



Evans Lodge
Rules & Regulations

We thank you for selecting Evans Lodge as your choice of residence during your stay in Singapore and wish you have an enjoyable time during your pleasant stay here.

Please note the following to ensure a safe and pleasant stay :-

1. BEHAVIOUR AND DISCIPLINE

- 1.1 Residents are expected to display acceptable forms of behavior that is becoming of young men and young ladies, anywhere within the hostel compound.
- 1.2 Smoking is not allowed in the hostel rooms (air-conditioned and non air-conditioned rooms) at all times.
- 1.3 Possession and consumption of alcoholic beverages are not allowed in the hostel compound.
- 1.4 Possession and consumption of any prohibited drugs in the hostel compound are not allowed. Anyone caught shall be handed to the relevant Authorities.
- 1.5 Residents are not allowed to bring pornographic or any distasteful materials to or display them in their rooms or anywhere within the premises and its vicinity.
- 1.6 Parties or other social gatherings in the hostel compound are not permitted without the prior consent of the Hostel Management.
- 1.7 Residents are not allowed to pass the room key to their friends or whosoever to utilize their rooms in their absence of stay or during their vacation.
- 1.8 Residents are prohibited from climbing over the fence or wall to get in or out of the Hostel compound.
- 1.9 Noise level, volume of radio, etc must be kept low at all times to allow others the opportunity to study or sleep in comfort. These rules are intended for the Resident to follow so as to achieve a conducive living environment for all the residents.
- 1.10 Residents caught committing a crime or theft of any kind will be referred to the Police for Action and will be evicted. Prior to eviction, Residents will have to settle all outstanding charges where deemed applicable including forfeiture of unutilized period of the rent paid.
- 1.11 Pranks, ragging and rowdy games in any form are prohibited.
- 1.12 No littering or burning of waste material shall be allowed at any time within its premises and vicinity.
- 1.13 Fire extinguishers are not to be removed from their proper location or discharged unless it is a fire emergency. Anyone found tampering with fire extinguisher is subject to disciplinary action and would be required to pay the amount of S\$500/- per extinguisher.
- 1.14 Vandalism is a very serious offence, Residents found guilty of committing such an offence can or may be evicted from the Hostel.



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2. UPKEEP OF THE HOSTEL

- 2.1 Residents are responsible for the up-keep of cleanliness and tidiness of their rooms at all times including the common areas in the Hostel, such as the lounge area, pantry and bathrooms for the convenience of the next users. No residents are allowed to make alterations or damage to the premises or to remove any fittings. Anyone caught violating this Rule will be subjected to appropriate charges and action where deemed necessary by The Management.
- 2.2 Cooking is not allowed in the room including storing, preparing, cooking or consume food to prevent smell and pest nuisance
- 2.3 All air-conditioners, fans, light and electrical appliances must be switched off when not in use. A sum of \$50.00 shall be levied if caught for not switching off the air-conditioner if not in use.
- 2.4 Tampering with the existing power switches or introduce additional electrical plugs to the existing power points (including appliance such as mini fridge, microwave oven, etc) are STRICTLY not allowed to prevent overloading and fire.
- 2.5 Placing of baggage/bags or unwanted items outside the room is not allowed to avoid obstruction to other residents. Shoes placed outside their rooms must be properly stored in shoe rack (at their own cost).
- 2.6 Common Hostel furniture must not be moved into other rooms from one hostel unit to another without the consent of the Hostel Management.
- 2.7 Any damage to Hostel property must be reported immediately to the Hostel Management. Residents will have to pay for all damages except those caused by normal wear and tear.
- 2.8 Residents sharing common facilities within the room of the residence shall be liable for a joint payment towards the cost of repair or loss of facilities within the room in the event that such damage or loss is not attributable to a single resident.
- 2.9 The Hostel Management reserves the Rights to move residents to other Hostel units if there is a necessity.
- 2.10 The Hostel Management reserves the Right to match those twin sharing Residents without a room-mate with same gender. Any damages to room facilities will be shared equally with the room mate.
- 2.11 The Hostel Management reserves the Rights to enter, inspect or spot checks the rooms in the interest of proper conduct of the Residents, or the orderly and efficient administration and proper use of the rooms, or to maintain/repair the premises but only in the presence of the Residents. Unless time permits, a written notification shall be given in advance of the Management's intended entry.



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3. VISITORS

- 3.1 Visitors including residents from other Hostel units are allowed into the lounge area during the following visiting hours :-
Mondays to Sundays (including Public Holidays) - 10am to 10pm.
- 3.2 All visitors and non-residents must register at the Security Counter and provide all detail and documents for verification as requested by Security Officer.
- 3.3 Resident(s) have to inform the Security Officer of any expected visitor(s) and to receive them at the Lobby area.
- 3.4 No visitors shall be allowed to loiter around the Hostel vicinity except the designated area without the company of the Resident (s). Visitors are NOT allowed to use the hostel facilities.
- 3.5 Visitors are not permitted to stay overnight in the Hostel units without the prior consent of the Hostel Management. All visitors and non-residents must leave the Hostel complex by the stipulated visiting hours.
- *anyone caught residing in the room without written approval from The Management will be treated as squatter and will be evicted immediately. A rental levy based on Guest Rate will be charged to the Resident for allowing unauthorized visitor to stay. The Hostel Management reserves their rights to evict any of the Residents who faulted the Rules & Regulations.*
- 3.6 Residents are not permitted to allow visitors (including Residents) of the opposite sex into their bedrooms at any time behind close door for whatever reason. The Hostel Management reserves the rights to evict any Residents who do not comply.

4. SECURITY

For the safety of all Residents, the followings are to be observed :-

- 4.1 It is advisable for residents to have their entry and exit recorded by the biometric scanner located at the Main Front Lobby (Security Officer will then be able to identify the safe return of residents to the Hostel).
- 4.2 Residents are required to carry their Residents/Temporary Passes at all times within the Compound of the Hostel when visiting other residents in their hostel units and show it to the security officer upon request. Loss of Pass must be reported to Hostel Management immediately. Resident shall bear the cost of replacement.
- 4.3 Residents must return to the Hostel by 12 midnight Daily including Public Holidays for their own safety.
- *Residents who wish to go out after the stipulated time must make a declaration of their purpose, whereabouts their contact details and expected return time with the Security Officer (at own risk for non declaration).*



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- 4.4 It is the responsibility of the Residents to keep the Hostel Management/Security Officer informed, if they intend to stay away from the Hostel, even if it is just for one night. For those who are leaving for long vacation, date of expected return must also be informed.
- 4.5 Residents are responsible for all their personal belongings and valuable items e.g. handphone, portable computer, watches and money etc under lock and ensure that their door and windows are properly secured at all times. The Hostel Management is not responsible for any loss of private property.
- Residents are advised to make a declaration for their valuable belongings upon checking in at Evans Lodge. Information to be furnished includes particulars such as Brand, Model Name/Serial Number etc.
 - Our Security Officer(s) reserves the rights to make a check on your luggage or any form of bags whenever deem necessary.
- 4.6 Residents are not permitted to change rooms or sleep anywhere other than in their own bedroom without the consent of the Hostel Management in writing.
- 4.7 Any resident who finds his/her room-mates(s) missing for more than 48 hours must report to the Hostel Management or Security Officer immediately. This is to enable the Hostel Management to take immediate action if any untoward incident had taken place. The Management appreciate full co-operation from the Residents.
- 4.8 Loss of key must be reported to Hostel Management immediately. Resident shall bear the cost of replacement of locks and keys including duplication of all keys.
- 4.9 Duplication of keys is prohibited and unauthorized entry to a room is a serious offence. Trespassers will be seriously dealt with.
- 4.10 Keep the security officer informed of any items that are required to be removed for repair or use outside the hostel.
- 4.11 Requesting the security officer to run any personal errands or to retain custody of any personal items is not allowed.
- 4.12 Offering of payment/Tips, rewards, token of appreciation, or gifts in any other kinds for any services rendered by the security officer is not allowed.
- 4.13 Inform the security officer of any suspicious persons or things found abandoned at the passageway or common facilities.

5. EMERGENCY

- 5.1 In case of emergency outside office hours, please contact the Security Officer on duty at the Security Counter or the Duty Officer.
Security Counter : 6836 2849



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6. LOSS OR DAMAGE

6.1 Evans Lodge shall not be liable directly or indirectly for personal injury, loss of life, loss and /or damage to any personal property of resident, guest, or visitor suffered in within the hostel premises.

7. GENERAL ISSUES

7.1 No pets are allowed

7.2 Smoking is not allowed within the Hostel premises except at designated areas.

7.3 Resident's Registered Mails/Articles or Parcels

Residents are to inform the Security Officer in writing of any expected registered mails/articles/parcels in ADVANCE else mails/articles/parcels shall be returned, Management shall not be responsible for any damaged/lost which may arise.

The Management/Security Officer reserve the rights to check the content of the delivered items for security reasons.

7.4 Resident's Letters

Residents are to check for any mails meant for them weekly at the Security Counter.

7.5 Hostel Facilities

- a) Computer Room – Eating/Drinking is ***strictly not allowed*** in the Computer room. Resident(s) in possession/consumption of food or drinks will be asked to leave the room immediately. The Management will issue a warning for the above offence. Noise level should be kept at minimum at ALL times.
- b) Toilets/Showers – Residents have to be considerate to other users. Please keep the toilets and showers clean at all times after use.
- c) Laundry Area – Residents have to keep the area clean and tidy at all times. Keep the washing agents at the proper area provided and remove your dried clothing from the drying lines to allow others to use. *Residents are reminded to dry their clothing at the designated area. Clothing found drying/hanging at unauthorized area(s) would be removed without notice.*
- d) Pantry – The Management does not provide cutlery in the pantry. Respective Residents are liable for their own utensils and food items. Signages have been put up to inform Residents of the pantry Terms and Conditions.
- e) Hostel Rooms – Residents are reminded not to hang/paste anything on the walls/doors of their rooms, which may cause damage(s) which they will be liable upon check out.



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- f) Gym Fitness Room (Operation hour from 0700 to 2200 hours) – Exclusive to Residents free of charge (use at own risk). Be consideration and co-operative to keep the place clean and tidy at all times for the next fellow Resident.
- g) Table Soccer/Pool Table & Tennis (Chargeable) – Booking to be made in advance is required for Tennis.
- h) Table Tennis/Badminton (FOC) – Residents are required to draw the rackets, etc from the Security Officer.
- i) BBQ Pit (Chargeable) - Booking to be made in advance is required

7.6 Properly Attired

Residents shall dress in appropriate attire at all times within the Evans Lodge vicinity.

7.6 Updates and Announcements

Any new updates and announcements within Evans Lodge will be posted on the Notice Board.

8. REVISION OF RULES AND REGULATIONS

- 8.1 The Hostel Management reserves the Rights to revise the Rules & Regulations, Terms & Conditions including the prices & room rates from time to time and will keep the residents informed of any changes way of Circular pinned on the Notice Boards.
- 8.2 Residents found breaking any Rules & Regulations, Terms & Conditions are liable for expulsion from the Hostel within 24 hours and any remaining rental will be forfeited.

A safety and pleasant stay in Evans Lodge depends on all co-operation and consideration to each and everyone. The Management will non-refund or pay compensation or whatsoever for unpleasant stay caused by non-compliance of the above due to irresponsible Residents