



## NIAS Fellows' House Rules

### Commitment

All users of the NIAS Fellows' House are committed to creating and maintaining a civil social space, a pleasant living community and a comfortable home.

### Users

Users of the NIAS Fellows' House include its residents, the other NIAS fellows and NIAS staff. Guests are welcome but must be accompanied by a NIAS resident, fellow, or staff member. Guests may not stay after 10 pm unless they have explicit written permission from a NIAS Facility Officer.

### Required Behavior

All users of the NIAS Fellows' House comply with the [NIAS Code of Conduct](#), in addition to complying with the following:

1. Respect the comfort of everyone in and around the house, for example by keeping noise to a minimum, keeping quiet after 10pm, keeping common areas tidy and cleaning communal inventory after use.
2. Be accessible and accountable to all users of the House, for example by listening to their requests for alternative ways of using the house. All users commit to making things work and agreeable for all.
3. Before organizing a gathering in any of its communal spaces, actively contact NIAS Facility staff and all residents of the House. This applies to both residents and other users who are connected to NIAS.
4. Always include all residents in all communal activities in the House. Make gatherings open and known to other NIAS staff and colleagues. NIAS does not accept exclusionary activities.

### Required Care

5. Treat and handle all NIAS and Royal Academy property and assets with care, and report any defects or shortages, whether new or already existing. Please note that the Royal Academy is the owner of the NIAS Fellows' House.
6. Conserve energy and water by turning down the heat, closing doors and windows when the heating is on, switching off or unplugging lights and appliances when not in use, taking short showers and using the dishwasher and washing machine only when they are full.



7. Use the recycling bins for paper and glass, and dispose of all waste responsibly, especially food waste. Please note that the Amsterdam city center is easily prone to pests.
8. Please note that cleaning and other maintenance work is carried out on weekdays between 10 a.m. and 4 p.m. Maintenance staff of or on behalf of the Royal Academy must be allowed access during these hours. Allow all other and urgent checks and repairs
9. Accept outside restoration and maintenance of the 17<sup>th</sup>-century Fellows House, including the inconvenience involved, on the understanding that it will kept to the absolute minimum, and will only be undertaken during semester if it cannot be postponed or scheduled for the summer.
10. Make sure to always close the windows before leaving a room you have used to prevent burglary, and to keep cats and bad weather out.
11. Do not use the emergency exits and stairs, except to leave the House in an emergency. Emergency platforms and stairs must not be used as balconies. No objects may be placed on them.

## No smoking

12. Do not smoke anywhere in the NIAS Fellows' House. Smoking is also prohibited in front of the House and on the emergency evacuation platforms. If you do not disturb others, you may smoke in the back yard.

## Applicability and Consequences

This Code of Conduct applies to all areas of the NIAS Fellows' House. The [NIAS Code of Conduct](#) outlines the possible consequences of breaking the rules, as well as the responsibilities of all members of the NIAS community, whether Fellows or staff, whether directly affected or bystanders.

## In case of practical problems

If any problems arise, either in using the house efficiently or in enjoying living with each other, please contact:

Berthon Alberto or René Biemans via [Facilty@nias.knaw.nl](mailto:Facilty@nias.knaw.nl).

During office hours you may also call 06-81991025 (Berthon Alberto) or 06-81102672 (René Biemans), or telephone the Royal Academy's Porter at 020-5510700.

Outside office hours AND in case of danger, and of (prospective) severe damage to property, please call the Royal Academy's Facilitaire Dienst (Facility Services) at 020 5510700.