

Bylaws of Gonzaga Hall Guest Room Residents
Enacted 2018.12.26

Chapter 1 General Rules

Article 1 (Purpose)

The purpose of these bylaws are to define the specific principles and contents regarding the guest room operations of Sogang University's Gonzaga Hall (hereby referred to as Gonzaga)

Article 2 (Purpose of Guest Rooms)

The purpose of the guest rooms is to provide residences for those who do not qualify to live in general housing (hereby referred to as student rooms), but require living accommodations in order to participate in programs at Sogang University that correlate with the university's ideals of education and Gonzaga's rules of operation.

Article 3 (Translation of the Rules)

Bylaws are written in Korean and then translated into foreign languages. Therefore, if there is ambivalence in foreign translations or if the meaning has changed from the original Korean document, the original Korean content will be upheld.

Chapter 2 Admittance

Article 4 (Qualifications for Admittance)

1. Sogang University faculty , staff, invited- exchange- visiting- professors, and researchers (visiting researchers) can be admitted to the Gonzaga guest rooms.
2. The dean can allow an admittance in these following cases:
 - A. Those who have applied for admittance for the purpose of research or lectures after being recommended by a faculty member
 - B. Graduate students who have applied after receiving a recommendation from an advisor.
 - C. Those who have been allowed admittance by the dean in accordance to the university's educational purpose and Gonzaga's rules of operation.

Article 5 (Applying for Admittance)

1. In order to apply for admittance to a guest room, the applicant must personally fill out an

application form and submit it through either e-mail or personally by visiting the Gonzaga administration office.

2. If the application has been submitted with the invitation of a university-affiliated organization, the head of said organization can submit the application for the applicant.

Article 6 (Approval of Admittance)

1. Those who have received approval of admittance desiring long-term accommodations (more than 30 days) must submit physical exam results papers before receiving an access card. For short-term residents, the dean will determine the necessity of the submittal of physical exam results papers.
2. All persons who have received approval of guest room admittance must submit an agreement form agreeing to the collection and usage of personal information.
3. Denial of admittance occurs in cases as follows:
 - A. Cases in which there are not available guest rooms for the requested period.
 - B. Cases in which the applicant has been expelled from the dormitory and have not received a reversal of the ban from the dean.
 - C. Cases in which the dean denies entrance in accordance to the university's ideals of education and Gonzaga's rules of operation.

Article 7 (Length of Residence and Reauthorization)

1. The maximum period of time people can reside in the guest rooms is one year.
2. Application submittals for the dean's approval shall be done anew in the following cases:
 - A. If the length of residence exceeds 1 year.
 - B. If there is a change in the number of residents, length of residence, or room type (one room, mid-sized room, large-sized room).

Article 8 (Room Allocation)

1. The resident's specific preference is not guaranteed when being assigned a room (such as the room number or the floor number).
2. Residents cannot change their designated room on personal preference.
3. The dean can change the rooms that have been assigned to the residents for the purpose of operations.

Chapter 3 Departure

Article 9 (Departure)

1. If a resident's qualifications have expired due to graduation or retirement, the resident must move out within 4 weeks, even if a contracted period still remains, unless they get

an approval to stay from the dean

2. Moving out must be done during the administrative office's working hours.
3. When moving out, the access card must be returned to the administrative office.
4. Upon departure, the room's conditions must be the same as its condition upon admittance.

Article 10 (Midway Departure)

1. Moving out before the expiration of the residence contract is called a midway departure.
2. Residents who depart midway must fill out a midway departure form and submit it to the administrative office.
3. Midway Departures can occur through the recommendation of the dean in these following cases:
 - A. If the resident has been diagnosed with an infectious disease.
 - B. If, despite the dean and university related organization's efforts, a resident who is suicidal or likely to cause self-harm does not make attempts to take care of oneself (refusal of counseling, refusal of treatment). Or, if the danger of suicide or self-harm does not reduce, making it likely to affect other residents in a harmful way
 - C. In the case of an epidemic (infectious disease, bedbugs, etc.) in which despite various steps of additional prevention efforts, there is no short-term alleviation of the harmful substance and it has been determined that the damage will spread among many residents.

Article 11 (Expulsion)

1. The dean is able to expel a resident who is violating regulations, invading other residents' rights, destroying the educational environment, or threatening the community's hygiene or safety.
2. The resident in question can have an opportunity for explanation through the Gonzaga Reward and Punishment Committee prior to the expulsion.
3. The dean's decision (such as the day of expulsion) made through the Reward and Punishment Committee must be implemented within 14 days. The dean can extend or shorten this term upon considering the person's circumstances of the individual in question.
4. The dean is able to expel residents in these following cases:
 - A. Those who possess or utilize prohibited items.
 - B. Those who break regulations.
 - C. Those who bring outsiders for visitation or an overnight stay without permission.

※ Visitors must follow the procedures of visitor confirmation and authorization. If the procedures are not met, any outsider entering the facilities will be considered trespassers.
5. These following items are not allowed in Gonzaga.
 1. Alcohol
 2. Psychoactive drugs.

3. Weapons and other items that can seriously injure others
 4. Electric heating appliances that are not provided in the guest rooms (iron, electric pad, fan heater, etc.)
 5. Flammable items or items prone to cause explosions (candles, gas, gunpowder, etc.)
 6. Pets.
 7. Electric appliances that consume large amounts of electricity.
 8. Items that have been announced by the dean as prohibited items (ex: router)
 9. Items that are prohibited by Korean laws such as guns, drugs, etc.
6. These are the following actions that are prohibited in Gonzaga.
1. Drinking
 2. smoking
 3. Making loud noises, disturbances that affect other residents in a harmful way
 4. actions that are generally not allowed by dormitories
 5. actions that are prohibited by the Korean law such as gambling, taking drugs, etc.

Chapter 4 Living Expenses

Article 12 (Living Expenses)

1. There may be additional costs to residing in the guestroom such as the living cost, cleaning cost, cost of renting sleeping gear, the cost of loss and damage of items, overnight stay of immediate family.
2. All guestroom residents must pay the room charge. Room charges will be calculated on a daily basis. The room charge includes the water fee, electricity fee, internet fee, and other communal space usage fee. However, this does not include food expenses. The price of the room charge is revised annually by the Gonzaga committee and it is set at the beginning of the spring semester.
3. All guestroom residents must pay a cleaning fee at the time of departure. As a principle, basic cleaning is done by the resident. If there is a request for additional cleaning, they can receive it according to the cleaning company's schedule and the resident must pay for this cleaning fee.
4. Generally, Gonzaga does not rent out sleeping gear. However, in special cases such as short-term residences, residents can borrow sleeping gear after paying for the expense of laundry of said gear.
5. At the time of departure, residents shall pay for the loss and damage of items. The loss and damage will be measured by comparing the items list that is submitted at the time of admittance.
6. If any immediate family members wish to stay with the resident overnight, they will need to get the dean's approval and pay an additional charge according to the guestroom type.

In the case of one-rooms, they must pay an additional 30% of the room charge, and in the cases of mid-sized rooms and large-sized rooms, there is no additional charge.

Article 13 (Method of Payment)

1. If a person is residing for a period exceeding one month, the payment can be made in monthly installments at the start of the month. The expenses are settled at the time of departure.
2. If a person is residing for a period less than one month, the payment for the total duration of residence must be made before admittance. The expenses are settled at the time of departure.
3. The cleaning fee will be billed once at the time of admittance.
4. Sleeping gear charges shall be paid at the time of admittance.
5. The cost of loss and damaged items shall be paid at the time of departure.

Chapter 5 Refund Policies

Article 14 (Refunds due to Cancellation of Admittance)

1. If there is a cancellation of admittance before the day of admittance, the individual will receive a full refund on their payment.
2. If there is a cancellation on the day of the planned admittance, the room charge will be calculated on a daily basis and will be deducted from the payment before refunding the amount.

Article 15 (Refunds due to mid-way departures or expulsions)

1. In the event of a midway departure or an expulsion, the penalty fee that the resident agreed to when moving in will be deducted from the remaining residence fee before being refunded.
2. If the remaining resident fee is less than the penalty fee, only the remaining resident fee will be considered as the penalty fee.

Chapter Management Administration

Article 16 (Facility Inspection)

1. Gonzaga can periodically have a large-scale maintenance period for the guestrooms for maintenance, repairs, and improvements. During these periods, no one can reside in the guestrooms without a specific approval from the dean.

2. The periods in which residents will be unable to reside in the guestrooms must be notified in advanced.
3. Gonzaga must properly clean and disinfect rooms in which residents have departed.

Article 17 (Access Card)

1. The dean or a person authorized by the dean make requests to people for their access cards in order to confirm that they are guestroom residents.
2. If the access card is lost, it must be reported to the administrative office and the resident must pay the reissuance fee before getting it reissued.

Article 18 (Outsider Visitation)

1. Outsiders cannot stay overnight in the guestrooms.
2. Immediate family members of the guestroom residents can stay overnight at the guestrooms with the approval of the dean in advance.
3. The standard number of people allowed to reside in each room is 1 person for one-rooms, 2 people for mid-sized rooms, 4 people for large-sized rooms. The maximum number of people allowed to reside in each room is the standard number +1.
4. Prior approval procedures must be made in the form of documents.
5. The dean can reflect on the Gonzaga committee's suggestions and deny visitors' overnight stays. If a visitor stays overnight without documented approval of the dean, it will be considered as trespassing.

Article 20 (Dormitory Access Regulations)

1. Guestroom cannot randomly enter the floor where the student rooms are.
2. Staff can enter guestrooms when the residents are absent if they have received "permission to enter the rooms while absent" from the room's residents for the purpose of facility inspections. However, the visiting staff must leave a memo regarding their entrance (date and time, staff name, purpose of visit, details of visit)
3. If there is an urgent event (ex: water, leak, short circuit, fire, etc.) that can affect other residents, the staff can enter the room after they notify the guestroom resident about the entrance even without getting "permission to enter the rooms while absent." If the entrance takes place before notifying the resident, the entrance must be notified to the dean in advance and they must leave a note (date and time, staff name, purpose of the visit and details of visit) for the resident.
4. Residents can object to any entrance made by staff that do not follow regulations and the dean must explain the circumstances and also take appropriate measures.

Chapter 7 Amendment of Bylaws

Article 21 (Amendment of bylaws)

1. The dean of Gonzaga can demand the amendment of bylaws.
2. The bylaws are amended through the dormitory committee's decision.

Additional clause(2018.12.26.)

The bylaws will be executed from 2018.12.27