



**AMERICAN
UNIVERSITY
OF BEIRUT**

HOUSING RULES AND REGULATIONS

Name:

ID number:

Apartment/Residence:

Section 1 - Rules and Regulations Particular to On-Campus Housing

1. Housing Rules

- a. The provision of on-campus housing is conditional on Eligible Personnel not owning a primary residence off-campus.
- b. The provision of on-campus housing is a privilege, and occupants are expected to make all reasonable efforts to take care in their use of AUB housing facilities and to treat fellow residents with due regard and consideration.
- c. Occupants are expected to keep noise to a minimum and to keep their residences clean and well cared for. Complaints regarding noise or other nuisance should be made to the Housing Department or, outside office hours, to the protection office.
- d. The university shall provide occupants of on-campus housing with the following services: elevator, where available, central heating, cold and hot water, janitorial services related to the premises such as cleaning of corridors, stairs, and collection of refuse.
- e. For safety reasons, occupants are requested to ensure that young children are accompanied in the elevators and when using the university's public areas or playgrounds.
- f. For safety reasons, no flower-pots or other objects may be hung outside windows or balconies, and nothing shall be thrown or permitted to fall outside the building.
- g. Occupants shall not modify or alter AUB housing, internally or externally, in any way, including erecting awnings, changing light fixtures, modifying plumbing or electrical installations, erecting antennae, television dishes, or similar structures on such housing. Exceptions to this rule may be made, provided that the modifications or alterations are in conformity with standards established by the physical plant department, and only after receiving authorization in writing from the Housing Department.
- h. Eligible Personnel shall deliver the premises and loaned furniture (if any) at the expiration of the assignment, or other termination of university housing, in good condition, normal wear and tear accepted.

2. Moving and Deliveries

- a. Moving days and large deliveries shall be scheduled in cooperation with the Housing Department at least 48 hours in advance.
- b. The elevator shall only be used for the purpose of moving furniture if an authorized representative from the physical plant is in attendance. The scheduling of moves into and out of housing units shall be worked out in advance with the Housing Department.
- c. Service and delivery vehicles shall not obstruct vehicular or pedestrian access to university residences.
- d. Costs incurred as a result of damage to the elevator or common elements (communal passageways, hallways, staircases, elevators, walkways, entryways, and roofs) as a result of moving or receiving a delivery, unless caused by personnel from the Housing Department or from physical plant, will be recovered in the same manner as maintenance expenses and other costs and charges relating to the premises.

2. Repairs

For urgent repairs: water leakage, broken glass, electrical faults, etc.:

- a. Contact the Physical Plant Department Help Desk at extension 2015/6 during office hours or through Mobile 03-997444 after office hours.
- b. For all other services contact the Housing Department at extensions 2120/1 during office hours.
- c. In case of an emergency, the university shall have the right to enter any residence without prior notice in order to carry out repairs deemed necessary to prevent damages. Emergency works shall be appropriately supervised by a staff from Housing Department and another from the Physical Plant Department. Upon completion of the works, a document will be prepared describing the works done. One copy is submitted to Housing Department while a second is kept with Physical Plant Department.

3. Renovations or Alterations

- a. The Housing Department shall be responsible for ensuring that the premises are clean and in good condition when delivered to Eligible personnel. Thereafter, it shall be the responsibility of occupants to ensure that the premises are maintained in good condition.
- b. Any renovations, alterations, re-painting, or decorating of a permanent nature shall be in accordance with university standards and requires prior approval, in writing, from the Housing Department.
- c. The university will repaint and/or renovate the premises when the Housing Department deems it necessary, but not more frequently than once every five years.

4. Appliances

The Housing Department, at extension 2120/1 during office hours, should be contacted regarding the following matters:

- a. Repairs or replacement of university supplied electrical appliances or fixtures and the maintenance of gas stoves.
- b. AUB-provided kitchen equipment is delivered in good form and working condition. Equipment maintenance beyond normal wear and tear will be charged to residents.
- c. Electrical outlets and utilities for major domestic appliances purchased by residents will be provided by physical plant. However, the installation of such appliances shall be the responsibility of the supplier and shall be approved by the physical plant department. The maintenance and repairs of such appliances shall be at the responsibility and expense of the occupants.

5. Keys and Locks

- a. The Housing Department provides two sets of keys for each unit; additional keys may be requested from the Housing Department. Eligible Personnel are specifically instructed not to have AUB keys copied outside the university.
- b. Eligible Personnel shall not change any lock in the campus residences or add any new locks without obtaining the written consent of the Housing Department. A copy of the key to any new lock shall be provided to the Housing Department.
- c. The protection office has a duplicate key for the front entrance to each on-campus unit. In case of misplaced keys outside office hours, residents may contact the Control Room of the Protection Office at extension 2400 or WhatsApp +96170099022, that, on presentation of suitable identification, will assist in opening the main door to the apartment.

Section 2 - Rules and Regulations with Respect to Household Help

1. Eligible Personnel(employer) occupying on-campus housing and who employ household help who are:
 - a. Living in the residence of the employer, or
 - b. Lebanese nationals working regularly on part-time basis, or
 - c. Foreign nationals employed by an agency that provides household help working regularly or on part-time basis shall issue an ID for their household help within five working days of the household help commencing employment. Please refer to [Access to Campus Policy](#) for details.

The word "employer" shall include the household faculty or staff, where applicable.

2. To issue a household helper's ID, employers must fill and submit to Auxiliary Services:
 - a. [ID Application Form](#).

- b. Household Help Liability Form (Appendix I).
- c. Two passport sized photographs.
- d. For Lebanese nationals, a copy of their official ID card or a copy of their Ikhraj Kaid.
- e. For foreign nationals:
 - Copy of their passport, including the page on which the relevant Lebanese entry visa is stamped.
 - Copy of the work permit.
 - Copy of the residency.

The household help shall present themselves to the ID Centre to receive their university identification cards.

- 3. For household help who are foreign nationals, it is the employer's responsibility to ensure that they are registered with the Lebanese government under the employer's legal sponsorship and that their passport, residency permit, work permit, and university identification cards remain valid throughout their employment. In addition to the documents mentioned in paragraph 2 above, the employer shall periodically submit to Auxiliary Services copies of the following documents:
 - a. Valid work permit.
 - b. Valid residency permit.
- 4. Household help are entitled to maintain possession of their passport and their residency permit at all times.
- 5. All payments due to the household help shall be made in a timely fashion in accordance with the employment contract, and in any event, not less frequently than monthly. No salary deductions may be made, except with the written authorization of the household help granted in compliance with the applicable laws. Household help shall be allowed to have a minimum of one day of rest per week.
- 6. It is the employer's responsibility to purchase insurance coverage and to provide and pay for necessary medical care and treatment for the household help.
- 7. Employers must ensure that the dignity and the human and legal rights of household help are fully preserved at all times.
- 8. The household help shall not be obliged to work for any person other than the employer.
- 9. Any person who believes that a violation of the above rules and regulations regarding household help has occurred shall report all relevant information regarding the alleged violation to Human Resources. The university will endeavor to keep the identity of individuals who bring such incidents to its attention confidential.
- 10. Any person may refer emergency situations to the Office of Protection for appropriate action. Protection Office will hand over the case to Human Resources as soon as feasible.

Section 3 - Furniture Loan for On-Campus Residents

1. The university provides furniture "on loan" to Eligible Personnel occupying on-campus university housing.
2. The list of furniture on loan is specified in Appendix II. This appendix may be amended from time to time by the university administration.
3. The university shall not be responsible for the provision of any furniture, appliances, or fixtures other than as specified in Appendix II.
4. Eligible Personnel shall sign a detailed furniture and appliance inventory and will be held responsible for the cost of any replacement or damage except in that which is attributable to fair wear and tear.
5. Eligible Personnel shall allow and facilitate the university's inspection of the premises and any loaned furniture in order to ensure compliance with these rules and regulations and to determine what repairs are necessary and the costs to be borne by Eligible personnel. Eligible Personnel shall accept the results of any such inspection.
6. All AUB furniture sets are delivered in good form, either new or newly upholstered. The cost of subsequent repairs needed beyond normal wear and tear, or damage to the furniture, will be charged to residents' personal accounts.

I certify and understand that: (a) I have read and understood the above Rules and Regulations; (b) the Housing Rules and Regulations will be a legally binding contract which I agree to be bound to (c) I am committing to the Rules and Regulations set forth therein.

When I(We) click the "I(We) Agree" box below, I(We) attach my(our) electronic signature(s) to, and agree to be bound

by, the Rules and Regulations of this Housing Agreement.

I(We) Agree

APPENDIX I

HOUSEHOLD HELP LIABILITY FORM

(To download this form, [click here](#))

I hereby declare that I am solely responsible for the employment of

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of the nationality,

during the period from to

and any infringement to rules, regulations and laws in this respect.

Name of Employer

Signature of the Employer

Date: _____

Required Attached Documents

- Copy of the Help's passport
- Copy of the employment contract
- Copy of work permit
- Copy of the Lebanese residency
- Two photos for the Help (no need for the renewal of the ID to submit photos)

APPENDIX II

FURNITURE SCHEDULE

1. On-Campus Housing

- a. On-campus housing is furnished by the University in accordance with a schedule that considers the size and location of the apartment. All apartments are equipped with a refrigerator, a stove, basic living room and dining room furniture, and bedroom furniture equivalent to the number of bedrooms in each apartment. The Housing Department will, on request, provide prospective occupants with a floor plan of the apartment and a furniture schedule. The university does not provide floor coverings, lamps, small appliances, kitchenware, or other household items.
- b. Eligible Personnel who do not wish to have furniture provided or who wish to return certain items should contact the Housing Department. Generally, all items are treated as sets (e.g., 3-piece sectional settee) which may not be split.
- c. Eligible Personnel who require additional furniture (e.g., additional bed due to an increase in family size) should contact the Housing Department. Additional items may be provided subject to availability and at the discretion of the Housing Department.

2. Household Help

The university does not provide furniture for household help.

3. Standardization

The university has adopted a policy of standardization of furniture. Non-standard items (e.g., specially modified beds or baby cribs) are not provided.

Article	Single	Married No Children	Married One Child	Married Two Children	Married Three Children	Married Four Children
Settee 3 seats	1	1	1	1	1	1
Settee 2 seats	1	1	1	1	1	1
Arm-chair	1	1	1	1	1	1
Main coffee table	1	1	1	1	1	1
Corner coffee table	2	2	2	2	2	2
Dining table	1	1	1	1	1	1
Dining chair	4	4	6	6	8	8
Sideboard	1	1	1	1	1	1
Single bed 105 + mattress			1	2	3	4
Double bed 160 + mattress	1	1	1	1	1	1
Night stand	2	2	3	4	5	5
Chest of drawers	1	1	1	2	2	2
Mirror	1	1	1	1	1	1
Desk	1	1	1	1	1	1
Refrigerator	1	1	1	1	1	1
Gas stove	1	1	1	1	1	1
Washing Machine	1	1	1	1	1	1
Plastic table	1	1	1	1	1	1
Plastic chairs	4	4	4	4	4	4
Air Conditioner*						

*** The number of units granted will be according to the size of the apartment.**