

TRINITY HALL RULES AND REGULATIONS



TRINITY HALL OF RESIDENCE

RULES AND REGULATIONS

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TRINITY HALL RULES AND REGULATIONS

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RESIDENCE RULES AND REGULATIONS

PREAMBLE

- a). This Trinity Hall of Residence Rules and Regulations may be cited as the Residence Rules, (2018/2019 Academic Session Edition).
- b). In This Trinity Hall of Rules and Regulations, unless the context otherwise requires;
- (i) “Residents” is used to refer to every student living in Trinity Hall of Residence who have met all check in conditions and met all admission requirements and have been duly admitted by Pan Atlantic University;
- (ii) “Residence” refers to Trinity Hall of Residence situate in Pan Atlantic University, Kayetoro, Ibeju Lekki, Lagos, Nigeria. Residence is for undergraduate students of Pan Atlantic University, however post graduate students who agree to the Residence Rules and Regulations may be offered accommodation subject to availability;
- (iii) “University” refers to the Pan Atlantic University, Kayetoro, Ibeju Lekki, Lagos, Nigeria;
- (iv) “Residence Management” refers to the operator of the Residence;
- (v) “Hall Administrator and Assistant Hall Administrator” both refers to any person or persons charged with the duty and responsibility of managing the Residence by Residence Management. In the absence of the Hall Administrator, The Assistant Hall Administrator takes charge;
- (vi) “Disciplinary Authority” refers to the Hall Administrator and Assistant Hall Administrator or where applicable, any person delegated by the Residence Management with disciplinary functions, power or duties;
- (vii) “Offence” refers to transgression of a particular condition contained in this Residence Rules and Regulations or any acts or omissions, which Residence Management reasonably consider to be a transgression;
- (viii) “Drug” refers to any of the drugs or substances which are listed in the First Schedule to the National Drug Law Enforcement Agency Act, Cap 30, Laws of the Federation of Nigeria 1990;
- (ix) “Poison” refers to the definition as set out in the Poisons and Pharmacy Act, Laws of the Federation of Nigeria, 1990;
- (x) “Authorized Person” refers to any person duly authorized by Trinity Hall

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of Residence Management to act on its behalf;

(xi) "Residence Operations Staff" refers to any of the employees of the Residence;

(xii) "Rentals" refers to Bed Space Fee for the academic session, 15% Refundable Caution Deposit, Residence Identity Card Fee;

1. BEHAVIOUR AND DISCIPLINE

- 1.1 Residents are expected to behave in a manner consistent with the good reputation of the University, refraining from any behavior which could endanger human life or health, damage reputation of the Residence or the University, or cause damage to property, disturb order and peace in the Residence, or curtail the rights and liberties of the other Residents while within the Residence.
- 1.2 The Hall Administrator reserves the right to evict any Resident with immediate effect should there be reasonable grounds to support suspicions that a particular resident is guilty of an offence that merits eviction.
- 1.3 Fighting or any kind of physical violence is strictly prohibited in the Residence and its vicinity.
- 1.4 Possession and/or consumption of any prohibited drugs in the Residence and its vicinity is strictly prohibited.
- 1.5 Vandalism involving functional/cosmetic damage to property belonging to the Residence or other Residents is strictly prohibited. The cost of making good/replacement of any item vandalized/damaged will be charged accordingly to the Resident and debited from the Resident's 15% Refundable Caution Deposit and in the event the value of the damaged property or the cost of repair is higher than the Caution Deposit the Resident will make good the balance.
- 1.6 Downloading, viewing, possession and/or dissemination of pornographic material(s) (hard/soft copies) in the Residence is strictly prohibited.
- 1.7 Residents are not allowed to bring pornographic or any distasteful materials to or display them in their rooms or anywhere within the Residence and its vicinity.
- 1.8 Weapons or any items considered dangerous are not allowed in the

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Residence or its vicinity.

- 1.9 Harassment, defined as offensive behaviour (of sexual, racial, religious, social nature) in verbal, non-verbal, visual, psychological, physical and cyber/virtual form is strongly prohibited. Examples would include (but is not limited to) bullying, intimidation/abusive behaviour aimed at causing humiliation, discrimination motivated by racial/religious/gender prejudice, stalking, invasion of privacy, utilizing social pressure to cause offence.
- 1.10 Smoking (of cigarettes, cigars, pipes and all other substitutes e.g. shisha, e-cigarettes) or the possession and the display of any related paraphernalia is not allowed in the Residence and within its vicinity. Any smoking and/or its related paraphernalia will be confiscated and the Resident concerned will be reported to the University authority for appropriate disciplinary action.
- 1.11 Possession or consumption or the display of alcoholic product either (with or without any) content in the Residence is not allowed. A Resident must not be in a state of intoxication when she returns to the Residence. Any Resident found wanting will be reported to the University authority for appropriate disciplinary action.
- 1.12 Littering and spitting in the Residence and within its vicinity are prohibited.
- 1.13 Parties or other social gatherings in the Residence are not permitted without the prior written approval/consent of the Hall Administrator.
- 1.14 It is the responsibility of the Resident to ensure that the Hall Administrator, her parents/guardians and room/unit mates are aware of her whereabouts. This is imperative to ensure the safety of the Resident and that she is contactable in case of any emergency. Consequently, ALL Residents must ALWAYS sign in and out in the Resident Movement Register any time they leave and return to the Residence. This is for the safety and security of all Residents and to ensure that we account for every Resident.
- 1.15 Residents must use the authorized entrances and exits. Offending Residents are fully responsible over any injuries that may result from this transgression.
- 1.16 Residents using Residence facilities must abide strictly by the rules and regulations governing the use of such facilities. The Residence Management will not be liable for any injuries or loss resulting from any transgression of these rules and regulations.

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- 1.17 Residents are not to initiate, contribute to or allow to continue, any action which produces noise which disturbs other Residents where noise originating from but heard outside the confines of a Resident's room may be deemed to be excessive. The Residence Quiet Hours are 10pm to 8am, Sunday to Thursday and 11.30pm to 8am, Friday and Saturday. Consequently, during the Quiet Hours no loud music, conversation or events can go on. Residents who must play loud music will have to use headphones or earphones. For clarity, noise that can be heard from another room is considered loud. This is strictly to promote and guarantee full concentration study time as well as peaceful and undisturbed sleep time at night.
- 1.18 Ball games, roller blade/skates and other gym equipment deemed inappropriate by the Residence Management are banned in and around the Residence except at the designated areas. Any banned equipment found can and may be confiscated.
- 1.19 Residents are not allowed to sit on the staircase or staircase rails or to throw/dispose items off the stairway/window. For safety reasons, Residents are not allowed to use the staircase corridors for any recreational activities.
- 1.20 Residents in a shared room should only use furniture and amenities solely assigned for their own use.
- 1.21 Residents are prohibited from climbing over the fence or wall to get in or out of the Residence and its vicinity.
- 1.22 Noise level, volume of radio etc. must be kept low at all times to allow others the opportunity to study or sleep in comfort and to achieve a conducive living environment for all the Residents.
- 1.23 Residents caught committing a crime or theft of any kind will be handed over to the Police for action and will be evicted. Prior to eviction, the Resident will have to settle all outstanding charges where deemed applicable including forfeiture of unutilized period of the rent paid
- 1.24 Pranks, ragging and rowdy games in any form are prohibited.
- 1.25 No littering or burning of waste material shall be allowed at any time within the Residence premises and vicinity.
- 1.26 Fire extinguishers are not to be removed from their proper location or discharged unless it is a fire emergency. Any Resident found tampering with any fire extinguisher is subject to disciplinary action and would be required to pay for the replacement.

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- 1.27 Vandalism is a very serious offence. Residents found guilty of committing such an offence can or may be evicted from the Residence.

2. RENTALS

- 2.1 Residents are required to pay their rentals in full including, all deposits before the beginning of each new academic session prior to check-in. **FAILURE TO COMPLY WILL RESULT IN EVICTION FROM THE RESIDENCE.**
- 2.2 Full/Part payment of the rentals to the designated account of Trinity Hall of Residence confirms that both the Resident and Parent/Guardian agrees with the latest version of the Rules and Regulations of Trinity Hall of Residence.
- 2.3 Residents may be required to pay a service charge where the University or Trinity Hall Management determines that a service charge has become necessary for maintenance of the facilities provided including but not limited to electricity, water supply, disposal of refuse and security services etc. Residents shall be duly notified before the requirement for payment of service charge becomes effective.
- 2.4 The Residence Management reserves the right to revise the rental rates from time to time by giving advance notice at the end of an academic session or in any event, before the beginning of a new academic session. Such rental revision is solely at the discretion of the Residence Management, who is not obligated to attach any reasons for such revision.

3. RESIDENCE TENANCY

- 3.1 Tenancy is for a period of one academic session of nine (9) months. Any Resident who applies or checks-in after the commencement of an academic session shall pay the same rate as if she started at the beginning of the academic session.
- 3.2 Any request for cancellation or premature termination of the tenancy after check-in will result in the forfeiture of all rentals paid.
- 3.3 Tenancy at the Residence will be terminated automatically if the Resident is no longer a bona-fide student of the University. Such termination will result in the termination of all rentals paid.

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- 3.4 The Residence Management can terminate this tenancy at any time if:
- (a) The Resident fails to pay any sums due to Trinity Hall of Residence as and when due;
 - (b) The Resident fails to comply with the Residence Rules and Regulations and/or any other term(s) of this tenancy.
- 3.5 Squatting, sub-letting or assignment of tenancy by the Resident is strictly prohibited.
- 3.6 Residence is closed during the University vacation period. Consequently, the Residence observes the opening and closing dates of the University undergraduate academic session calendar within the nine (9) months academic session given that the Residence is an undergraduate Residence.

4. CHECK-IN AND CHECK-OUT

- 4.1 Before a Resident is checked in for the first time or at the beginning of a new academic session the following conditions must be met:
- 4.1(a) Submission of evidence of admission by the University (copy of admission letter),
 - 4.1(b) Submission of duly filled Trinity Hall of Residence Application form,
 - 4.1(c) Submission of duly signed Trinity Hall of Residence Rules and Regulations latest version for the current academic session,
 - 4.1(d) Submission of evidence of full payment of the rentals (i.e, Bed Space Fee, 15% Refundable Caution Deposit, Identity Card Fee, etc),
 - 4.1(e) Submission of two current passport photographs without head gear and/or eye glasses,
 - 4.1(f) Other conditions as may be specified by the Residence Management.
- 4.2 Each Resident will be given a key to their respective rooms and a key to their individual wardrobes and a formal handover will be done at check-in.
- 4.3 Residents are expected to be solely responsible for their keys and are not allowed to lend/borrow the keys to/from anybody under any circumstances. Residents are also not allowed to make any duplicates of the keys. The misuse of Residence Keys will attract appropriate sanction.
- 4.4 Should there be any damage/loss of keys, Residents should immediately report to the Hall Administrator. The charge for the replacement of the lockset and the loss of keys shall be borne by the Resident whose key was lost/damaged.

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- 4.5 At the close of every semester/academic session Residents will formally check-out of their respective rooms and officially handover every Hall of Residence property before leaving the Residence.

5. RESIDENT IDENTIFICATION (I.D) CARDS

- 5.1 Residents will be issued a Resident I.D Card at the cost of N2, 000.00 only for access to the Residence.
- 5.2 The Resident I.D Card is non-transferable and is to be carried at all times by the Resident. Residents must be able to present such card when prompted by a Residence Operations staff or any security staff.
- 5.3 The Resident I.D Card is valid only for the duration of stay at the Residence and must be surrendered to the Residence Operations Office before the Resident leaves the Residence upon the termination of her residency.
- 5.4 The Resident I.D Card is the sole responsibility of the Resident and any loss or damage must be reported to the Residence Operations Office immediately. N2,000.00 will be charged for the issuance of a new card.
- 5.5 Residents are prohibited to lend/borrow the Resident I.D Card/ to/from anyone under whatever circumstances. Any misuse of the Resident I.D Card can and may lead to eviction from the Residence.

6. REFUND

- 6.1 A Resident shall be entitled to a refund of the caution deposit (only) at the termination of her residency provided that there is no damage to the Residence attributable to the Resident and all monies due to Residence Management (if any) shall first be deducted from the deposit.
- 6.2 The Residents would need to complete a refund form to be provided by Residence Management.
- 6.3 Residents who check out from the Residence without clearing their outstanding payments will have whatever is outstanding deducted from the deposit.
- 6.4 Pre-refund of deposit is **STRICTLY NOT ALLOWED.**

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6.5 Processing of Refund will take a minimum of 3 weeks and payment made at the end of the month. Residents must have officially checked out of the Residence and submitted the Residence I.D Card to the Hall Administrator or Assistant Hall Administrator.

6.6 The refund of deposit shall be made by bank transfer and payable to the Resident's Parent/Guardian as indicated in the Resident's Application Form unless otherwise expressly specified by such Parent/Guardian.

7. UPKEEP OF THE RESIDENCE

7.1 Residents are prohibited from repairing any fault on their own but must report all faults in the rooms or Residence to the Hall Administrator or Assistant Hall Administrator or Residence Staff and request for the Maintenance Request Form which must be duly filled before a handyman is engaged to carry out the repair(s). In accordance with the Residence policy this condition must be complied with before a handyman is engaged for the repair(s).

7.2 Residents are responsible for keeping their rooms and bathrooms clean and tidy at all times. Residents are also responsible for washing and ironing their clothes at the laundry with the wash-basins provided. Residents can elect to use the washers, dryers and electric iron at a fee. Residence cleaning staff is available to clean Residents' rooms and bathrooms and provide laundry services to Residents at a fee. Residents that have requested for room cleaning service must be present in their room while cleaning is being done by Residence cleaning staff and must secure their valuables as the Residence Management will not be held liable for any loss or damage of valuable items. Residents must make a request to the Hall Administrator to use the services of a Residence cleaning staff. Residents are not permitted to engage the services of cleaning staff directly. Only Residence cleaning staff is allowed to provide cleaning or house keeping services in the Residence.

7.3 Residents should have consideration for other Residents. Therefore, common areas in the Residence, such as the Resident's lounge area, laundry areas, general rest rooms, lobby, staircase etc. should be used with due consideration for other users.

7.4 Residents should dispose of waste only at designated disposal areas.

7.5 Sanitary pads/towels, hair, weaves should not be disposed of in the toilet

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bowl, bathtub or sink. Residents must properly dispose of their sanitary pads/towels in designated waste disposal areas.

- 7.6 Residents should not walk on the lawns and other designated green areas within the Residence.
- 7.7 All air-conditioners, lights and electrical appliances must be switched off when the Resident is not in the room/respective area. Failure to do so will attract a 24 hours blackout grounding on the defaulting room.
- 7.8 For safety, health, pest nuisance and to prevent unpleasant smells, no cooking is allowed in the rooms. Any Resident in breach will be evicted from the Residence.
- 7.9 All furniture and fittings provided must not be moved without the consent of the Hall Administrator as they must be placed at the already designated locations.
- 7.10 Residents must cover their mattresses and pillow with bed-sheets and pillow case at all times. A **PENALTY** will be imposed for failure to comply or if the mattress is soiled/damaged. Consequently, the Resident will pay for the cost of washing the mattress and pillow covers at the end of the academic session.
- 7.11 Any damage/loss (partial or full) of Residence property must be reported immediately to the Hall Administrator. Residents will be charged for any missing/damaged (partial/full) property.
- 7.12 The Residence Management reserves the right to make spot checks on the Residence units and the bedrooms without having to give prior notice to the Residents. Residents whose standard of housekeeping is not acceptable will be asked to rectify the situation. Should there be no improvement, the bedroom or unit concerned will be cleaned by the cleaning staff and the charges incurred will be billed to the Residents. Housekeeping standard is solely based on the view of the Hall Administrator/Assistant Hall Administrator whose decision will be final and not subject to debate.
- 7.12 Handymen and contractors may enter rooms as and when necessary in the course of their duties under the directive of the Hall Administrator/Assistant Hall Administrator. This will be done with due respect for the privacy and dignity of the Residents.
- 7.14 Residents are expected to pay for the costs involved in cleaning; repairing or re-painting of their room if they are not maintained in the conditions they

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were in at the beginning of check-in. No nails, screws, posters and pictures are allowed on the wall, furniture and door.

- 7.15 Residents are strictly not allowed to store their personal belongings in the common areas. All items stored or found in the common areas will be confiscated.
- 7.16 Clothes and garments must be put out to dry in the designated area(s).
- 7.17 The Residence runs a non-cooking model as there is a full cafeteria service that offers meals for Residents at competitive rate. However, we are flexible to allow any Resident cook at the cafeteria subject to availability of space and abiding by the instructions of the Hall Administrator and the Chef to ensure that all safety procedures are observed, maintain order and keep the kitchen clean during after cooking.

8. VISITORS / GUESTS

- 8.1 Visitors/Guests are allowed to visit the Residents during visiting Hours as follows:
 - Weekdays - 4.00pm to 8.00pm
 - Weekends and public holidays - 12.00 noon to 8.00pm
- 8.2 All visitors must register at the Security House and at the Reception and provide all details and documents as requested before entering the Residence and must leave the Residence by 8.00pm.
- 8.3 It is the duty of the Resident to inform her visitor(s) of the rules and regulations of the Residence especially the visiting hours and to advise him/her/them to leave not later than 8.00pm. Residents found in the company of their visitor(s), including family members, relatives, friends and/or any non-tenants outside the visiting hours in any part of the Residence without the prior consent of the Hall Administrator can be evicted.
- 8.4 Visitors/Guests and non-Residents are strictly not allowed in the Residence rooms. Residents shall receive visitors at the Lounge or Sit-Out area. Residents who allow visitors/guests or non-Residents in the rooms at any time for whatsoever reason can and may be evicted.
- 8.5 Sleepovers for Residents and Non-Residents are strictly prohibited. **ALL RESIDENTS MUST SLEEP IN THEIR OWN ROOMS AND ON THEIR**

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OWN BEDS ALLOCATED TO THEM AT THE POINT OF CHECK IN.

- 8.6 It is the responsibility of the Resident to ensure that her visitor complies with the standard of the Residence and observes the rules & regulations of the Residence at all times.

9. SECURITY AND SAFETY

- 9.1 Residents are required to carry their Resident I.D Card at all times in and around the vicinity of the Residence. They must produce the Resident Card when requested by Security, Hall Administrator or Residence Operations staff.
- 9.2 It shall be the responsibility of the Residents to lock their room doors and wardrobes and other storage facilities at all times for the protection of their property and that of their roommates/housemates as well as for security reasons. Room door must always be closed and locked after entering or leaving the room.
- 9.3 Residents are solely responsible for the safety of their own valuables. The wardrobes and drawers of the study table must be locked when the Residents are not inside the room.
- 9.4 The Residence Management shall not, under any circumstances, be responsible for any damage, loss or theft of any property, money and other items belonging to the Residents and/or their visitors and any personal injuries suffered by the Residents or their visitors/guests howsoever caused.
- 9.5 Residents are not permitted to change rooms without the consent of the Hall Administrator. Any Resident found violating the rule can and may be evicted.
- 9.6 Squatters are prohibited from the Residence. Any Resident who violates this rule may be evicted and a penalty imposed on such Resident.
- 9.7 All shared room Residents are responsible for conducting a head count of room mates before they retire to bed at night. Any Resident, who finds her roommate(s)/housemate(s) missing at such time, must report to the Hall Administrator immediately. This is to enable the Residence Operations Office to take immediate action if any untoward incident had taken place.
- 9.8 Residents are not allowed to leave the Residence grounds during curfew

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periods that is between 10.00pm and 6.00am without prior approval from the Hall Administrator. The Hall Administrator reserves the right to accede or deny any such request without having to attach any reasons. However, in an emergency situation an exception will be made by the Hall Administrator.

- 9.9 For safety reasons, any act which may constitute a fire hazard such as the burning of joss-sticks, incense, candles, mosquito coils, fireworks, fire-crackers, sparklers, etc. or any highly inflammable material in the Residence for whatever purpose, be it social or religious, is strictly prohibited.
- 9.10 Residents shall not use the Residence for any illegal or unlawful activities.
- 9.11 Residents shall not endanger the lives and property of any individual including one's self, through such activities that may be deemed harmful.
- 9.12 Firearms, ammunition and other dangerous weapons and poisonous substances are strictly prohibited. Possession of firearms or dangerous weapons will result in the eviction of such Resident who shall be reported to law enforcement agencies and the school authorities.

10. APPROVAL TO LEAVE/RETURN DURING CURFEW HOURS

- 10.1 Residents who wish to leave the Residence must do so before 10.00pm.
- 10.2 Residents must return to the Residence by 10.00pm unless prior approval from the Hall Administrator to return later than 10.00pm has been obtained with convincing, genuine and verifiable reason(s).
- 10.3 Residents who return after the stipulated time for whatever reasons (without prior approval) will be issued a query that must be responded to in writing immediately and will be reported to the University authority. Subsequent flouting of this rule shall result in the eviction of such Resident.
- 10.4 A Resident who has a flight/bus to catch in the early hours of the morning must apply in advance for special permission from the Hall Administrator to leave the Residence grounds. However, the Resident must produce the flight/bus ticket as proof.
- 10.5 For safety, security and accountability on the whereabouts of Residents

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who leave the Residence and not return the same day, a text message or email notification will be sent to the GSM/Cell number or email provided by the parents/guardian of the Resident on the Hall of Residence application form in accordance to the directive of the University.

11. USAGE OF RESIDENCE FACILITIES

- 11.1 The Residence is fitted with facilities for use by Residents at a fee.
- 11.2 The Residence Management will not be liable for any personal injuries suffered by the Residents resulting from the usage of any of the facilities provided.
- 11.3 It is the prerogative of the Residence Management to discontinue/disrupt or modify these facilities and to vary the terms and conditions for its usage, and will not be responsible over the disruption/termination and variation of any of these services nor be obliged to provide any reason whatsoever.

12. PETS

- 12.1 Pets are not allowed in the Residence. Pets found will be removed from the Residence and disposed off in any manner deemed fit by the Residence Management. The Residence Management will not be held liable for any eventualities arising from such removal/disposal. A minimum penalty of N10,000 will be imposed.

13. INFORMATION TECHNOLOGY (IT) FACILITIES

- 13.1 The Residence has collaborated with the University to provide Internet wi-fi Services in the Residence. Residence Management is testing this service. once we are satisfied with its coverage and stability, all Residents will subscribe at a fee which will be compulsory for all Residents.
- 13.2 There is also a business center available for use by Residents at a fee. Laptop and Printer rentals are also available to Residents within 24 hours of notice.
- 13.3 All Residents are governed by the University's policies and regulations which also covers information technology and internet usage.
- 13.4 Residents must use the internet and information technology infrastructure responsibly and ensure that there is no abuse or harm caused to

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themselves and others.

14. ELECTRICITY, ELECTRICAL AND NON-ELECTRICAL ITEMS

14.1 The Residence collaborates with the University to provide electricity in the Residence. The University in June 2017 increased the cost of electricity from N55.00 to N72.23 per Kilowatt which represents 31.33% increase. This has also been increased by the University in June 2018 to N85.57 per kilowatt which is a further 18.5% increase. However, as a cost saving measure electricity will be conserved from 9am to 4pm, Monday to Friday when Residents are expected to be in the academic zone for lectures. Also during weekends and public holidays the energy will be conserved for some hours. Consequently, the Residence does not offer or guarantee 24hrs electricity in the Residence as the cost will be too high for Residents to bear. Electricity supply and availability is not within the control of the Residence as it is currently supplied to the Residence by the University.

14.2 Domestic electrical appliances as approved in clause 14.3(a) may be brought into and used within the Residence with the proviso that strict adherence is given to the following:

- (a) Appliances and connecting leads must be serviceable and in a safe condition
- (b) Strictly no cable running on the floor and from room to room
- (c) Plugs must be wired in the correct manner and incorporate fuses of the correct rating
- (d) Only one piece of appliance should be used on each wall socket
- (e) A total load on a wall socket must not exceed 13 amps

14.3(a) The following appliances are allowed in the Residence:

- Iron
- Phone charger
- Hair dryer
- Personal computer

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- Radio Set
- Alarm clock
- Rechargeable Fan

(b) Prohibited items include:

- Hot plate
- Home Theatre System
- TV
- Washing Machine
- Exercise machines
- Air cooler
- Microwave oven
- Multi cooker
- Musical Instruments
- Ring Boiler
- Water dispenser
- Induction cooker

14.4 The lists above are not exhaustive; the Residence Management reserves the right to amend the lists above as and when it deems necessary without having to attach any reason.

14.5 Other than the standard furniture and fittings provided, no other additional furniture and fittings are allowed in the unit/room.

14.6 The Residence Management reserves the right to take necessary action it deems fit in the event that items not in the approved list are found in any room or unit. This may include removal of such items and the imposition of any other penalty.

14.7 The configuration or layout of the furniture/fittings in the room/unit is solely at the discretion of the Residence Management.

15. EVICITION

15.1 Residents found breaking any Residence rules are liable to be evicted from the Residence within 24 hours. Eviction shall result in the total forfeiture of the Resident's rent.

16. EMERGENCY

16.1 In case of an emergency outside office hours, please contact (i) the Hall

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Administrator at her suite or by telephone: +234 (0)8066277841, (0)8090886281, (0)8058346676, (ii) the Security Guards at the Guard House/Control Room, (iii) the University Security or any University Staff.

- 16.2 Be your sister's keeper - Residents who are ill or indisposed should notify the Hall Administrator for assistance. Where a Resident is unable to give the required notice due to her state of health, her room-mate(s) or other Residents who are aware of the Resident's state of health, must immediately notify the Hall Administrator.

17. OFFICIAL LINE OF COMMUNICATION

- 17.1 All official correspondence between Residents and Hall Administrator or Residence Operations Office MUST be through hard copy internal memos/letters pasted at the notice board or hand delivered to the Residents or transmitted to the e-mail accounts as provided by the student/parent/guardian at the time of applying for residency.
- 17.2 Official notices can be served electronically (via email) and is deemed final especially during vacation periods.

18. ENGAGEMENT WITH RESIDENT OPERATIONS STAFF

- 18.1 Residents are prohibited from engaging with the Hall Administrator, Assistant Hall Administrator and Operations Staff at their rooms. Residents are also prohibited from sleeping in the Hall Administrator, Assistant Hall Administrator and Operation Staff's room and vice versa. All engagements must happen in the Residence Administration Office.
- 18.2 Resident Operations Staff are here to assist and provide Residents with an independent, conducive, comfortable and enjoyable lifestyle that engenders learning. All Resident Operations Staff must be treated with courtesy and due respect at all times. Any disrespect by way of disobedience, use of abusive words, shouting, intimidation, harassment or fighting a Resident Operations Staff by a Resident will result in Eviction from the Hall. Resident Operations Staff must also treat all Residents with requisite courtesies and respect always.
- 18.3 Any complaints about service failures or any of the Resident Operations Staff should be communicated to the Hall Administrator or Assistant Hall Administrator or email directly to trinityhallpau@gmail.com or call +234 (0)8090886281, (0)8058346676. For any complaints against the Hall Administrator or Assistant Hall Administrator please send email or call the stated contact details note that the contact details are accessed only by the Management of the Hall of Residence.

TRINITY HALL RULES AND REGULATIONS

19. REVISION OF RULES AND REGULATIONS

- 19.1 The Residence Management reserves the right to revise the Rules and Regulations from time to time. A copy of the latest Rules and Regulations can be obtained from the Residence's website. This is 2018/2019 academic session Rules and Regulations which is the latest version.
- 19.2 Every Resident residing at this Residence is governed by the rules and regulations herein mentioned and that of the University.

20. TRANSGRESSION OF ANY OF THE RULES AND REGULATIONS

- 20.1 Any transgression of this Rules and Regulations may result in eviction.
By signing this document, I, _____,
understand and agree that I have read, agree and accept all the terms
stated in this 2018/2019 academic session Trinity Hall of Residence Rules
and Regulations which is the latest version.

Signature of Student: _____

Date:

Name of Parent/Guardian signing this document:

Signature of Parent/Guardian: _____

Date: