



## **RULES AND REGULATIONS GOVERNING KIBABII UNIVERSITY HALLS OF RESIDENCE**

Kibabii University has limited accommodation facilities that cater for male and female students under the following Rules and Regulations. A student needs to register fully and pay accommodation fee to be considered. First year students and students with special needs shall be given priority in room allocation

### **1. ROOM ALLOCATION**

Room allocation shall be done by the accommodation services staff. ONLY students who fully register and pay full accommodation fee will qualify for accommodation in the hostels. When accommodated, residents shall remain in the assigned rooms for the whole of that academic year. Changing of rooms will not be allowed except with special permission from the Hostels Officer.

Students are encouraged to book for accommodation online.

Website: <https://www.kibu.ac.ke>

### **2. ACCOMMODATION RATES**

A room shall be paid for per academic year at prescribed rates. Accommodation fee is NON REFUNDABLE.

### **3. FURNITURE AND FITTINGS**

Students will be expected to care for basic facilities provided in the rooms, namely,

- i. Bed
- ii. Mattresses
- iii. Reading Table
- iv. Lighting
- v. Waste Paper Baskets
- vi. Wardrobes
- vii. Curtains
- viii. Mirror
- ix. Chair

Residents will be accountable for any breakage and /or losses of these facilities. Inventory of the same shall be maintained at the time of check-in and check-out. No additional furniture will be permitted in the room.

### **4. ROOM TIDINESS/CLEANLINESS**

Occupants are expected to keep their room's clean and tidy at all times. Avoid graffiti, posters or pictures on walls, floor, ceiling, doors, and mounting nails or screws on the wall. It will attract a charge.

### **5. LITTER**

Help us to keep the hostels clean. Waste paper baskets in the rooms and dustbins in the public areas should be used to dispose off litter. Do not dispose rubbish; pour liquid or throw objects through the window, it is hazardous. It will attract a charge at determined by the estate department

### **6. ROOM COURTESY**

- i. Cohabiting in the room is prohibited.
- ii. Nonresidents or students from other halls of residents or rooms are not allowed beyond prescribed time. **(10am to 10pm)**
- iii. Sub-letting of rooms once allocated is prohibited.
- iv. Drunkenness and exhibiting behavior that cause a breach of peace while in the halls of residence is prohibited.
- v. Substance abuse and handling of illegal brew/drugs in the halls of residence is outlawed.
- vi. Talking through the window is inappropriate and therefore highly discouraged.
- vii. For reasons of safety, health and sanitation, no pet, strange objects both animate and inanimate are allowed in the residential halls.

### **7. ROOM ENTRY**

No one shall enter another room without permission of the occupants.

## **8. SAFETY AND SECURITY**

- i. Residents are advised to keep their rooms locked at all times.
- ii. Haring stones or hard objects through the window at a target is prohibited.
- iii. Residents should take appropriate measures to ensure that their personal property is safe. Money and valuables should be deposited at the nearby post office or bank.
- iv. The University shall not be liable for any losses and/or damage to students' personal property.
- v. Students should not tamper with firefighting equipment or switch board, electrical, sanitary and water installation equipment
- vi. Do not bang doors, windows, shutters or locks the cost of repair of such doors as a result of banging will be levied on the concerned student.
- vii. Do not vandalize locks hasps and staples in the rooms.
- viii. Idling and loitering around and within halls of residence is prohibited.

## **9. FIRE HAZARDS**

- i. Electric gadgets should not be left unmanned
- ii. In order to maintain safety in the hostels students are not allowed to have fireworks of any kind, primus stoves or any other flammable materials or chemicals in their rooms.
- iii. Empty pressurized cans should not be exposed to fire. They are hazardous .When disposing them off, they must be incinerated, since heat may cause the can to explode.

## **10. COOKING IN THE ROOMS**

- i. Residents are **NOT** allowed to use their rooms for any form of cooking, or keep gadgets and items that imply cooking. Residents found cooking will be charged.

## **11. BUSINESS ACTIVITIES**

All business activities within the university should be done in the Students Centre therefore hawking, selling or any other trading activities are NOT allowed in the Halls of Residence.

## **12. NOISE**

- i. Rooms are not sound proof. Be considerate to others in the hostels, e.g. keep the volume of your music systems and radios low.
- ii. Residents are encouraged to report noise problems to their Housekeepers, Janitors and/or Wardens for quick action to be taken.
- iii. Sporting activities e.g. skating, riding bicycles, skipping etc should be avoided within the precincts of the halls of residents.

## **13. PARTIES**

Parties must not be held in the rooms at any time. In case of need, concerned students are advised to contact the Hostels Officer.

## **14. HARASSMENT**

- Accommodation services shall take serious view of any harassment
- i. No staff shall be harassed.
- ii. No student shall be harassed due to his/her religion, ethnic background, race, physique or gender.
- iii. Fighting in the halls of residence is highly prohibited.

## **15. VISITORS**

- i. Visitors should be cleared by the university security and be given a security badge and a pass. Which should be produced to the Hostels officer for clearance.
- ii. Residents are allowed to have visitors from 10.00am to 10.00pm, and shall be responsible for their conduct.
- iii. Children and Minors are not allowed in the halls of residence.

## **16. ABSENCE FROM HOSTELS**

- i. A resident who intends to be absent from the hostels for more than three days shall notify the Housekeeper and the Dean of students.
- ii. Residents are also required to report to the housekeeper the absence of their roommates/friends for more than three consecutive days.



- iii. If the disappearance of a resident/friend is suspicious, this should be reported to the Dean of students, Hostels Officer and Security Officer promptly.

**17. INDOOR TOILETS**

- i. Residents should use washrooms responsibly
- ii. Every resident will be expected to buy and use toilet paper.
- iii. Sanitary towels, condoms non bio degradable and any inappropriate material should not be disposed off in the toilet bowl as they cause blockage.

**18. BULBS/FLUORESCENT TUBES**

- i. Every room has been provided with a lighting system. Residents will be expected to replace the bulbs/tubes in their rooms.
- ii. Do not interfere with electrical wiring/fittings in the rooms and within the Hostels as this could cause fire.

**19. WATER**

- i. Residents are requested to use water with utmost care.
- ii. No taps should be left running.
- iii. Do not tamper with storage tanks and water fittings.
- iv. Report incidents of vandalism as appropriate.

**20. LAUNDRY**

- i. Residents are not allowed to soak clothes in the sinks, wash hand basin, dhobi sinks. Residents are to use their own buckets for soaking clothes.
- ii. Residents are expected to leave the laundry place clean and dry.
- iii. Residents should not hung any form of cloths on the window, it will attract a charge.
- iv. When your clothes are dry, please remove them from the lines to create room for others who need the space and line.
- v. Residents should not wash their cloths inside the room, it will attract a charge.

**21. CHECKING OUT**

- i. Each resident shall be required to surrender room keys promptly when required i.e. when the university has closed down and when checking out.
- ii. A charge at the market rate will be imposed on any student who loses the room key or; a similar charge will be levied for unsurrendered key at the end of the academic year.
- iii. Some doors are fitted with tower bolts, residents should therefore make arrangements to buy their own padlocks which they should withdraw on checking out.

**22. REMAINING IN HALLS OVER VACATIONS**

Except with written permission from the Hostels Officer, students are to vacate all rooms during the vacations. Such permission will only be granted after the Hostels Officer approves application for accommodation in writing.

**23. RIGHT OF ENTRY INTO A STUDENTS ROOM**

The University reserves the right for the Dean of students, a Dean's representative, the members of the university Administration or their representative to enter and inspect a student's room whenever necessary. The student, by accepting a room in one of the residence halls, acknowledges and allows the privilege of the administration.

**24. WARDENS**

A warden is an academic staff or a senior administration staff who has been appointed to deal with residence and general welfare matters of the students

Every hostel shall have at least a warden. Students are encouraged to consult their warden on all matters that affect them. Each warden shall inform students on where and how they may be found at any one time

**25. HOSTELS STAFF**

- i. Hostel staff includes Hostel Officer and Housekeepers who are usually on duty during the day and janitors who are normally on duty at night.
- ii. Every hostel has a housekeeper in-charge stationed in the housekeepers' office.
- iii. Residents are encouraged to report to any of these officers any time of the day or night for assistance.

**26. COMMUNICATION ON RESIDENTIAL MATTERS**

Students shall be expected to use laid down channels and procedures. In regard to residential matters, they shall report their issues as follows:

Resident Student Representative ➔ Housekeeper/Janitor ➔ Hostels Officer ➔ Wardens ➔ Dean of Students

**27. SICKNESS**

- i. Cases of sickness at night should be reported to the janitors or Wardens immediately.
- ii. Students with special medical condition should avail their medical report to the Hostels Officer through medical services department or their respective wardens for the purpose of management and care.
- iii. For maternal care and support, the students are encouraged to share their medical information from time to time to the Hostels Staff or their Respective Wardens.

**28. PENALTIES**

Flouting the above Rules and Regulations may result in any one or all of the following penalties:

- i. Eviction from the room
- ii. A resident meeting the full cost of either repair/replacement of whichever item is damaged or lost.
- iii. A resident being forwarded to the disciplinary committee for further action

**29. STUDENT COMMITMENT**

I have read and understood the rules and regulations governing accommodation services, and promise to abide by them failure to which appropriate action should be taken against me.

NAME.....REG no.....

SIGNATURE.....DATE.....

**OFFICIAL USE**

Hostels Staff.....

Sign/Stamp.....

Date.....

