

# RENTAL OF GUEST HOUSING AT UNIVERSITY OF BERGEN

## GUIDELINES

### PURPOSE

Guest housing is provided as a short-term offer for visiting researchers working at UiB, as well as a transitional arrangement for international new employees. (hereby referred to as guests)

The on-campus accommodations are easily accessible. The price of accommodation in UiB guest housing is normally lower than the private rental market or hotel.

### ELIGIBILITY

Guest researchers and newly appointed international employees (Guests) are eligible to rent housing. If there is free capacity, other guests at UiB may also apply.

### LEASE

Aforementioned guests can rent accommodation for a period of 3 weeks to 6 months (full month rent). At free capacity other guests at UiB can rent housing for a period of 3 weeks to 1 month (full month rent). Available periods can be rented out for shorter periods at short notice for a minimum of 1 week (from 01.01.2023 daily rate NOK 600,- for single and NOK 800,- for double). Short-term rental only applies to rooms in shared housing at Allègaten 19, Sydneshaugen 14 and Nygårdsgaten 2a. Rental period counts from day of moving in.

### THE HOUSING

The housing is functionally furnished, and kitchens equipped. All housing has access to laundry facilities. Quilts and pillows are supplied, but the guest or host must supply their own quilt-, pillow covers, sheets and towels. For hygienic reasons, proper bed linen must be always used.

Rooms and apartments are only for confirmed guests. For safety reasons no unregistered guests are allowed. Housing is not to be sublet.

The rooms in shared housing are for a single person, with exception of Allègaten 19, room 305 that is a double room.

The apartments vary in size, and number of guests must be confirmed. The housing must always be kept in such an order that cleaners have access to perform weekly cleaning. This also applies to common areas. No pets allowed.

### RESERVATIONS AND CANCELLATIONS

To book accommodation the [electronic application form](#) must be used. This is only available thru UiB network or VPN. Booking is done by the department / UiB unit to which the guest is affiliated.

Bookings can be made up to 6 months in advance of arrival date.

Deadline for cancellation is 4 weeks before arrival. Later cancellation means that full rent must be paid.

Leases can be terminated with a 4-week notice period. Billing information must be provided upon booking.

### DEPOSIT AND BILLING

No deposit is required for housing rental. Guest researchers and new international employees are considered guests / employees of the department / UiB unit, and upon reservation guarantee for rent and for possible damage to the housing. Rent is invoiced prior to, or upon arrival. For longer leases the rent is invoiced monthly. Rent can be paid by the guest directly at International Centre by credit card, by bank transfer, or by the UiB unit by internal invoice, needing unit number and subproject for invoicing. Billing information must be provided upon booking.

### DELIVERY AND SUBMISSION OF KEYS

Pick-up and drop-off for keys at the International Centre, Student Centre, Parkveien 1, 2nd floor. Opening hours are Monday - Friday 09:00 - 14.30. Contact person is Doreen Ryland. Other arrangements can be made in advance. Upon departure, leave key card in the room. Regular keys for Nygårdsgaten 2a must be returned to the International Centre. Check-in 15:00; checkout 10:00.

### ISSUES AND MISSING INVENTORY

All housing is cleared and washed before arrival of new guest. Any issues, broken or missing inventory or equipment, needs to be reported to Doreen Ryland at [housing@uib.no](mailto:housing@uib.no) or by phone 55 58 20 28.

**After hour and weekend assistance phone UiB Security at 55 58 80 81**

## GUEST HOUSES

Allègaten 19 – rooms spread over 3 stories

17 single rooms for 1 person

1 double room for 2 people

Nygårdsgaten 2a – 4th floor, no elevator

3 rooms for 1 person

4 rooms for up to 2 people

Sydneshaugen 4

1 studio apartment for 1 person (1 room apartment) (bed 90\*200) Alcove \*

2 1-bedroom apartments for 1 person (bed 90\*200)

1 1-bedroom apartment for 2 people (bed 150\*200)

Sydneshaugen 8

1 1-bedroom apartment for 2 people (bed 150\*200)

1 2-bedroom apartment for 2 adults and 1 small child (under 8 years) (Bed 150\*200, childbed 60\*150)

Sydneshaugen 12

1 1-bedroom apartments for 1 person (bed 90\*200)

1 1-bedroom apartment for 2 people (bed 150\*200)

1 2-bedroom apartment for a family. Double bed (150\*200) and bunkbed (90\*200)

Sydneshaugen 14

3 single rooms for 1 person on 2nd floor (bed 90\*200)

1 single room for 1 person on 3rd floor. Large attic room with sloping ceiling (seng 90\*200)

2 1-bedroom apartment for 2 people (bed 150\*200)

Felles kjøkken/oppholdsrom og vaskerom for hyblene

Villaveien 9 Knut Fægris Hus

2 1-bedroom apartment for 2 people (bed 160\*200)

Rooms all have private bath with shower. Shared kitchen, common facilities, and laundry facilities

Apartments are private units with own kitchen, living area, bedroom\*, bathroom, appliances include washing machine.

All housing has functional furnishing, kitchenware, and appliances.

Quilt and pillow are provided, but guest must have quilt-/pillow cover, sheets, and towels.