



Michael Recanati, Daphna and Gerald Cramer,  
Shari's Place Student Dormitories  
**Information booklet for new students**

2023-2024 Academic Year

# Greetings

## Dear Residents,

Welcome to the Reichman University dormitories.

For those who have just begun their first year at the dorms, I would like to congratulate you for joining the Reichman University family as official residents. For those who chose to continue being part of the community of students at the dorms for another year, welcome back!

The student dorms were able to open their doors in 2018 thanks to a generous donation from the Recanati Arison and Cramer families, and they will serve as your home on campus throughout the academic year, for both Israeli and international students.

The dorms were built to allow you to fulfill your academic aspirations at maximum convenience, with its great location and young student atmosphere on the pastoral campus.

Best of luck on this coming school year,

Avi Nissim

Logistics VP



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# General Information

The dorms facility is comprised of three buildings:

- **The RD building** – Michael House, which was established with the assistance of the funds from the Dina and Raphael Recanati.
- **The CD building** – In honor of Daphna and Gerald Cramer
- **The AD building** – Donated by the Ted Arison Family Foundation

The dorms buildings were designed to meet green construction standards and to provide for the student's needs.

We see the dorm as an important service, and a significant part of the welfare system to which the students are entitled. Living at the dorms enables the students to rent an apartment at an attractive rate and enjoy all advantages of living on campus.

The dorm facilities were planned with strict consideration for the residents' maximum convenience and combines an atmosphere of living, studying, social and recreational life. At your disposal are study areas where you can work and have a rich social life.

Apartments available in the dorms include single-room apartments, apartments for roommates, and couples.

The price of each apartment includes municipality tax, routine maintenance, security, full furnishing, a multi-channel TV package, and wireless internet.

You can get the most up-to-date information on the dorm website: [www.runi.ac.il/en/students/dormitories](http://www.runi.ac.il/en/students/dormitories)

On the website you will find:

- Updated, relevant information for dorm residents and for those who wish to inquire about accommodation: rent, residence agreements, dorm rules, and emergency information
- Ability to report maintenance issues
- Register and pay
- 24/7 service for handling urgent matters
- Useful links



In addition, the dorm counselors provide service outside of management office hours, to assist dorm residents in case of emergency and in solving urgent problems.



# The Dormitories Staff

An experienced and professional team is at the disposal of dorm residents.

The team includes the dorm manager, dorm secretary, students manager, accountant and professionals in the various maintenance fields.

Position	Name	Telephone	Extension	E-mail
Dorm manager	Michal Litvak	09-960-2991	10055	michal.litvak@runi.ac.il
Dorm Coordinators Team Leader	Michal Litvak	09-960-2991	10051	michal.litvak@runi.ac.il
Student coordinator	Rimona Nahumi	09-960-2957	10053	rimona.nahu@runi.ac.il
Student coordinator		09-960-2992	10056	
Student coordinator	Rivka Cherney	09-960-2992	10056	rivka.cherney@runi.ac.il
Student coordinator		09-960-2992	10056	
Financial manager	Dana Hadar	09-960-2956	10054	dana.hadar@runi.ac.il

## Dormitory Counselors

The dorm counselors are at your service at all hours. The counselors' objective is to assist you in adjusting to the dorms and settling into a comfortable routine. The counselors are responsible for assessing problems reported by the tenants and forwarding them for handling, fulfilling security requirements, maintaining a peaceful environment that promotes studying, and providing a response in all aspects of life at the dorms.

In addition, the dorm counselors are responsible for solving internal disputes between students, assisting in cases of mental distress, contacting the relevant authorities when needed, and providing first aid if necessary.



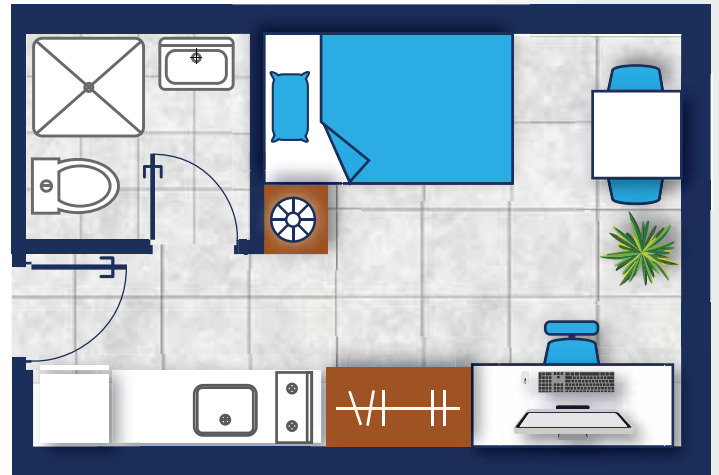
# Types of dormitories

## Single apartment

Single apartment includes a kitchen, sleeping area, study area, and private bathroom and shower.

### The apartment contains:

- Wall-mounted 43-inch TV screen
- Remote control for the TV
- Telephone
- Wall mounted faucet (kitchen)
- De-Longhi microwave
- Refrigerator
- Electric stovetop with two burners
- Kettle
- Kitchen drawer silverware tray
- Dishrack above the sink
- Wall hook
- Shower with glass doors
- Shower soap shelf
- Cleaning set (broom, dustpan, mop and bucket)
- Access point ruckus
- A one-and-a-half bed
- A new mattress
- Wall-mounted reading lamp
- Closet with a mirror
- Dresser with drawers and two keys
- Work desk
- Wall shelf
- Wall-mounted desk lamp
- Kitchen table
- Student chair
- Two kitchen chairs
- White window shades
- Sink and tap (bathroom)
- Garbage bin
- Toilet
- Toilet paper holder
- Toilet brush



Monthly rent – \$924 for the entire 12-month period – \$11,088

The rent includes maintenance costs, cleaning of the common areas, property tax, wireless internet in the rooms, multi-channel TV, and security services.

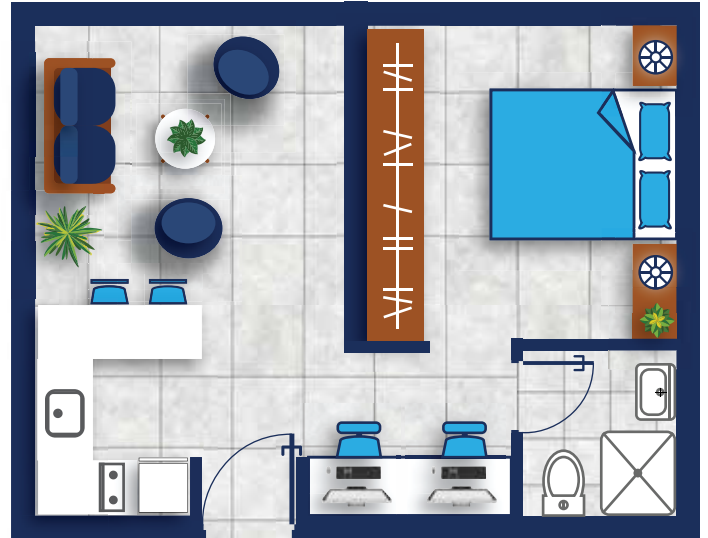
**The price does not include:** water, electricity, AC, one-time registration fee of \$75, and the payment of a \$1,200 deposit.

## ● Apartments for Couples

The apartments for couples include a kitchen, an eating area, a living room, a bedroom, a shower and private bathroom.

### The apartment contains:

- Wall-mounted faucet (kitchen)
- De-Longhi microwave
- Refrigerator
- Electric stove, two burners
- Kettle
- Kitchen drawer silverware tray
- Dishrack above the sink
- White window shades
- Shower with glass doors
- Shower soap shelf
- Cleaning set (broom, dustpan, mop and bucket)
- Sink and tap (bathtub)
- Garbage bin
- Toilet
- Toilet paper holder
- Toilet brush
- Wall mounted hook
- Access point ruckus
- Double bed
- New double mattress
- Wall-mounted reading lamp
- Built-in closet with a mirror
- Dresser with two keys
- Two work desks
- Double-seated couch
- Armchair
- Tv desk
- Coffee table
- Wall shelf
- Wall mounted lamp for the work desk
- Kitchen table
- Two student chairs
- Two kitchen chairs
- Wall mounted 43-inch TV screen
- Remote control for the TV
- Telephone



Monthly rent – \$1,449 ; for the entire 12-month period – \$ 17,388

The rent includes maintenance costs, cleaning (of the common areas), property tax, WIFI in the rooms, multi-channel Tv and security services.

**The price does not include:** water, electricity, AC, one-time registration fees of \$75 and a \$1,200 deposit.

# Types of dormitories

## Shared apartments

The shared apartments include a kitchen, two bedrooms (one for each roommate), a kitchen table, a shower and a bathroom that will be shared by the roommates.

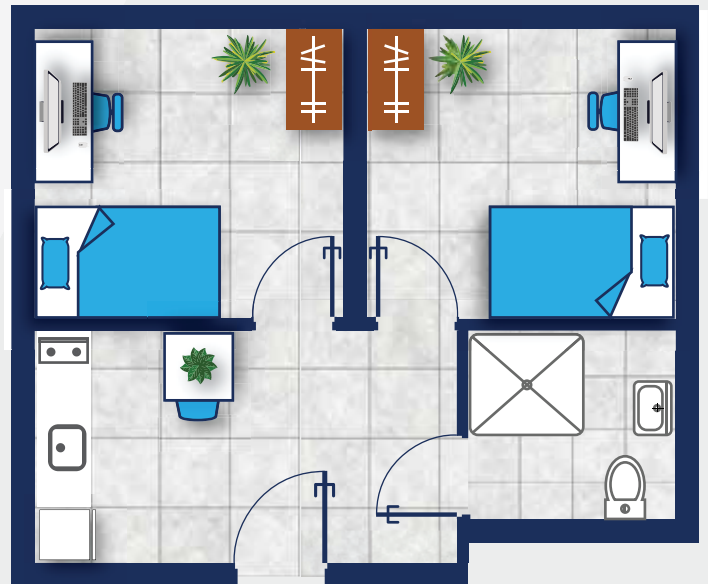
### The apartment (the shared equipment) contains the following:

- Sink and faucet (bathroom)
- Garbage bin
- Toilet
- Toilet paper holder
- Wall mounted hook
- Shower with glass doors
- Shower soap shelf
- Access point ruckus
- Wall mounted shelf
- Kitchen table
- Two kitchen chairs
- Wall mounted faucet (kitchen)
- De-Longhi microwave
- Refrigerator
- Electric stove with two burners
- Kettle
- Kitchen drawer silverware tray
- Dishrack above the sink
- Cleaning set (broom, dustpan, mop and bucket)



### Each roommate will have the following in his room:

- Work desk
- Student chair
- Telephone
- Wall-mounted 43-inch TV screen
- Remote control for the TV
- White window shades
- A one-and-a-half bed
- New mattress
- Wall-mounted reading lamp
- Wall mounted lamp for the work desk
- Closet with a mirror
- Dresser with drawers and two keys



Monthly rent – \$798 each, for the entire 12-month period - \$9,576 each

The rent includes maintenance costs, cleaning (of the common areas), land tax, WIFI in the rooms, multichannel TV and security services.

**The price does not include:** water, electricity, AC, one-time registration fee of \$75, and a \$1,200 deposit.



## Accessible Apartments

Accessible apartments include a kitchen, two bedrooms, a bathroom and a shared bathroom. A student who is entitled to a caregiver will not be accommodated in the same room with the caregiver. In addition, the caregiver is not required to pay the rent. The apartment meets the standards of an accessible apartment.

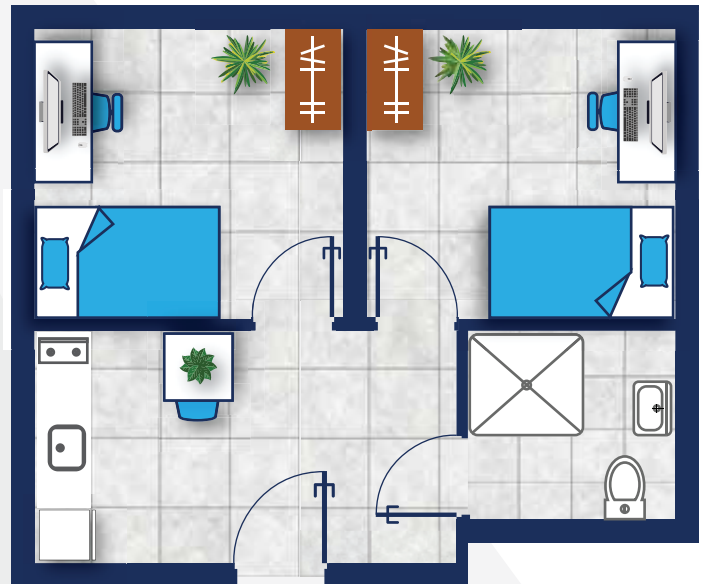
### The apartment contains:

- A sink and a faucet (bathroom)
- Garbage bin
- Toilet
- Toilet paper holder
- Toilet brush
- Wall mounted hook
- Shower with glass doors
- Shower soap shelf
- Access point ruckus
- Wall mounted shelf
- Shared kitchen table
- Two kitchen chairs
- Telephone in each room
- Wall mounted faucet (kitchen)
- De-Longhi microwave
- Refrigerator
- Electric stove with two burners
- Kettle
- Kitchen drawer silverware tray
- Dishrack above the sink
- Cleaning kit (broom, dustpan, mop and bucket)



### The student's room contains:

- Work desk
- Student chair
- Wall-mounted 43-inch TV screen
- Remote control for the TV
- White window shades
- A bed-and-a-half
- New mattress
- Wall-mounted reading lamp
- Wall-mounted lamp for the work desk
- Closet with a mirror
- Dresser with two keys



Monthly rent: \$924, for the entire 12-month period: \$11,088

The rent includes maintenance costs, cleaning (of the common areas), land tax, WIFI in the rooms, multi-

# Move-In Day

The instructions for moving into the dorm are sent to tenants about 30 days prior the start of the rent period. In an email, you will be asked to choose a date and time to move into your apartment. The move-in procedure is comprised of several stages and takes several hours.

Your arrival at the dorm must be at the date and time you selected. If you discover that you cannot arrive at that time, please update us via email: [dorms@runi.ac.il](mailto:dorms@runi.ac.il).

The students' dorms are located on Reichman University campus at 8 Hauniversita Street, Herzliya. To map via Waze: <https://waze.com/ul/hsv8z0c2wy>.

You must arrive to the lobby of the Recanati Dorm building at the time of your scheduled check in. A counselor will wait for you in the building lobby and accompany you to your apartment. Once in the apartment, you will sign an apartment receipt form, receive the keys, and from that moment the apartment will be at your disposal.

Please note – you may need to wait in the building lobby until the counselors have finished assisting other students.

**Each apartment is fully furnished, with the following:** AC, microwave, refrigerator, stove, closet, a desk with a student chair, seating area, a bed with a mattress, a kettle and a TV.

**List of supplies not provided in the apartment:** kitchenware, shower accessories, bed linens, personal hygiene products, as well as other disposable products. The counselors can assist you in locating shops to purchase these products near the campus.

We must emphasize that it is strictly prohibited to make any changes to the furnishings or carry out any other alterations, such as hanging items on the wall and/or replacing furniture/mattresses. Any changes must be coordinated in advance with the dormitory management via the counselors. Do not install any electric appliances without receiving specific permission. To be clear, you may bring essential equipment such as laptops, table lamps, etc.

If you need to settle payments with the dorm, you may do so during the move-in process. If you have any outstanding debt, **this debt must be settled before you receive the key to the apartment and complete the move-in process.**



# Move - Out Day

Upon the conclusion of the authorization period and/or termination of the authorization contract, the resident must return the apartment clear and free of any person or objects, in proper condition, clean and functioning, except for wear and tear due to regular and reasonable usage. You must clear the apartment in a formal procedure to facilitate the Move - out process. Every resident must complete a formal Move - out process for the apartment or the room when leaving the dorm or when moving from one apartment to the other within the dorm, or from one room to the other within the apartment (hereinafter: **"the Apartment"**). For each type of apartment, the Move - out process is slightly different.

When leaving a single apartment/apartment for couples – please clean the entire apartment. When leaving a roommates apartment – every tenant must clean his room and part of the common areas in the apartment.

A team member on behalf of the management of the student dorm will inspect the apartment in the presence of the leaving tenant, and make sure it is clean and in proper condition. After the tenant clears his objects from the apartment, receives a move-out approval from the team member and returns the apartment keys – the tenant will sign an apartment return form. If the tenant did not coordinate in advance and in writing the move-out date, a team member on behalf of the Student Dorm Administration will inspect the apartment in his absence and determine the condition of the apartment.

## • The check-out process

Check-out must be scheduled with the dorm administration in advance, prior to the students departure. In the event that the apartment is a shared dorm, you must inquire what area of the shared common area is to be cleaned.

### General cleaning

- Clean the window
- Dust the shelves, tables, drawers, etc.
- Clean the door of the room (including removal of stickers)
- Clean electric switches
- Clean the room thoroughly (including under the bed).

### Cleaning and tidying of the kitchen

- Wash the microwave plate
- Clean the microwave with a damp cloth inside and out to remove all crumbs.
- Clean the closet inside and out. Please make sure the closets are emptied.
- Refrigerator: clean the refrigerator with a damp cloth (preferably with window detergent). you must disconnect the refrigerator from the electricity supply. After cleaning and defrosting, please leave the refrigerator open. Do not leave inside food products, including inside the freezing cell. Do not scrape the ice with a sharp tool!
- Clean the kitchen with bleach after removing all dishes from the counter.

### Shower and bathroom

- Clean the toilet with a "00" detergent of Sano (or with another high quality detergent). Please use gloves and clean with caution.
- Wipe the toilet seat with a damp cloth (preferably with window detergent).
- Clean the sink thoroughly with bleach
- Leave the shower door clean for ventilation
- Wash the shower thoroughly with bleach, including the doors

### Cleaning of the closet (including drawers) and the bedsheet box.

# Move - Out Day

**Removal of all personal equipment from the apartment. Do not leave any food or consumables in the dorm after you check out!**

**Returning of special equipment received from the dorm**

**Inviting the dorm counselor for inspection (in advance coordination as mentioned above) and returning the key to the counselor.**

**Receipt of the move-out form**

## ● Booking a preliminary inspection

The Student Dorm Administration highly recommends ordering a preliminary inspection about two weeks prior to the date of evacuation, to avoid unnecessary charges on the day of leaving and enable the tenant a fast and smooth evacuation process. Tenants who wish to do so can contact in writing the student coordinator up to 14 days prior to the planned move-out date and request a preliminary inspection of the apartment. During the inspection, there will be a preliminary process for returning the apartment (that is significantly similar to the final process of returning the apartment) and a **detailed report on the extent of damages or the required amendments will be issued** (if any).

**Please note!** that subject to the rent contract, the Student Dorm Administration may carry out a preliminary inspection on its behalf, at its discretion.

## **The Student Dorm Administration highly recommends carrying out a preliminary inspection for clearing the apartment**

## ● Important comments

In the event that after the clearing of the apartment, it remains in a condition that is not in line with the provisions of the rent contract or the below conditions, the tenant will be obliged to pay a fine of 1000 NIS in addition to any other compensation to which the University is entitled according to any contract or law. To avoid this fine, we highly recommend that you order a preliminary inspection.

**Keys** – upon entrance into the dorm, each tenant will receive his keys, including a key to the apartment and a key to the mailbox. The keys must be returned upon evacuation. A tenant who lost his key to the apartment or failed to return it upon moving out, will be charged with 140 NIS for the issuance of a new key.

If the tenant does not clear his belongings from the apartment or any other part of the dorm by the date on which he must do so according to the rent contract, the University is entitled to clear his belongings from the apartment and the dorm, to any location it deems fit, at its sole discretion, and the tenant hereby relinquishes any claim he may have in this regard. The University does not guarantee to store and/or keep these objects. For each cost or expense borne by the University for these activities, including storage, the tenant undertakes to compensate the University within 7 days from the receipt of the aforementioned demand.

**Deposit** – The deposit will be returned to the tenant within 24 months from the date of the evacuation via a bank transfer only, to a bank account whose details will be provided upon evacuation. For more information about the deposit, please see page 33.

Every tenant must report to the dorm team on any maintenance issue, wear and tear or any problem found when moving into the apartment, and **during the entire residing period at the dorm**. Tenants who do not do so, will be charged for the damage/missing items. In addition, the tenants will be charged for the repair of damages caused intentionally by failure to comply to instructions or negligence.

The tenant will not try to fix any maintenance problem or breakage and/or complete lacking items on his own, as detailed above. Only the dorm team members will carry out the repairs.

Upon moving into the dorm, the student will sign a move-in form in which the equipment and furniture of the apartment is listed, as well as a declaration regarding the receipt of the apartment as required. The dorm counselor or the Student Dorm Administration representative who is approving his move-in will sign this form.

Upon moving out of the apartment, the student will sign a move-out form, and the apartment will be inspected by the dorm counselor or the Student Dorm Administration representative in the presence of the student, who will approve with his signature the return of the apartment to the administration.

## ● Reporting of Maintenance Issues

The tenants undertake to report maintenance issues in the apartment or any other part of the dorm via an online report system, and follow up on their report via the system.

**The report system:** <https://auroraportal.powerappsportals.com/en-US>

**Please note!** You need to register to the system (choose a username and password) and in English only.

For efficient and smooth handling of maintenance issues, a separate service call will be opened for each maintenance issue in the apartment. Do not concentrate all issues in one call. A call that includes several topics will delay the response and therefore, please avoid opening unified service calls.

After opening a service call, you will receive an email notice and an SMS that include a link to the follow up as well as a reference number. Updates on the status of the call and notices from the maintenance team or the administrative team are received and documented in the system. Upon completion, a satisfaction survey will be sent – This survey helps us improve our service and utilize our work processes. Therefore, we would be happy if you dedicate a minute of your time to answer the survey.

## ● Apartment cleaning statute

1. The below- detailed instructions shall apply, and the tenant must fulfill them in their entirety. Failure to comply will result in fines and disciplinary action.

2. Each tenant has personal responsibility for his apartment and shared responsibility for the entire dorms. Each tenant is obliged to maintain the apartment and its equipment in proper condition, as he received it.

3. We recommend that each apartment includes the below detailed equipment:

- Floor detergent (that contains bleach of any type, not substitutes!)
- Floor rags (to be replaced in high frequency according to frequency of use)
- Rags for wiping dust (to be washed once a week)
- Velcro for washing dishes (to be replaced every 3 months)
- Bleach (in addition to Paragraph A)
- Toilet detergent (toilet detergent "00" of Sano or similar)
- Detergent for toilet bowls (preferably Sano Blue/Aqua Blue)

# Maintenance

- Dish soap
- Paper towels/towels (that can be washed once a week)
- Garbage bags
- Aluminum foil
- Steel wool
- Disposable gloves
- Window detergent

4. The equipment listed in paragraph 3 will be purchased independently in the required amount.

5. Always wash the dishes after using them. Wipe and clean any spilt ingredient.

6. Clean the stoves after using them. We recommend cleaning right after the stove top cools down.

7. Do not throw cigarette butts or dirt outside the window. A student who does so will face disciplinary action and will be fined.

## Instructions for routine cleaning of the apartment

### Kitchen

- Wash the microwave plate
- Wipe the microwave inside and out with a damp cloth to remove the crumbs.
- Dust the closets.
- Clear all dishes from the counter and clean it with bleach.
- Clean the sink thoroughly with bleach – preferably several times a week.
- Clean the refrigerator with a damp cloth (preferably with window detergent)
- Clean the stoves after using them. when using a grease remover for the stove, please take extra care and use gloves. The stove is made of glass and therefore there is no need to use a grease remover.
- It is strictly prohibited to leave trash outside the door. Violating this instruction will lead to disciplinary action and a fine.
- Please empty the garbage can every day, not just once a week.

### Shower and bathroom

- Clean the toilet with a “00” detergent of Sano (or similar); use gloves and clean with care.
- Wipe the toilet seat with a damp cloth (we recommend using window detergent).
- Clean the sink thoroughly with bleach.
- Make sure to leave the shower door open for ventilation.
- Clean the shower thoroughly with bleach, including the doors.
- The inner part of the shower will be cleaned with vinegar only, not bleach.

### Floor

- Wash the floors in all areas of the apartment.
- Use bleach-based floor detergent (not substitutes)



# Apartment Statute

The objective of this statute is to assist in the proper management of the apartment, prevent disputes between the tenants and the dorm team and answer common questions. This statute is complementary to the statute signed by the tenants, and does not replace it.

1. The tenants undertake to maintain cleanliness and order in the apartment and common areas during the entire period of the rent.
2. During the day the apartment must be locked for security reasons. Do not leave keys above the doors. Do not leave the key in the door lock or in any other public area.
3. Do not transfer furniture that belongs to the dorm from one apartment to the other and/or take them out of the dorms compound.
4. When using AC, to save in electricity costs, it is advisable to act according to the below instructions:
  - During the summer, fix the temperature on 23 degrees or above. Note – during the winter (from mid-November until mid-March) the AC (cooling) does not operate in the dorm.
  - During winter it is recommended that you fix the temperature above 26 degrees on a regular basis. We recommend fixing the fan speed at low speed.
  - On the dorm's website you may find instructions for operating the AC.
5. Hot water:
  - Each apartment from the ground floor to the 6th floor has an electrical boiler with a timer.
  - Each apartment in the 7th to 13th floors has a sun-heated water tank that can be used all year long on sunny days. On other days you will have to use the electric boiler.
  - On the dorm's website you may find instructions for operating the timer.
6. Please keep the kitchen and food area clean and tidy. Every tenant must clear the dishes and wash them after every meal! Do not leave dirty dishes in the sink under any circumstances or for any reason. Dirty dishes in the sink that are found during inspection by the dorm counselor may lead to fines and disciplinary action.
7. When evacuating the apartment, it is recommended that you make sure that all electric appliances are turned off, that there are no open water taps, and that the TV is turned off.
8. Please maintain the silence in the dorm in all hours of the day, especially after 22:00. Disruption of peace and/or order is a justified reason for suspending a student and terminating his rent.
9. Purchasing cleaning ingredients such as dish soap, window detergent, etc. is under the responsibility of the tenants. We recommend using the assistance of the dorm counselor to locate an appropriate shop near the campus.
10. The student undertakes to act at any time in a manner that does not risk others' lives and subject to the safety instructions to be published by the University from time to time.
11. Do not keep pets in the dorm and do not feed animals (including cats) at the University or near the dorm.

Reichman University is guarded 24 hours a day, 7 days a week. An external security company operates in the University alongside security personnel on behalf of the University, headed by the chief security officer. All security of the University and of the external company – are armed and are skilled in handling various types of security incidents.

The rescue and aid forces are located at a short distance from the campus: police forces – between 2-4 minutes away, fire and rescue services – up to 4 minutes away, Magen David Adom (ambulatory services) 10-15 minutes away for routine events, and 2-4 minutes away in cases of emergency. The University is a member of Shachal Medical Services for cases of medical emergency.

## Defense during emergency

Past experience in Israel and abroad shows that although emergency situations may occur without early notice, those who prepare in advance manage to save themselves and their surroundings.

### **The challenges we face are known to all of us. We have the power to cope with them!**

The Home Front Command, in cooperation with all emergency and rescue organizations, government offices, local authorities and hundreds of volunteer organizations that operate in the home front are prepared to provide aid in times of emergency. However, early preparation of each and every person and correct action during emergency, volunteering, assistance and mutual assistance are all key to coping with any type of emergency.

Emergency situations often occur with little or no warning, and require quick action. In times of trial, people tend to act based on common sense and experience. There is no point in looking for new answers when facing real danger. In such circumstances, people react automatically and instinctively.

In cases of emergency such as fire or terror attacks, announcements will be made in Hebrew and English in the PA system. Speakers are installed in all buildings on campus and in open areas, and they are inspected regularly.

The security personnel of the University receive specific training for conduct during various emergency situations, in coordination with the police. The University has daily emergency teams comprised of the maintenance personnel for cases of fire, terror attack or natural disaster. The security forces and University teams carry out around six drills a year to raise alertness to emergency and conduct during times of emergency.

**Suspicious object or person:** If you notice a suspicious object or person, please contact the University's security officer or the security personnel at the eastern gate immediately to report the incident.

1. When the alarm sounds in the dorm, tenants must do the following:

- Enter the Mamad (a bomb shelter located on every floor) immediately.
- Close the door tightly.
- You may exit the Mamad after 10 minutes unless otherwise instructed.

2. Instructions for conduct in the event of a fire:

If you notice a fire break out, press the fire alarm button located in each corridor.

Clear the apartment, close the door **but do not lock it**.

Exit the building only **via the emergency exit**. Do not use the elevator!

When exiting the building, stay in the fire extinguishment compound. Do not enter the building until



### 3. Instructions for conduct in the event of an earthquake

- Exit the dorm to an open space as soon as possible. Do not use the elevator.
- If you cannot exit the building in a safe manner, go to the Mamad. Leave the Mamad door open!
- If you cannot act according to paragraphs a or b, find shelter under a heavy furniture, or sit on the floor next to an interior wall.

### The first- response team of Reicman University

Reichman University has a first response team (“Kitat Konenut”) of 10 members, equipped with the University’s equipment. The team members will receive training from the security officer for prevention and response in the event of a terror attack or emergency.

The team operates in times of emergency, such as a terror attack, fire or any other disaster – evacuating the students and treating the injured (providing first aid and assisting Magen David Adom and the police forces).

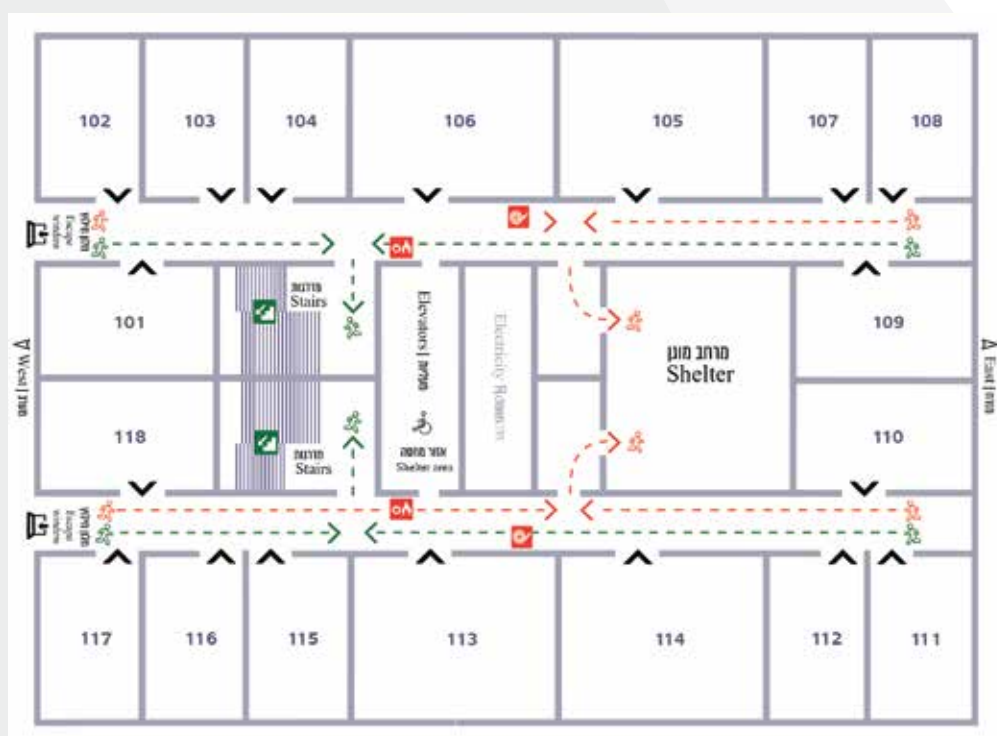
Once a year there will be a drill for the Kitat Konenut and the dorm tenants to practice evacuation from the dorm. Notice regarding the date of the drill will be published beforehand.

### Security Rooms

**In the dorm** – every floor has a Mamad. When the alarm sounds, run to the Mamad, close the door and wait until you receive notice that you may come out.

**Throughout the campus** – there are Mamads in all Reichman University buildings, apart for the Redziner management building. In case of a real alarm, an announcement will be made in the PA system, instructing all persons to enter the Mamads. During times of war, signs in Hebrew and English will be added, directing the public to the nearby Mamads. On Reichman University’s website you will find further safety instructions.

### Emergency Evacuation Map ON the University



KEY	מקרא
Fire escape route	נתיב מילוט אש
Shelter escape route	נתיב למקלט
Emergency stairs	מדרגות חירום
Escape window	חלון חילוץ
Fire alarm	לחצן אזעקת אש
Fire hose	עמדת כיבוי אש
You are here	אתה נמצא כאן

## First Aid

### First aid in the dorm

If you do not feel well and you need medical assistance, contact the dorm office. If the office is closed, contact one of the counselors (via phone, or approach them at the dorm building). If there is no response from the counselors, you may turn to the security post.

### First aid on campus

The University has about 35 maintenance workers who undergo an annual CPR and medical aid course. Every building in the University has a first aid kit. At the eastern entrance to the campus there are resuscitation systems including a balloon and two defibrillators.

The campus has students and staff members who are authorized paramedics and who regularly follow the Magen David Adom and Hatzalah networks. When a need for first aid arises, they immediately reach the location of the incident on campus via their supervisors (Magen David Adom, Hatzalah or the security officer). First aid tools and their locations around the campus

- The east gate structure (defibrillator, resuscitation systems and two first aid kits)
- Caretaker's room, Arrison Lauder building (defibrillator, stretcher and first aid kit)
- Caretaker's room, Arazi Ofer building (stretcher and first aid kit)
- Caretaker's room, Redziner-Kayamut building (stretcher and first aid kit)
- Caretaker's room, Ivcher Tyumkin building (first aid kit)
- Caretaker's room, at the Adelson School of Entrepreneurship (first aid kit)
- Caretaker's room of the library +Hangar (first aid kit)
- Financial manager and security room, Redziner building (first aid kit)
- Maintenance manager room, Student Dorm (first aid kit)
- First aid cabinets are installed in the campus buildings, secretariats, office floors and the Administration building

When necessary, you may call for an ambulance for first aid and evacuation. For this purpose, you need to contact the dorm team.

## Safe use of electrical appliances

The tenant may bring to the apartment electric appliances such as a fan, a toaster oven, a desk lamp, laptop, coffee machine etc., provided that they are adequate and were examined by the dorm management prior to bringing them into the apartment.

To obtain approval for bringing an electric appliance to the dorm, please submit a written request by opening a service call in the system: <https://dorms.runi.ac.il/en-il>

Do not use the appliance prior to the receipt of an approval. After receiving an approval, an authorized entity on behalf of the dorm administration will attach an approval sticker to the device and permit its use.

Do not bring to the apartment spiral heaters, blow heaters or other heating devices with an exposed heating body. You may bring a radiator, subject to the aforementioned approval.

### Do not leave electrical appliances on without supervision.

For each failure in the power system, you must report immediately to the dorm management. Do not try to fix the system independently. Electrical scooter is prohibited to storage in dorms.

The dorms have emergency generators, and in case of a power outage (regional or local), electricity will be supplied to essential sources only, such as elevators, and interior and exterior lighting. During the activation of the generators, noise and smoke may be emitted from the cellar of the CD building. These are the normal results of activating generators, whose purpose is to provide electricity to essential systems.

## ● Fire Safety

If you detect a fire or a short circuit (smoke emission, etc.), please contact the dorm's control room, at: 09-9527324 (or 10050). If there is no response from the dorm staff, please call the University's security officer Mr. Giora Nevo: 052-8514015. If there is no response, call the projects and maintenance manager, Mr. Asher Siboni: 052-8514019.

The University has fire extinguishers and safety equipment that allows primary response to emergency situations until the arrival of the emergency services. In addition, the maintenance staff is skilled and trained to cope with such situations. Every floor and every corridor has a cabinet that includes fire extinguishment equipment: a fire extinguisher, a fire hose reel, fire hose nozzles, and a hose for extinguishing fire with water upon necessity. There is also an emergency button for fire alarm, and the operator of the detection system will notify the tenants to evacuate the building.

When a fire breaks out, it is important to react quickly and put off the fire as quickly as possible. In the event of a fire that breaks out from an electrical device, disconnect the electricity supply to the apartment (do not disconnect the electrical device from the plug) and try to choke the fire with a rag or a fire extinguisher. **Do not spill water in a place where there is electricity due to risk of electrical injury.** If a pot or a frying pan catch on fire, do not spill water on the burning oil. Cover the pot/frying pan with a lid, towel or any other cover and disconnect the cooking gas supply.

In addition, activate the detection system via a button that is located at the end of each corridor. **Please note** – this button was meant for use only in emergency cases of real danger! Do not activate this button if not necessary. A tenant who activates this button unnecessarily will face disciplinary action.

Every room is equipped with a navigation map that details the location of emergency means. To every floor, a shelter area is allocated at the elevators lobby, to which you must run if you did not manage to evacuate the dorm in the event of an emergency. When exiting the burning apartment, close the entrance door but do not lock it. Do not jump from a high building! Call for help and wait for it. If you managed to exit the building, stay outside. Do not return to the building under any circumstance and do not leave the area. The information you have is very important. If you have information about people stuck in the building, report it immediately to the relevant entities.

### Security instructions regarding use of fire

- Do not leave a lit candle or other fire sources in the apartment without supervision.
- Do not light fire in the apartments or in any other area of the dorm
- Do not place or store items on the fire extinguisher stands
- Do not use any fire extinguishing equipment for any purpose other than extinguishing fire
- Make sure all passages are clear to enable escape during emergency.
- Do not smoke in the dorm, including in the apartment, stair rooms, entrances or the halls.
- Do not use cooking utensils in the residential rooms, only in the kitchen. It is prohibited to bring to the dorm cooking utensils such as stoves, microwave, etc.
- Do not leave electrical devices on without supervision.

# Services for the Benefit of the Tenants

## Laundry machines and dryers

The dorms have self-service washing machines at the disposal of the tenants for an additional payment. Every building has a laundry room equipped with three laundry machines and three dryers. The laundry rooms are located on the ground floor (back eastern door).

The cost of every cycle (laundry or dryer) is 10 NIS. Payment is via an advanced and user-friendly application, Mobilicard (you will find it in the app store). After installing the application onto your mobile, activate it and follow the instructions. It will identify the laundry machine/dryer and enable its operation.

## Study areas

Every floor has an area for group studies, equipped with tables and chairs for your convenience. Free WIFI is available in these areas, under the username "RUNI -Wireless" .

Like the rest of the common facilities in the dorm, the study areas are intended for the use of all dormitory tenants. Therefore, do not prevent other tenants from using these facilities and areas, and do not disrupt their use. The tenants are requested to keep the equipment in the common area clean and in proper condition. Do not bring in furniture or take out furniture without the advance written approval of the Student Dorm Administration. Tenants who violate these instructions will be fined with 250 NIS, without compromising the right of the University to claim the full costs of the damage.

## Jerrys Café

The Cramer dorm has a dairy café that offers a wide variety of dairy, vegetarian and vegan food, as well as hot drinks and beverage. The café is open from Sunday to Thursday, from 7:30 to 23:00 and on holiday eve from 7:30 to 14:30.

## Bicycle parking

The dorm tenants may park their bikes in a roofed bicycle parking lot within the dorm buildings. To bring bicycles into the campus, you need to present a tenant card to the security guard at the main entrance. Without the card, you cannot bring bicycles into the compound.

All bikes / scooters must be register in the dorms' office upon check in.

Park the bikes only in the areas intended for this purpose, on the sides of the buildings.

**Parking based on available space, first come, first served.** The tenant is responsible for securing the bikes upon necessity. The bicycles parking area is under camera surveillance 24/7, but the dorm management does not bear responsibility for bike theft.

## Observant ("Shomrei Masoret") tenants

Religious/observant tenants are normally placed in the apartments of floors 0-1, so that they can avoid violating the Shabbat. Tenants who did not declare themselves as observers of the Shabbat when registering to the dorm, will be placed in accordance with the general policy. A tenant who wishes to receive an apartment on the lower level can submit a request, and his request will be reviewed according to availability.

Observant tenants have at their disposal a Shabbat elevator in each building (Elevator C). these elevators function as Shabbat elevators from Friday afternoon/Holiday Eve until an hour after Shabbat or end of the holiday. In addition, a Shabbat clock for the water boiler is installed in the apartments. The automatic entrance doors will be disconnected from the electricity supply starting from Friday afternoon and holiday eve until the day after the holiday or Shabbat.

Synagogue in honor of Lt. Colonel Emmanuel Moreno z"l - in Beit Michael (RD building), in the protective space of the 1st floor, there is a synagogue.

## Prayer hours

Evening prayer	17:45	Shacharit prayer Mon.-Thu.	06:05
Evening prayer	18:45	Shacharit - central minyan	07:00
Evening prayer	19:35	Mincha	12:45
Evening prayer	21:20	Mincha (Women's section)	14:10
Evening prayer	22:35	Mincha	16:00
		Mincha (Women's section)	16:20

## WIFI

The student dorm apartments have WIFI free of charge. The WIFI network is called "RUNI -Wireless". Average speed of download and upload is about 18 megabytes. Tenants who wish to have wired connection can purchase a network cable and connect it to the network independently.

One access point that serves the entire apartment is installed in shared apartments/accessible apartments/apartments for couples (in terms of speed and signal).

## TV services

The dorm tenants enjoy advance TV services free of charge. The package includes about 40 TV channels of various genres: series, movies, nature, recreation, sports, etc. They are broadcasted with advanced technology based on IPTV and in HD devices.

### Channel list:

channel	Name of channel	channel	Name of channel
4	HOT Plus HD	55	Sports 5 HD
5	HOT Zone HD	56	5 PLUS HD
6	Hot Comedy Central	59	EUROSPORT HD
7	HOT Israeli entertainment	61	Sport ONE 2 HD
8	Channel 8 HD	82	Disney
9	Israel Plus HD	87	HOT MUSIC
11	Here 11	88	MTV Series HD
12	Keshet HD	92	CBS reality
13	Reshet HD	93	GINX HD
14	Channel 10 HD	95	BBC ENTERTAINMENT
16	Hot Gold HD	98	From here – The Community Channel
17	Hot Action HD	146	ARTE
18	Hot Fun HD	161	ZEE TV
19	HOT DRAMA HD	184	FTV HD
29	AMC HD	190	1-VH
31	E!	191	VH-1 CLASSIC
43	History channel	192	MTV HITS
44	Discovery channel	193	MTV ROCKS
46	National Geographic	194	MTV DANCE
47	Discovery science	197	MTV LIVE HD
50	ONE HD		

# Additional Services

In addition, through interactive services, the dorm residents can receive through the TV screen information about events on campus, updates from the Student Union, contact details of the various departments, important notices from the dorm and University Management, etc.

**The channels list can change without prior notice.**

## Connecting to the TV via HDMI

Tenants who wish to broadcast an image on the screen via an HDMI cable and connect it to a computer, streamer, game consoles, etc. may do so via an HDMI port installed on the wall above the work desk. There is no need for direct connection to the TV.

The TV devices are installed in advance in the smart dorm, and enable broadcasting an image from far via Screen-Mirroring.

## Ordering Food

Students living in the dorm can order products via a delivery service and receive delivery to the building in which they reside.

- Quik - online supermarket
- WOLT APP - food deliveries
- Ten Bis APP- food deliveries

Food delivery instructions: Reichman University campus - the delivery will be dropped at the main gate.

## Mail

The mailboxes are located on the ground floor of each building. One mailbox will be allocated to each apartment (the number of the box will be different than the number of the apartment). On the move-in day, you will receive a pair of keys – for the apartment and for the mailbox.

The mail is received in the dorm offices and distributed between the mailboxes every day. Registered mail items or large items will be collected against an SMS, to be sent to the addressee (or an email notice if there is no available cellphone for sending messages).

**Please note** - if you received an SMS or any other notice from Israel Postal Company or a delivery company that your package arrived at its destination, but did not receive a notice to collect it from the Student Dorm Administration, this is because the packages arrive first to the offices of the University and are forwarded to the Student Dorm Administration the day after.

**Please note** – the Student Dorm Administration may leave notices in the mailboxes allocated to the tenants on their move-in day. we recommend checking your mailbox from time to time.

Dorm address for the receipt of letters

### Dorm address for the receipt of letters

For  
Israeli Israel  
Student Dormitories Building \_\_\_\_\_  
Apartment \_\_\_\_\_ mail box \_\_\_\_\_  
Isser Harel 5, Herzliya 4635901

## **To call from one room to the other, enter the building code + floor number (two digits) + room number (two digits).**

For example – the phone number of room 602 of RD building is 10602.

### **Environment and recycling**

The dorm management has taken upon itself to protect the environment. Each and every one of us can assist and contribute to the protection of the environment, and for this purpose, recycling bins were installed in the dorms.

Two types of recycling bins are placed in the dorms:

- Orange bins – for the disposal of plastic, metal and drink cartons
- Blue bins – for the disposal of papers, newspapers and thin cartons

The bins are placed on the eastern side of the buildings and the access to them is via the eastern door on the ground floor of each building.

In addition, the dorm administration has implemented advance technological solutions that enable it to save paper. In addition, any registration procedure will be carried out through the website.

## **With our technical means we have managed to save more than 37,000 papers a year!**

Below are several simple and easy ways to maintain a green campus, which we highly recommend that you implement also outside the campus as a way of life.

- Use mugs, not disposable plastic cups. If you wish to use a disposable cup, use it several times throughout the day. Do the same with mixing spoons.
- When exiting from the apartments to the classes and during breaks, turn off the light and the AC in your apartment.
- Try to print as less as possible and use email when possible. If you need to print a large quantity of papers, print on both sides of the paper.
- Use reusable drinking bottles instead of plastic ones
- Give up the drinking straw – they do not disintegrate and are harmful to the environment – and take one napkin less.
- Dispose papers and bottles into the recycling bins that are placed on the back part of the dorm building. Many bins for recycling bottles, cans, papers and batteries are distributed throughout the campus. Locate the bins that are nearest to you.

## Services for Reichman University students

### Scholarships

The Scholarship Department of Reichman University acts to assist students in anything related to funding their studies. The dean's website of the scholarship Department provides students and applicants information about scholarships for BA studies offered by IDC and options for assistance on behalf of external funds.

**Please note – there are no scholarships designated for funding residence at the dorm.**

To receive more information, contact the dean of student affairs via email: [gzvi@idc.ac.il](mailto:gzvi@idc.ac.il).

### The Lea and Naftali Ben-Yehuda Accessibility & Study Skills Center

Reichman University does everything in its power to assist students with learning disabilities in completing their studies, with personal or group sessions. For this purpose, it assists with obtaining quick diagnosis, provides them with adjusted exams and cultivates their learning skills by teaching learning strategies required in the academia.

The service is intended for anyone recognized by the dean of student affairs as a student with learning disabilities and attention deficit disorders, students with physical, mental, sensory or cognitive impairments, as well as students dealing with a temporary or chronic medical impairment that affects their ability to study.

Further information can be found on the website of the Department for Students with Learning Disabilities: <https://www.runi.ac.il/en/students/dean/learning-disability>

### The Lea and Itzhak Shechter Center for Psychological Counseling Services

The center for psychological counseling services offers one-on-one sessions with students who wish to receive psychological therapy, or group therapy of various types. Psychologists and interns work in the psychological service, specializing with, among other things, topics directly related to challenges faced by the students: coping with learning disabilities and attention deficit disorders, depression, anxiety and life crises, forming a professional, personal and relationship identity, and more.

For more information log onto the website of the consultation services: <https://www.runi.ac.il/en/students/dean/psy-service>





## ● Procedures for preventing sexual harassment

Reichman University acts for maintaining a learning and working environment free of sexual harassment, does not tolerate any sexual harassment, and will do everything in its power to prevent it in the framework of its activity. Sexual harassment harms the dignity of a person, his freedom, privacy and equality between the sexes.

For more information log on to: <https://www.runi.ac.il/en/about/units/hr/faculty-forms/sexual-harassment/>

## ● The Student Union

The Reichman University Student Union was established by the students and for their benefit, and engages in every relevant aspect of student life, on campus and beyond.

For more information, log onto the Student Union website: <https://idcstudents.org>

## ● Recreational activities in Herzliya

Situated on one of the most spectacular coasts of Israel, Herzliya is a city full of attractions for every age. Cafes, pubs and restaurants are situated along the shoreline, as well as the Herzliya Marina, where you can find cafes and restaurants overlooking impressive yachts and boats. The area of Herzliya Pituah offers a vibrant and enjoyable nightlife.

In the municipality website you will find all relevant information about Herzliya's cultural events and nightlife: <http://www.herzliya.muni.il/?CategoryID=276>

- The main attraction in Herzliya is the beach. On weekends the beach is packed with people, but during weekdays it is a great place to spend the afternoon and evening hours. please note – bathing is permitted with the supervision of a lifeguard only, in a declared bathing area and subject to the approval of the Herzliya authorities.
  - The beach can be reached via public transportation – line 139/39 (about a 25-minute ride)
- Herzliya offers a wide variety of restaurants and bars, mainly in the industrial area, where there are dozens of leading high tech companies.
  - This area can be reached by public transportation – line 39/9 (about 20 minutes)
- The Shivat Hakoachavim shopping mall has everything you need to buy. The shopping mall is open seven days a week, and is now one of the main recreation and shopping Centers of Herzliya.
  - Arrival by public transportation – line 39/9 (about 10 minutes, or alternately, 30 minutes by walk)
- At the Center of the city, a reasonable walking distance from the University, you will find r estaurants and recreation Centers, as well as convenience stores and products.
  - Arrival by public transportation – line 89/2 – about 10 minutes, or alternately, 20 minutes by walking.

# Arrival to Campus with Public Transportation

For assistance in navigating the city and its surroundings, we recommend installing the Moovit application for public transportation. Moovit guides you in all stages of commuting, from the moment you choose your destination until you reach it, instructing you on the bus lines to be taken, how to get to the station, the bus's time of arrival, at which station you should get off, etc. Even if you are traveling to your regular destination and know your way, Moovit can provide you with updated schedules, according to the information received from the public transportation operators, as well as real-time arrival if you have GPS in your device.

## Public transportation

### Line number 2 of Metropolin

Line number 2 stops in front of the avenue that leads to Reichman University. It exits the Central Station of Herzliya every half an hour. The line operates Sunday to Thursday, 5:30 to 22:00, and on Friday from 5:30 to 15:30.

### Line number 8 - Metropolin

Line number 8 stops in front of the avenue that leads to Reichman University. It exits the Herzliya train station about every half an hour. The line operates Sunday to Thursday, 6:30 to 23:00.

### Line 39/39T (39ט) of Metropolin

Line number 39/ (39ט) stops at the station on Derech Menachem Begin, at a 5-minute walking distance from Reichman University. It exits the Yad Harutzim industrial area of Kfar Saba about every half an hour. The line operates Sunday to Thursday from 6:30 to 22:00.

### Line 139 of Metropolin

Line number 139 stops at the Menachem Begin Road station, about a 5-minute walking distance from Reichman University. It starts from the entrance to Kochav Yair, and runs about every half an hour. The line operates Sunday to Thursday, from 6:05 to 7:05 (active only in the morning).

### Line 347 of Metropolin

Line number 347 stops in front of the avenue leading to Reichman University. It starts from the station on Hatidhar Street in Raanana, and runs about every half an hour. The line operates Sunday to Thursday, from 6:00 to 22:00, and on Friday from 7:30 to 10:30.



# Guests and Visitors at the Dorm

## Entrance of visitors into the dorm in accordance with covid-19 restrictions

Entrance of visitors and guests into the dorm will be enabled only through the main entrance gate of the lobby of each building. Entrance of visitors from the back doors is prohibited. Entrance of visitors is subject to depositing an Identification card at the security post, a security check and documentation on the computer.

Every visitor must identify himself before the security guard, and it is the guard's duty to request the visitor to deposit his Identification card at the security desk until the conclusion of his visit.

The dorm residents are required to identify themselves with a resident card (student card). To enter the dorm, you need to swipe the card at the entrance door. A resident who lost his student card should contact the students manager to issue a new one.

During the hours when the dorm offices are closed, the main security post at the lobby of Beit Michael will serve as a call center. Tenants can leave messages regarding maintenance issues to the security guard and call the counselors when necessary.

**Bringing guests to the dorm and/or hosting them overnight is prohibited from 22:00 until 8:00 in the morning, during all days of the week.**

## Guest requests

It is generally prohibited for guests to stay overnight at the dorm. In exceptional cases and subject to the decision of the Student Dorm Administration, a guest may stay overnight for a predetermined period.

A tenant who wishes to host a guest at the dorm will submit an online request via the online system: <http://bit.ly/2HVryFY> (administrative > rent contract and statute > hosting request ) until 10:00 on the first day of visit.

Guests who do not receive an advance written approval from the Student Dorm Administration, will have to leave the dorm at 22:00. **On the first month of the academic year, overnight stay approvals will not be granted.** Hosting guests for overnight without a written approval is prohibited and tenants who fail to comply will face disciplinary action.

## Entrance into Reichman University

The eastern entrance gate of the campus is open 24 hours a day, 7 days a week. Tenants of the dorm, as well as other persons coming to campus, may enter the University during all hours of activity, 24/7.

The security guard on behalf of the security department is entitled to conduct a physical search on every person entering the campus to detect prohibited objects without a particular reason for suspicion. The security guard is entitled, in addition to any other authority, to prevent the entrance of a person who refuses a security check into the University or prohibit his stay at the compound.

# Entrance of Vehicles

The Student Dorm Administration provides a parking space within the students' parking lots located in different areas outside the campus, which are at the students' disposal based on available space.

Tenants who are entitled to a disabled persons parking permit from the Ministry of Transportation can receive a parking space next to the campus, in accordance with the law.

Tenants with temporary mobility impairments (for example, following an accident or an illness) who did not receive recognition from the Ministry of Transportation, may contact the dorm administration and submit a request to receive a parking space that is adjacent to the dorm building. For this purpose, please submit a form request in advance and in writing, with the following documents:

- Declaration form
- Vehicle license copy
- ID card copy
- Driving license copy
- Valid certification of student status
- Declaration form – for a vehicle under the ownership of a nuclear family member
- Medical form
- Doctor's confirmation of the temporary medical impairment

The Student Dorm Administration, under particular circumstances and at its sole discretion, is entitled to consult with the dean of student affairs regarding the parking permit. Tenants who contacted the dean of student affairs and received a vehicle entrance permit must attach the permit to the request.

The Student Dorm Administration will forward its decision to the applicants regarding the request within 30 days after the submission of the request.

## ● Vehicle safety procedures on campus

Tenants who received permission to park their vehicle on campus will follow the campus's procedures and the instructions of the security officer and/or anyone on his behalf.

Act and park in accordance with the instructions, orders, markings and signs. Parking is only in the designated parking spaces, and provided that you do not disrupt or cause inconvenience to pedestrians and other vehicles. No vehicle will drive or park on grass, gardens, sidewalks and walking trails.

Reichman University is not responsible for any damage and/or loss of any vehicle that enters the campus and/or parks in it. The security department is entitled to conduct a search in the vehicle upon necessity.

In the event that a driver parks in a prohibited parking space and/or commits a moving violation, or drives in an unreasonable manner or violates one of the clauses of the permit he received, the University may apply against him and/or his vehicle the following sanctions, at his expense, and he shall have no claim and/or demand in this regard:

- Attachment of a 'no parking' sign on the vehicle windowpane
- A 100 NIS fine
- Termination of the parking permit and revocation of the right of entrance into the campus with a vehicle
- Towing of the vehicle at the tenant's expense to a designated lot.
- Enforcement of the transportation laws via external enforcement entities (municipality and/or police supervision)

## Entrance of Vehicles on the Move-In Day

Entrance of vehicles will be permitted on the move-in day to unload equipment, for a predetermined timeframe and under the below-detailed conditions.

A tenant who wishes to bring his or another vehicle to transport his belongings on the move-in day can do so with advance written coordination. After choosing the move-in time on the website, mark the option to enter with a vehicle. Include in your request form the vehicle's license number and estimated time of arrival.

**Vehicles will be permitted to enter for 20 minutes at the most. Entrance from the back gate only (suppliers' gate).**

No entrance will be permitted from the University's main gate in any case, unless approved by the campus security officer, at his sole discretion. A staff member on behalf of the Student Dorm Administration will open the suppliers gate after checking that the vehicle's license number matches the number on the request form, and after verifying the tenant's Identification. The tenant will clear his vehicle from the compound after unloading his belongings. Under any circumstances, the vehicle cannot remain for more than 20 minutes. A tenant whose vehicle remains in the compound for more than 20 minutes and fails to remove his vehicle when requested to do so by the dorm staff, will pay a fine of 100 NIS for every hour or less of letting his vehicle stand beyond the allotted time.

## Entrance of vehicles on the moving-out day

Entrance of vehicles into the University will be permitted on the moving-out day for loading equipment for a predetermined timeframe, and under the below-detailed conditions.

A tenant who wishes to bring his or another vehicle to transport his belongings on the moving-out day can do so with advance written coordination. After choosing the moving-out date and time online, mark the option to bring a vehicle. Please attach the vehicle's license number and estimated time of arrival to the request.

**Entrance of vehicles will be permitted for 20 minutes at the most. Entrance is from the back gate only (suppliers' gate).**

Under any circumstances, entrance from the main gate will not be permitted without the approval of the campus security officer, at his sole discretion. A staff member on behalf of the Student Dorm Administration will open the suppliers gate after checking that the vehicle license matches the number on the request form, and after verifying the tenant's Identification. The tenant will clear his vehicle from the compound after unloading his belonging. Under any circumstances it is prohibited to leave the vehicle in the compound for more than 20 minutes. A tenant whose vehicle remains in the compound for more than 20 minutes, and does not remove his vehicle when requested to do so by the dorm staff, will pay a fine of 100 NIS for every hour or less that his vehicle stood in the compound beyond the allotted time.



# Authorization fees and payment of consumption accounts

## Authorization fees

### One-time payments

Type of payment	Total sum	Time of payment	Comments
<b>Registration fees</b>	\$75	On the dormitories registration portal, upon registration by credit card only	Registration fees are not refundable.
<b>Deposit</b>	\$1,200	Can only be paid after receiving the confirmation notice for the dormitories and up to 7 days following the date of receiving the notice as stated.	The dormitory deposit will be returned subject to the terms set out in the dormitories agreement and no later than 24 months after official check out date.

### Authorization fees

#### Full Time Reichman University Students

The period of rent in the dormitories, for which payments are detailed in the table, is from mid-October (close to the opening of the study year) until 30/09 each year.

Type of apartment	First Payment (up to 30 days before entrance date)	Second Payment (From March 1st)	Total for payment for the entire authorization term
Single apartment	\$5,544.00	\$5,544.00	\$11,088.00
Couple apartment	\$8,694.00	\$8,694.00	\$17,388.00
Partners/shared apartment for two (price per person)	\$4,788.00 each	\$4,788.00 each	\$9,576.00 each
Accessible apartment (price for tenant only)	\$5,544.00	\$5,544.00	\$11,088.00

\*These prices do not apply to study abroad or exchange students.

The authorization fees detailed above include the following payments only: cleaning the common areas, security 24/7, maintenance and on-going handling of malfunctions, management fee, Arnona (Municipal taxes) Internet and cable services.

**First Payment** will be charged up to 30 days before the date of entry (08/19 or 10/19)

**Second Payment** will be charged from March 1st.

#### Exchange and Study Abroad Students

Type of apartment	Payment for Semester A	Payment for Semester B	Payment for semesters A & B
Single apartment	\$5,544.00	\$5,544.00	\$11,088.00
Partners/shared apartment for two (price per person)	\$4,788.00 each tenant	\$4,788.00 each tenant	\$9,576.00 each tenant

The authorization fees detailed above include the following payments only: cleaning the common areas, security 24/7, maintenance and on-going handling of malfunctions, management fee, Arnona (Municipal taxes) Internet and cable services.

The authorization fees are collected at the beginning of each semester for the semester in which they have been collected.

The authorization fees detailed above include the following payments only: cleaning the common areas, security 24/7, maintenance and on-going handling of malfunctions, management fee, Arnona (Municipal taxes) Internet and cable services.

The authorization fees are collected must be collected up to 30 days before arrival and absorption day in the dorms.

## • Utility bills

The authorization fees detailed above **do not include** the following payments: electricity, water and air-conditioning (cooling only). The utility bills are calculated according to the customary rate for home consumption as determined by the Electricity Authority and the Water Authority. All utility bills of shared apartments will be divided equally between the tenants (50% for each roommate).

Utility	Fee per unit	Comments
Electricity	\$0.18	According to personal consumption
Water – normal rate	\$3.8	According to personal consumption
Energy (cooling)	\$0.18	According to personal consumption

A bill for all services consumed by the tenant will be sent on the 1st of every month to his email. The billing order will be submitted to the credit company/bank on the 15th of every month.

Sun-heated water tanks were installed in the apartments of the upper floors. An electric boiler was installed in the rest of the apartments.

# Payment of Rent and Utility Bills

## Payment means and change of payment means

### Rent fees

Rent fees can be paid in up to 12 installments. The Student Dorm Administration allows its tenants to pay with a variety of payment methods:

- Standing order via credit card
- Standing order via the bank account (for Israeli accounts only)
- Checks (for Israeli accounts only)
- Bank transfer of all rent fees in advance

### Payment of utility bills (water, electricity and AC)

Utility bills are paid every month for the previous month. You may pay only via a standing order via the bank account or credit card.

The standing order of the rent fees cannot be separated from the utility fees – you can do one standing order that includes the utility and rent fees (apart for tenants paying the rent fees in checks).

### Credit card

**The default billing method for rent is via the credit card from which the deposit was paid.** The bills will be sent to the credit card companies on the 15th of every month for the entire bills of the tenant on that month. A tenant who wishes to change his payment means and use another credit card for payment must do so by the 20th of the previous month, independently, via a credit card change form, through the following link: <http://bit.ly/2BoWUPA>

You may pay with any credit card issued in Israel, including Direct cards. Please note – you must make sure that your credit frame enables the charging of rent fees, as well as utility fees. Please note, a per-paid card cannot receive refunds.

### Standing order

Tenants who wish to pay with a standing order are requested to open an authorization for charging the account on the bank's website, to the benefit of IDC Herzliya. Our institution code is 21793. The billing request will be sent to the bank on the 15th of every month for all of the tenant's bills for that month. A tenant who wishes to change his bank account for payment purposes is requested to do so before the actual billing of the account.

### Checks

Tenants who wish to pay the rent fees with checks are requested to forward the checks to the Student Dorm Administration about 30 days prior to the actual billing (i.e., at least 30 days before to moving into the dorm). The checks must be written for the 15th of every month, subject to the rent agreement, to the benefit of IDC Herzliya.

**Please note – utility bills cannot be paid with checks.**



## Bank transfer

Tenants who wish to pay with a bank transfer may do so by transferring the monthly fees to the below account. The bank transfer must be coordinated in advance with the Student Dorm Administration, and the purpose of the transfer must be explained. To update the Student Dorm Administration regarding the transfer, please open a service call in the online system: <http://bit.ly/2HVryFY> (please note, new tenants need to sign up to the system).

**Please note!** Do not transfer money to the bank account without advance coordination in writing with the Student Dorm Administration.

Account details: **For Banks in Israel Only (in NIS)**

Bank	Discount Bank Ltd.
Bank number	11
Branch number	10
Account number	61569
Beneficiary	Reichman University
In the purpose of transfer field, please indicate the tenant's ID number	

**\*\*Do not make transfers to this bank account in foreign currency!\*\***

**For International banks (US dollars ONLY)**

Bank Name:	Israel Discount Bank LTD
Branch Number	0010
Branch Name:	Tel Aviv Main Branch
BIC Code	IDBLILITXXX
IBAN Number (23 digits)	IL540110100000152540050
Currency of the Account:	US Dollars
Beneficiary's Name:	The Interdisciplinary University (CC)
Beneficiary's Address:	Knafei Nesharim 1, Herzliya 4610101
When making the transfer, the student's ID number must be indicated	

Forward the bank transfer confirmation to the Student Dorm Administration in accordance with the instructions to be provided upon the opening of a service call. Do not transfer foreign currency to this bank account!

# Payment of Rent and Utility Bills

## • Payment demand and billing

The payment demand that details all bills of the tenant will be sent solely to the tenant's email (the email address provided by the University, which ends with post.runi.ac.il). The bill will be sent on the 1st of every month with details of the bill (electricity, water and energy), as well as the rent and other fees if any.

The actual bill will be sent to the credit company/bank on the 15th of every month. A tenant whose bill was rejected by the credit company/bank will be charged with a handling fee of 25 NIS, as well as interests and linkage, as detailed in the authorization agreement.

**Please note** – the receipt of the billing notice on the 1st of the month does not imply that the account was charged. If you did not receive a receipt (a document that confirms the actual payment) on the 15th of the month, this means that payment was not made, and you must inquire about the matter.

## • Delay in payments

For a delay that exceeds 7 days in the payment of the rent or any other fees, the tenant will be charged with an interest of 2% a month for the delayed sum and the delay period, without compromising the rest of the reliefs granted to the University according to law and the rent contract.

In addition, the Dorm Administration reserves the right to restrict the student's access to exams material, grades, notebooks, and his access to the appeal system – all jointly and separately, at the University's sole discretion.

**Failure to pay the rent on time will entitle the University to terminate the contract and evict the student from the apartment and the dorm, without compromising its right to receive the full payment for the entire rent period.**

For every bill that was not paid on time, the University will charge 10\$ for handling an unpaid

## • Return of deposit

The deposit given in the framework of the registration procedure will be returned to the tenant within 24 months after the conclusion of his rent period and clearance of the apartment.

The deposit will be returned in its entirety only if the tenant returns the apartment clear of any person and object, clean and in proper condition, apart for wear and tear from normal and reasonable use, and as long as the tenant has no outstanding debt to the University or the dorm.

In the event that the tenant fails to evacuate the apartment in accordance with the instructions of this booklet, or if he has outstanding debts, the Student Dorm Administration will be entitled to deduct his debt or the cost of repairment of the apartment from the deposit, or charge his credit card for damages, at the sole discretion of the Student Dorm Administration and subject to the rent agreement.

As for the moving-out procedure, please refer to the Moving-Out chapter.

## Scholarships and discounts

Tenants who are entitled to financial assistance on behalf of an external entity are requested to notify the Student Dorm Administration in advance that they are entitled to such assistance, and provide details of the entity and its contact information.

Tenants who are entitled to discount in the utility fees for any reason are requested to notify the Student Dorm Administration in advance before the first day of the rent period.

## Termination of Residence in the Dorm

To tenants who decided for any reason whatsoever to relinquish the space allocated to them in the dorm, or that the authorities of Reichman University have terminated their studies, the following cancellation rules will apply:

- The 75\$ registration fees are non-refundable.
- Request to terminate the residence agreement must be submitted to the dorm coordinator.
- Below is the fines table according to the moving-out date
- Cancellation fees will be valid from the day of the signing of the agreement, and not from the day of commencement of rent period.

Date of notice	Total sum
Before July 1st	No cancellation fees
Before October 1st	\$880
Before the last day of the 1st semester (the first day of vacation, after the 1st semester)	\$1,760
Notice will be received after the conclusion of the 1st semester	The remainder of the payments until the conclusion of the contract

\*The aforementioned table applies to first-year students. This table does not apply to tenants who are renewing their contract. A tenant who is renewing his contract will pay a \$880 cancellation fee if he terminates the rent agreement by July 1, 2023. After this date, all of the standard rules detailed above and in the rent contract will apply. Cancellations resulting from events related to covid19 or online learning do not constitute a justifiable reason for cancellation not in accordance with the above policies



# Contract Renewal

Tenants who are not in their last year of studies, can renew their contract for an additional year subject to meeting the below detailed conditions.

The Dorm Administration will open the registration to the dorm for the coming year in February – March.

The period for the renewal of the contract will be sent out in an notice, after the first semester. During that time, and only during that time, you may renew the contract without paying registration fees. Tenants who do not renew their contract during that period will have to re-register to the dorm upon the opening of registration for the coming year (re-registration includes the payment of registration fees and deposit and involves waiting for an answer).

**The contract will be renewed electronically by signing a new rent contract for the coming year.**

Tenants who do not wish to renew the contract will be requested to evacuate the dorm no later than the last day of the rent period of 2023, i.e., September 27, 2023. Specific instructions regarding the selection of the moving-out date will be sent later on.

## Instructions for renewing a contract:

Tenants who meet the conditions for entitlement to renewal of a contract will receive an email detailing the procedure of renewing the contract.

- All details must be filled in English.
- After completing the form, you will receive an email confirming the receipt of the form, as well as a message with the access code to the contract.
- An online contract via DocuSign will be sent to your email within 48 hours after the form was sent.
- You need to sign the online contract with an electrical signature.
- A copy of the online contract, including a security certificate, will be sent to you by email immediately upon signing the contract.



# Communication

The dorm management distributes from time to time notices to the dorm residents, and publishes updates and instructions regarding residence at the dorm, as well as procedures and information.

Instructions and notices will be distributed via SMS, email, electronic signs at the dorm, letters to tenants, ads, etc.

The resident must provide the University with an available cellphone number for the receipt of SMSs, and an active email address, and act according to the information published in the various means at the disposal of the management.

If there is any change in your contact details, including email address, telephone and any other information, please notify the dorm team as soon as possible.

**Please note** – the Student Dorm Administration may leave notices in the mailboxes allotted to the tenants on the move-in date. We recommend that you check your mailbox from time to time.



## Essential Telephone Numbers:

Israel police	100
Magen David Adom – Israel ambulance services	101
Israel Fire and Rescue Services	102
The main gate	09-9527225
The western gate	09-9527415
Security Officer – Giora Nevo	052-8514015
Switchboard	09-9527211

