

## **STUDENTS DORMITORY RULES**

**Students Dormitories: DS-1 “Jelonek”, DS-3 “Rogaś”, DS-4 “Sarna”**

### **I GENERAL PROVISIONS**

1. Students Dormitory is a place of studying and leisure.
2. Students Dormitory and associated facilities should be subject to special protection and care of its residents.

### **II STUDENTS ACCOMMODATION**

1. Accommodation in Students Dormitory shall be based on a list provided by the competent university. Place in the dormitory is granted for one academic year.
2. Student applying for accommodation in Students Dormitory is required to submit following documents:
  - a) proof of payment for stay in Students Dormitory (the fee is specified by the Decision of the Head of “Przyjaźń” Students Housing Estate),
  - b) ID or passport (foreign students),
  - c) personal questionnaire,
  - d) temporary residence card (foreign students),
  - e) most recent picture.
3. Prior to being accommodated, student is required to become acquainted with the Students Dormitory Rules and other provisions regarding his/her stay in the dormitory.
4. Housing fees for stay in Students Dormitories are specified by the Decision of the Head of “Przyjaźń” Students Housing Estate, as well as by the Accommodation Rules. Price list and the Accommodation Rules are available on the “Przyjaźń” Students Housing Estate homepage (<http://www.osiedleprzyjazn.pl>).
5. Cash deposit is returned to the resident of the dormitory in the amount specified by the Decision of the Head of “Przyjaźń” Students Housing Estate at no extra charge (which stays at the Housing Estate). Cash deposit is transferred to the bank account specified by the student within 30 days starting from the day of her/his check-out. Cash deposit is returned in whole or reduced by the amount of possible claims, which arise from resident’s financial obligations to the Students Dormitory and the damage caused by student.
6. For the purpose of efficient use of places in the Students Dormitory its Manager is entitled, in justifiable cases, to move a resident to another room.
7. Students Dormitory Administration does not bear responsibility for students’ personal belongings left in the building.

8. In justifiable cases Students Dormitory employees are entitled to enter a residential annex, even without its residents' consent or while they are absent.

9. Student loses the right to live in the Students Dormitory in case of:

- a) being arrears of rent for more than one month,
- b) being deleted from the students list,
- c) graduation from the university,
- d) violation of the Students Dormitory Rules.

10. In case of violation of the Students Dormitory Rules the resident shall immediately leave the entity. In other cases the resident shall leave the entity within 7 days starting from the date of receiving written notice from the Students Dormitory Administration.

11. Students accommodated in Students Dormitory are obliged to sign the room tenancy agreement.

### **III RIGHTS AND DUTIES OF STUDENTS DORMITORY RESIDENTS AND THEIR GUESTS**

1. Students Dormitory Residents are entitled to:

- a) appropriate use of all rooms and common appliances in the building,
- b) change room's design and equipment (with the consent of the Students Dormitory Administration),
- c) change of bedding,
- d) organise non-alcoholic social events (with the consent of the Students Dormitory Administration),
- e) receive guests (during times set aside by the Students Dormitory Administration),
- f) filing a complaint to the dormitory administration staff against roommates for violation of rules of stay in Students Dormitory,
- g) use free of charge Internet.

2. Students Dormitory Residents are required to:

- a) obey the Students Dormitory Rules,
- b) show the resident card on request of the Students Dormitory Administration and reception desk staff (and in case of losing the card the residents shall pay 20,00 PLN for a duplicate),
- c) leave the room and the residential annex keys at the Students Dormitory reception desk (keys are given by the reception desk staff only when they are shown the resident card; in case of losing keys to the room or to the residential annex residents will bear costs of a new door lock, as well as new keys),

- d) obey the Health and Safety and Fire Protection Rules and inform immediately the Students Dormitory Administration about any danger in this field,
- e) notify to the Students Dormitory reception desk staff of all failures and damages of installation of residential annexes and the whole building\*,

**\* Notifying of failure/damage means that resident agrees (even in his/her absence) for the entering the annex/room by workers accompanied by the Students Dormitory Administration employee.**

**Lack of notification of failure/damage, which will cause damage of the room or residential annex equipment or building's infrastructure, will consequently cause bearing costs of fixing the damage by the residents.**

- f) term housing fee payment (e.g. within 10 days of each month for the particular month) in form of money transfer to the bank account (the bank account number is specified in the room tenancy agreement); the housing fee which is supposed to be paid via money transfer prior to check-in is specified by the Decision of the Head of "Przyjaźń" Students Housing Estate; students, who have already stayed in the particular dormitory, pay the fee for the first month of stay via money transfer to the bank account number received in last academic year; students checking-in for the first time pay the fee for the first month of stay on the "Przyjaźń" Students Housing Estate bank account,
- g) respect property in the room, the residential annex and common space in the building,
- h) keep the room, the residential annex and common space in the building clean,
- i) proper use of appliances in rooms, residential annexes and common space in the building,
- j) observe the still of the night between 10 pm and 6 am,
- k) obey the rules and recommendation of the Students Dormitory Administration regarding cleanliness in the building,
- l) notify the Students Dormitory Administration staff of check-out intention at least 14 days in advance.

3. Students Dormitory resident bears material responsibility for the equipment of the room and the residential annex.

4. Students Dormitory residents bear material responsibility for every culpable damages to appliances and equipment in the rooms, residential annexes and common space. In case of not finding the wrongdoer, The Students Dormitory Administration may charge a group of residents with costs of appliance/equipment repair.

5. In the Students Dormitory it is not allowed to:

- a) lawless rebuild the installation in the room and residential annex,

- b) change or install new/additional door locks, make (without Students Dormitory Administration consent) keys duplicates to rooms and annexes,
- c) use voice amplifiers in a manner that negatively affects studies or leisure of other residents,
- d) place ads etc. off-site for such purpose,
- e) run a business,
- f) smoke cigarettes,
- g) distill, bring in, distribute or drink alcohol,
- h) use gas cookers, heaters and electric heaters in the rooms and residential annexes,
- i) bring in and keep animals,
- j) have and distribute drugs or substances which can be used for drugs production,
- k) bring persons possessing or providing drugs, dealing them or advocating drug use,
- l) throw into sanitation things which can clog the plumbing,
- m) throw bottles, cigarette butts, trash, firecrackers and other objects out of the window,
- n) gumble,
- o) make accessible places in rooms and residential annexes for third persons without knowledge and permission of roommates and/or during their absence.

6. Rules of visiting in the Students Dormitory:

- a) Students Dormitory residents are allowed to receive guests (non-residents of the Dormitory) from Sunday to Thursday between 7 am and 11 pm and from Friday to Saturday between 7 am and 12 am,
- b) between 10 pm and 7 am entry to the Students Dormitory is allowed only to its residents (after showing the resident card to the Students Dormitory Reception desk employee),
- c) visitors are required to obey the Students Dormitory Rules and behave in a manner that doesn't disrupt peace of other residents,
- d) visitors are required to leave ID at the reception desk and inform its employee about the name of the visited resident, as well as his/her room number,
- e) overnight visit of a guest in the Students Dormitory requires written consent of the visited resident and his/her roommates, i.e. filling in by the host student "Declaration" form (to be collected at the reception desk or downloaded from the "Przyjaźń" Students Housing Estate website:

<http://www.osiedleprzyjazn.pl>). Overnight visit payment, in the amount specified by the Decision of the Head of "Przyjaźń" Students Housing Estate, is made by host student via money transfer to the individual bank account number indicated in the room tenancy agreement,

- f) for the illegal stay (in other than fixed visiting hours) of a guest, who is non-resident of the Students Dormitory, resident will be charged under the hotel rate, according to the price list approved by the Decision of the Head of "Przyjaźń" Students Housing Estate; host student pays the overnight visit fee via money transfer to the individual bank account number indicated in the room tenancy agreement,
- g) the Students Dormitory Administration has the right to limit visit days if applicable, as well as place a ban on entering the building by non-residents,
- h) the Students Dormitory Administration/Reception desk employee is entitled to order an immediate leave of a visitor who is under the influence of alcohol or drugs and violates Students Dormitory Rules,
- i) the Students Dormitory resident, who wishes to organise a meeting within the building is required to obtain a prior consent of the Students Dormitory Administration, as well as get informed about the rules of use of rooms in the building. The meeting organiser bears full responsibility for guests behaviour.

#### **IV RESIDENTS RESPONSIBILITY**

1. In case of violating the Students Dormitory Rules the resident bears material and disciplinary responsibility.
2. The Students Dormitory resident may be deprived of the right to stay in the Dormitory in cases of:
  - a) destroying or stealing the Students Dormitory property or other residents belongings,
  - b) violating physical integrity of residents of the Dormitory or other people within the building,
  - c) giving up a place in the room to a person unauthorised to stay in the Students Dormitory,
  - d) remaining unpaid for the stay in Students Dormitory – despite admonishes,
  - e) intentionally causing of danger within the building,
  - f) violating sanitary rules in the rooms or residential annexes leading to the epidemiological risk.

## V RESIDENTS CHECK-OUT

1. The checking-out resident is required to:
  - a) give back the individual equipment to the Students Dormitory storehouse,
  - b) leave the room and the residential annex (e.g. kitchen, hall, toilet, bathroom) clean and in condition from before the check-in,  
**before check-out each resident is required to clean the room, as well as kitchen, residential annex, hall, bathroom, toilet (with no regard to the date/order of residents check-out)**
  - c) leave the room and residential annex in the Students Dormitory Administration employee presence,
  - d) cover expenses of necessary repairs within the room, residential annex or common space,
  - e) settle due accounts (deliver money transfer confirmation),
  - f) take away her/his belongings from the room,
  - g) give back the resident card (in case of losing it the student is required to pay 20,00 PLN fine),
  - h) in case of non-compliance with the above check-out rules, the cash deposit referred to in chapter 2, point 5 of these Rules, will not be given back to the student, but will be kept by the "Przyjaźń" Students Housing Estate.
3. Immediately after check-out the Students Dormitory Administration shall settle the deposit, referred to in chapter 2, point. 5.

## VI FINAL PROVISIONS

1. Final interpretation of Students Dormitory Rules belongs to the Head of the "Przyjaźń" Students Housing Estate.
2. Head of the "Przyjaźń" Students Housing Estate is entitled to make changes in the Students Dormitory Rules.
3. Students Dormitory Rules are applicable to the residents, as well as to their guests.
4. The Students Dormitory Manager is obliged to intervene when the Students Dormitory Rules are not complied with.
5. Decisions of the Head of the "Przyjaźń" Students Housing Estate – which constitute annexes to the Students Dormitory Rules – are the integral part of it.
6. Students Dormitory Rules with the annexes will be put on the noticeboard in every Students Dormitory as well as posted on the "Przyjaźń" Students Housing Estate website <http://www.osiedleprzyjazn.pl>.