. For urgent problems with the electricity or sanitary problems, you can contact security on campus via 02 629 21 76.

**Room contents**
The furniture in your room belongs to your room and must stay there. Do not put anything in the corridor. We have no space to store furniture.
**Kitchen**
There are cupboards available for each student of the unit. The kitchen is cleaned weekly on the same day. The kitchen has to be cleared (all plates, pots&pans etc. have to be put away in the cupboard and the garbage has to be brought to the large garbage containers on the -1 level) before the cleaning service arrives.

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.

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.

*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 winifred.de.smedt@vub.be, sabrina.colpaert@vub.be or kthomas@vub.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! Drilling or nailing is not allowed in the walls.

**Laundry**
There is a washing machine and tumble dryer available, you will find them near the office (Block 2, ground floor).

There are washing machines with an automatic soap dispenser and dryers. Washing costs 3 x €1, drying will be 50 eurocents per turn. Make sure to have the appropriate coins at hand.

**Vacuum cleaning**
There is a vacuum cleaner for student use at Student Housing. A form of ID (ID or student ID card) will be held until the vacuum cleaner is returned.

**Fire safety**
Smoking ban
In student houses there will be no smoking in communal rooms. Smoking is only permitted in the bedrooms, with the exception of smoking cannabis or other prohibited substances.

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 Student Housing for advice. After consideration and if every reasonable attempt fails Student Housing can take measures; this can lead to immediate termination of the tenancy agreement.

Facebook
Each resident is welcome to join the facebook page: VUB Studenthome
Nieuwelaan
http://www.facebook.com/?ref=tn_tnmn#!/groups/141802252556221/

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