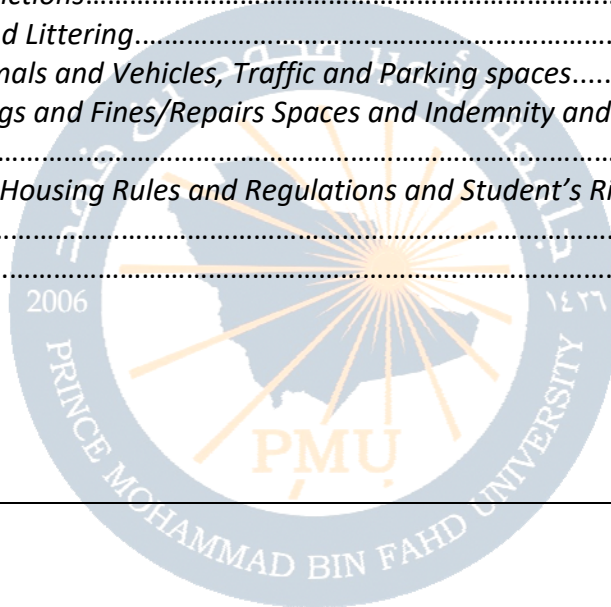


# RESIDENT HANDBOOK



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# Housing Rules and Regulations for Faculty and Senior Admin

## 1. Residential Community

- 1.1 As PMU compounds and residential premises reflect the PMU community image, it is expected that all residents and their families contribute to building a friendly, multicultural high standard living environment.
- 1.2 Residents are expected to respect the widely multicultural environment of the residential compounds of PMU.
- 1.3 Residents are expected to comply with the general rules of the residential community with respect to other residents' right to privacy and to a pleasant and safe living environment.
- 1.4 Residents are expected at all times to comply with all safety and security regulations. Actions and conduct that cause threat to the safety and security of the residential community will be considered as major violations and appropriate measure will be implemented accordingly.
- 1.5 Residents are expected to ensure that their children of all age comply with all the compound/residential premises' regulations and that children under the age of 10 are under adult supervision at all times. It is the resident's responsibility to ensure that the children respect the general rules stipulated in the respective section of these rules and regulations.
- 1.6 Residents are expected to use the common facilities in a way that safeguards the strict rules of hygiene and safety.
- 1.7 Residents are expected to contribute to building a peaceful residential community. Extreme noises causing irritation to other residents are to be avoided. Such noises include loud music and TV, continuous loud voices, loud playing, noisy moving of furniture and maintenance work at odd times. Notices will be issued for repeated complaints of such kind and appropriate measures shall be taken against residents causing continuous inconvenience to other residents.

## 2. Condition of the Housing Premises and Public Areas

- 2.1 Cleanliness of the entrance, windows, doors, is the sole responsibility of the resident. Notices will be issued to residents whose unit's uncleanness affects the overall esthetic aspect of the compound/Residential premises.
- 2.2 Relocation of furniture and appliances outside the assigned unit is strictly prohibited. It is recommended to notify the housing management to provide the proper support, documentation and action.
- 2.3 Any damage or missuses the assigned unit of the furniture must be reported immediately by the tenant to the Housing Department for proper action. The Housing Department will take the necessary precautions to correct the situation and has the right to prioritize the requests of residents by order of urgency. Any danger arising from unreported damage will be the responsibility and charge to the tenant.
- 2.4 Repeated damage resulting from negligence or improper use by resident or dependents within the housing unit or in a common area will be reported as an official violation and the resident will be notified officially. Repairs or replacement charges will be borne by the resident in such cases and notices of vandalism.

- 2.5 Any modifications to the units are not allowed. Such modifications include changes that affect the esthetic standards and overall exteriors of the compound or other housing premises.
- 2.6 Each unit is provided with indoor furnishing. Tenants are not allowed to use indoor furniture for outdoor functions. Tenants may only use outdoor furniture that meet outdoor usage standards.
- 2.7 Hanging clothes in visible areas are not allowed. Notices will be issued to resident committing such violations.
- 2.8 Stacking old or unused appliances, furniture, personal belongings, bicycles or junk in visible areas and housing unit entrance is not allowed. Notices will be issued to resident committing such violations.

### **3. Use of Common Facilities**

- 3.1 Common facilities are made available for the convenience of all residents. Therefore the right to use common facilities is equally available to all tenants. The housing management shall not allow continuous reservations of common halls, gyms, pools, or other recreational premises.
- 3.2 Common facilities may not be used for lucrative events under any circumstances. Tenants found abusing compound facilities for benefit will be notified of immediate termination of occupancy.
- 3.3 Common facilities are for the use of residents only. Residents found facilitating the use of compound premises for the benefit of external parties will be notified of immediate termination of occupancy.
- 3.4 Common facilities are for adult use or “under adult supervision” use only. Children are not allowed in halls, gyms, pools and playgrounds without direct supervision of an adult.
- 3.5 Since common facilities are made available for specific purposes, it is expected that use of those facilities is made with appropriate and relevant dress codes. Residents are expected to use the facilities as follows:
  - 3.5.1 Swimwear only at swimming pools, with pool footwear or slippers only
  - 3.5.2 Training and sports suits only at gyms and sports facilities, with sports shoes only
  - 3.5.3 Street clothes and shoes only (not home wear and shoes) in common areas, halls and multipurpose rooms.
  - 3.5.4 Formal clothes for formal functions.
- 3.6 Residents are not allowed to use common facilities when restriction of usage signs are up such as “reserved”, “under construction”, “closed for maintenance”. Notices will be issued for violations of restriction of usage instructions.

### **4. Guests, Visitors, Domestic Workers**

- 4.1 Residents must inform the Compound Security Office about their expected visitors prior to their arrival. Visitors are expected to provide ID (IQAMA, national ID) for security purposes and may be asked to leave their IDs at the gate for a visitors Pass. Unlisted visitors will not be allowed in the residential premises.
- 4.2 Visitors must be informed that security measures may be stricter at certain times and all residents and individuals are expected to comply with security instructions.

- 4.3 Visitors are expected to observe the compound rules and regulations at all times during their presence in the residential premises. Any misconduct/violations will be under the responsibility of the hosting resident.
- 4.4 Visitors may not be left unattended in the public areas of the compound or other residential premises. Compound and security staff may question unattended visitors particularly at suspected times
- 4.5 Guests' and residents' children are not allowed out in common areas, streets and play grounds after 9:00 pm.
- 4.6 Teenage visitors and such related outdoor gatherings are not allowed out after 10:00 pm.
- 4.7 Domestic workers have to be identified by the resident to the security office of the compound. Workers shall be given permission to enter the compound at specific days and times. Generally working hours acceptable for external workers to enter the compounds are 6:00 am to 10:00 pm.

## **5. Children**

- 5.1 Residents are expected to ensure that their children of all age comply with all the compound/residential premises' regulations and respect the general rules stipulated in this section of these rules and regulations.
- 5.2 Children under the age of 10 must be under adult supervision at all times. It is the resident's responsibility to ensure that their children and those of their guests are always attended. Any danger, damage, harm or injury caused by unsupervised children activity is the sole responsibility of the resident.
- 5.3 For safety and convenience to other residents, children are not allowed out after 9:00 pm.
- 5.4 Excessive shouting and noisy playing is prohibited. Repeated nuisance of such kind will result in a notice to the resident.
- 5.5 Resident should also observe that their children are dressed appropriately for the functions and public/play areas for safety and hygiene reasons:
  - 5.5.1 Swimwear only at swimming pools, with pool footwear or slippers only
  - 5.5.2 Training and sports suits only at playground and sports facilities, with sports shoes only
  - 5.5.3 Street clothes and shoes only (not home wear and shoes) in common areas, halls and multipurpose rooms.
- 5.6 Residents shall receive notices of vandalism when children have repeatedly caused damage to property
- 5.7 Residents shall receive appropriate warning when children have repeatedly caused injury to others.

## **6. Functions**

- 6.1 A function is any event hosted by one or more tenants that involves more than 7 guests at one time (internal or external).
- 6.2 Social functions are supported by the housing department and support services. However, functions are only allowed with appropriate notices, reservations and compliance to functions rules.
- 6.3 A list of the guests must be handed to the housing management and only names listed will be allowed into the compound premises.

- 6.4 Functions within the residential unit are to be announced to the compound management for appropriate measures described in the visitors section of the present rules.
- 6.5 Functions using common facilities have to go through prior reservation of the facility with a payment of a preventive deposit. The facility may be used at the reserved times only.
- 6.6 The condition of the facility is at the sole responsibility of the hosting resident. Any repairs or housekeeping services needed after the functions will be done at the expense of the hosting resident.
- 6.7 The conduct of the guests is the responsibility of the hosting resident. Any misconduct violating the residential community rules may result in immediate cancellation of the function.
- 6.8 Functions may not be left unattended by the hosting resident. Unattended functions will be stopped immediately.
- 6.9 Functions causing reported nuisance to other residents may be stopped at the discretion of the compound management.
- 6.10 Functions at the pools are the responsibility of the hosting resident. However, the pool area may not be reserved for one resident.

## **7. Maintenance**

- 7.1 Maintenance request are to be made to housing services via email.
- 7.2 Urgent repairs may be requested in person from the compound management staff, however, completion email should be sent subsequently for reporting purposes.
- 7.3 Preventive measures are the responsibility of the resident. All lightings, cooking stoves, water heaters and other electrical appliances must be switched off when not in use. Proper and safe usage of these appliances shall be the resident's responsibility.
- 7.4 Any damage or misuses in the assigned unit of the furniture must be reported immediately by the tenant to the Housing Department for proper action. The Housing Department will take the necessary precautions to correct the situation and has the right to prioritize the requests of residents by order of urgency. Any danger arising from unreported damage will be the responsibility and charge to the resident.
- 7.5 Repeated damage resulting from negligence or improper use will be reported as an official violation and the tenant will be notified officially. Repairs or replacement charges will be borne by the resident in such cases.

## **8. Littering**

- 8.1 Littering, tossing, or scattering of any material such as ashes, garbage, paper, dust or waste into, or upon any streets or public areas, common facilities, vacant units, air shafts, backyards, main court, or alleys is illegal and strictly prohibited and considered a serious violation of the residential community regulations.
- 8.2 Children littering in the compound premises are the responsibility of the accompanying adult. Children found unattended in public areas shall be considered a violation of the housing premises rules and regulations.
- 8.3 Residents are required to place their trash in a securely sealed plastic garbage bags then into their designated garbage bins. When a garbage pickup schedule is announced all residents must comply with the announced schedule and any of its changes.
- 8.4 Residents should not throw food waste into sink or drainage.

- 8.5 Residents are cautioned against excessive use of water during cleaning for environmental purposes as well inconvenience caused to other residents. Notice of excessive waste of water will be issued for repeated incidents.
- 8.6 Avoid huge amount of water when cleaning the unit.
- 8.7 Stacking old unused furniture or junk in visible areas is not allowed. Proper disposal of such materials should be arranged. Notices will be issued to resident committing such violations.
- 8.8 Residents found violating the above rules will be charged the appropriate fine as outlined in the fines table in this policy.

**9. Pets/Stray Animals**

- 9.1 Residents who are pet-owners are fully responsible for ensuring that their pets do not cause danger or nuisance to other residents.
- 9.2 Pet owners are expected to promptly clean up any waste caused by their pets.
- 9.3 Pet owners are responsible for any complaint against their pets made by other residents. Repeated complaints from different residents may result in a request to expel the animal from the compound/residential premises.
- 9.4 In case of physical harm (bite or scratch) caused by pets, the pet owner will be responsible of all the medical expenses incurred by the victim and may be requested to keep the animal outside the compound/residential premises.
- 9.5 For safety and hygiene reasons, residents are not allowed to feed stray cats or dogs within the residential compound. All stray animals should be reported to the compound management immediately and the compound management will take the necessary measures to remove stray animals from the residential premises.
- 9.6 The present provisions do not apply to guide dogs.

**10. Vehicles, Traffic and Parking Spaces**

- 10.1 All vehicles must be parked in designated parking areas only.
- 10.2 All other parking areas are assigned for the guests/visitors.
- 10.3 Residents are responsible to ensure that guests/visitors park only in “guest spaces” and not in others housing units designated parking areas.
- 10.4 It is strictly prohibited to change vehicle oil/fluids or installation and repairs of vehicles that would require oil or fluids inside the compound/residential premises.
- 10.5 Driving speed is monitored within the compounds. Fines will be issued for residents exceeding speed limits.
- 10.6 Driving in wrong directions is a violation of traffic rules and fines will be issued to residents found in violation of this traffic rule.
- 10.7 Guests, drivers and dependents are under the responsibility of the resident. Any traffic or parking violation or nuisance will be put on the records of the resident.
- 10.8 Honking horns is prohibited unless to prevent a danger. This includes drivers of cars and private school buses.
- 10.9 Running vehicle engines in parking areas for longer than 10 minutes is strictly prohibited.
- 10.10 Driving lessons of any kind are strictly prohibited within the compound premises.

**11. Notices, Warnings and Fines/Repairs and Indemnity and Termination of Occupancy**

- 11.1 Notices are letters of incompliance to general housing rules and regulations issued by the housing department to the resident
- 11.2 Warnings are letters of caution issued to a resident by the Human Resource Department after 3 consecutive notices from the housing department or after a violation of safety, acts of vandalism or abuse of the compound premises
- 11.3 Fines are issued for traffic violations or damage requiring repairs, cleaning or damage to the overall exterior of the compound or housing premises. Fines vary from SAR 500 for minor violations to SAR 1000 for more serious ones. Repairs resulting from vandalism or repeated damage of property will be calculated and completely borne by the resident.
- 11.4 Termination of occupancy is a decision issued by Human Resource after 3 consecutive warnings and at the assessment of a serious misconduct causing damage or danger to the residential community as well as an attitude of repeated noncompliance to the housing rules and regulations.

	Type of Action to Incompliance	Type of Violations	Issuing Department
1	Notice	Incompliance to general rules that do not cause threat to the community	Housing Department
2	Warning Letter	<ul style="list-style-type: none"> <li>● Incompliance to rules and actions deemed causing threat to the residential community and to PMU</li> <li>● The instance of compiling 3 notices from the housing department</li> </ul>	Human Resources
3	Fine	<ul style="list-style-type: none"> <li>● Traffic, parking violations</li> <li>● Inappropriate littering</li> </ul>	Security for traffic and parking and Budgeting and Accounting for other violations after a report provided by the Housing Department
4	Repairs/Indemnity	<ul style="list-style-type: none"> <li>● Repeated incidents of misuse of equipment or facility</li> <li>● Changes affecting the exterior and esthetic aspect of the compound/residential facility</li> <li>● Acts of vandalism</li> <li>● Indemnity for physical harm</li> </ul>	Budgeting and Accounting after a report provided by the Housing Department
5	Termination of Occupancy	<ul style="list-style-type: none"> <li>● Acts causing serious threats the community</li> <li>● Flagrant misconduct</li> <li>● The instance of compiling 3 warnings from HR</li> </ul>	Faculty Affairs/HR

## **12. Female Student Housing Rules and Regulations**

- 12.1 The student should have a record of good conduct.
- 12.2 A student is permitted to receive visitors in her accommodation unit according to the following regulations:
  - 12.2.1 Visitors are not allowed to stay overnight in the student room under any circumstances. However, guest rooms are available can be booked in advance through Accommodation Department.
  - 12.2.2 Deposit will be specified in the application and must be paid prior to moving in. This deposit will be refunded to the student assuming there was no damage to the housing unit/s.
- 12.3 In the event of a student being discontinued from the College and fails to complete the clearance procedures from the College; her room will be evacuated, in her absence of all her belongings and whatever official documents are found therein will be sent to the Safety and Security Department. The housing department will not bear any responsibility for the student's personal belongings nor will it provide compensation.

## **13. Student's Rights and Responsibilities**

- 13.1 The resident student must adhere to the rules and regulations of the internal directives of the Housing Department personnel and staff.
- 13.2 The resident student must adhere to proper behavior with her colleagues, Housing Department employees and staff inside the Student Accommodation. It is not permissible for her to engage in any action or behavior deemed as being inappropriate.
- 13.3 The resident student is responsible for her personal belongings and she is not permitted to leave any valuables in her room once she leaves the accommodation unit.
- 13.4 The resident student must adhere to the following:
  - 13.5 Maintain the neatness and orderliness of her room.
  - 13.6 Refrain from tampering with accommodation unit property and appliances.
  - 13.7 Abstain from hanging pictures, drawings, or insignias on the walls, doors or windows of the accommodation buildings no matter what the rationale for doing so may be, unless prior approval from the unit supervisor or Accommodation administration is obtained.
  - 13.8 Adhere to the rules regarding proper use of water and electricity.
  - 13.9 Wear appropriate clothing when walking around the accommodation units. For more information on what is appropriate, see below for the female dress code.
  - 13.10 Deference to quietness and not disturbing other residents.
  - 13.11 No person under the age of 15 years old is allowed in the accommodation unit unless accompanied by his/her guardian. PMU is not liable or responsible for them.
  - 13.12 Animals will be allowed only after approval from the Housing Department. Students must complete the pet application, pay the additional deposit as well as get written consent from the other students that are living in the same accommodation unit.
  - 13.13 Refrain from doing any action which may violates the Student Accommodation regulations or may lead to public property breach. Anyone doing so is subject to the disciplinary action stipulated in the Student Disciplinary Handbook.
  - 13.14 A resident student is prohibited from any actions or behaviors which are not consistent with the Islamic customs and values and the rule. Specifically, a resident student is prohibited from the following:

- 13.14.1 Possessing or storing any type of weapon.
- 13.14.2 Abusing any type of intoxicant, narcotic or smoking.
- 13.14.3 Using any type of burner or candles inside of the rooms or in any of the facilities of the Student Accommodation.
- 13.14.4 Using fireworks or cooking appliances or anything which may cause a fire in the accommodation.
- 13.14.5 Bringing unauthorized electrical appliances without coordinating with Student Housing Department employees.
- 13.14.6 Possessing any tools or materials such as books, magazines and/or pictures which contravene proper morals and customs and are illegal.
- 13.14.7 Inviting an outside visitor to the accommodation unit who is none of the permitted visitors under article twelve of the Student Handbook.
- 13.14.8 Publishing any material without obtaining the prior approval of the College Deputy for Student Affairs or the person delegated by him.
- 13.14.9 Obstructing authorized programs and activities inside of the accommodation unit.
- 13.14.10 Improper use of photography equipment and mobile phones cameras.
- 13.14.11 Any action or behavior contrary to proper character and behavior which must be adhered to.
- 13.14.12 Improper use of the college's computers and /or network.

#### **14. Female Attire**

- 14.1 All female community members are expected to observe the cultural norms of the society.
- 14.2 Clothing should be modest and should not draw attention to aspects of the body.
- 14.3 Clothing can include slacks, pant suits and skirts, which are conservative in design.
- 14.4 Tops should not allow cleavage or upper arms to be seen.
- 14.5 Extreme visible body piercing is not allowed.
- 14.6 Wearing exaggerated jewelry is discouraged
- 14.7 Footwear can be both comfortable and fashionable but in keeping with a university professional environment.