

DORMITORY REGULATIONS

I. GENERAL PROVISIONS

- § 1 Praga Students House DPS& DPS (hereinafter referred to as the dormitory) is a place of living, studying and spiritual growth of young generation; we hope that it will be a peaceful, friendly and comfortable home for Residents.
- § 2 The House is one of the units of the Diocese of Warsaw-Praga, people living and staying in accept its catholic character and christian symbols. Due to the nature of the House we follow the principles of faith, we strive to be witness now and in the future.
- § 3 In the dormitory we maintain appropriate behaviour, good manners and mutual kindness. In the House live students of various universities of Warsaw, creating positive relationships and community.
- § 4 The main aims of Residents are to graduate from university, earn a degree or diploma and spiritual growth. That's why we should avoid any behaviour make it difficult to achieve it.
- § 5 A person responsible for the administration and operation of the dormitory is the Director of the House (hereinafter referred to as the Director) .
- § 6 We ask everyone to respect these regulations which includes in particular the provisions of the Civil Code, sanitary code and principles rules of social life. All of them are an integral part of the contract of accommodation.

II. ACCOMMODATION

Article 1

- § 1 The House is for students engaged in full-time studying at one of the capital's universities, who have not attained age 26 on the day of October 1st .
- § 2 Priority in admission to the Dormitory is given to high school graduates.
- § 3 The dorm will not accept people addicted to tobacco, cigarettes (including e-cigarettes), gambling, entertainment, alcohol and other psychoactive substances. If a student enters into a habit during a stay, will be instructed to leave the house as soon as possible.
- § 4 Accommodation is provided for a period of academic year from September to June. Depending on your needs and availability, it's possible to arrange other dates and stay during the holidays.
- § 5 The House offers for Residents: en-suite furnished room with kitchen annex and common areas: chapel, cafeteria, entrance hall, conference hall, laundry room, garage and relaxing areas.
- § 6 The House has insurance policy from the risk of fire, flood, explosion. The House will not be responsible in case of theft, burglaries and other criminal acts made by third parties or Residents. The dormitory has monitoring and other security measures, but they don't constitute formal protection against the above-mentioned incidents.
- § 7 A person applying for a place in the dormitory is required to:
- 1) remain in reasonable contact with the Administration
 - 2) fill in an application form
 - 3) present a pastoral opinion
 - 4) document the status of a full-time student
 - 5) be aware of these regulations
 - 6) submit a letter of motivation
- § 8 Important part of recruitment process is an interview with the Director (or his deputy) during first visit in the House and viewing the apartment.
- § 9 The Director will inform the candidate about the result of recruitment via email or SMS. We don't provide reasons for negative decisions.
- § 10 A candidate confirms its willingness to live in the dormitory by:
- 1) an e-mail or SMS
 - 2) making payment of a booking fee (non-refundable)
 - 3) making payment of a security deposit of one month's rent - billed after leaving the room.
- § 11 If a candidate confirm a booking and without notice will not accommodate in the dormitory within 3 days

from fixed date, it will cause the cancellation of booking. In that case, the person isn't entitled to a refund of the deposit.

§ 12 In justified cases, no later than 7 days before arrival, it's allowed to change once the date of arrival, agreed with the staff of the Dormitory. The fees will be charged from the indicated date.

§ 13 In the case of an indefinite suspension of classes at the university for a longer period, the Director will look for solutions that take into account the interests of the Dormitory and Residents.

Article 2

§ 1 During allocation process, the residents' wishes are taken into account whenever possible.

§ 2 Final document confirming the right to live in the House is bilateral rental agreement signed by a candidate and the Director, done in duplicate.

§ 3 An integral part of the agreement is the delivery-acceptance protocol containing a list of the inventory and any observations about the condition of the room, signed by the Resident and the Director.

§ 4 The dormitory is open from 6.00 am to 12.00 pm. Outside these hours, only in justified cases, entry is possible after prior arrangement with the Director.

§ 5 A Resident will reside in the room allocated to him. Residents cannot make arrangements with other Residents to exchange rooms. Any change of accommodation must be done via the Administration.

§ 6 The Director is entitled in justified cases (eg. organizational causes), even in the absence of the Resident's consent, to re-locate to a different room.

§ 7 In the case of resignation from residence, the Resident is obliged to notify the Director at least 30 days before the planned date of moving out. The rent depends on the length of stay, the rule is: the shorter the time - the more expensive. The published rent is for a 9-month rental period.

§ 8 A Resident expelled from a university or resigning from studies has the option of living in the dormitory for up to 30 days from the occurrence of the above circumstances.

§ 9 At the end of the academic year a Resident may apply for accommodation for summer vacation or for the next academic year.

§ 10 If a Resident grossly violates the Regulations:

- 1) intentionally damages or steals property of the House or others Residents
- 2) violates the personal integrity of persons staying in the Dormitory
- 3) allows an unauthorized person to use his place in the Dormitory,
- 4) letting in visitors outside these hours and does not record them at the reception
- 5) delays, despite a reminder, the payment of the invoice for one month,
- 6) deliberately causes a threat to safety on the premises of the Dormitory (f e causes a fire hazards),
- 7) does not care about order and cleanliness in the room,
- 8) does not integrate with the rest of the Residents
- 9) breaks the rules of social coexistence

the Director decides immediately of expelling from the House by official notice send to the Resident, parent and rector of the university.

III. DORMITORY COUNCIL

Article 3

§ 1 The Dormitory Council is self-government body that represents all dormitory Residents.

§ 2 The Council offer suggestion to the Director and at the same time represents the interests of Residents.

§ 3 The Council is composed of 4 members appointed out from Residents, the two members are elected from previous Residents, while the other 2 members of the new Residents.

§ 4 Members of the Council are elected by current Residents according to rules established by the Council, with the need to obtain approval of the Director.

§ 5 The term of office lasts until the end of the academic year.

§ 6 Members of the Council shall elect from among themselves the President, who will represent the Council on the Dormitory forum and stay in contact with the Director.

§ 7 The responsibilities of the Dormitory Council:

- a) to represent the interests of Residents
- b) to represent the Dormitory outside
- c) to assist students in the coordination of initiatives
- d) to assist the Director, in particular: developing, applying rules requested by Residents in current academic year and the schedule of formation work.

IV. RIGHTS AND OBLIGATIONS OF RESIDENTS

Article 4

§ 1 A Resident has the right to:

- 1) respect his dignity and views
- 2) integral development, especially intellectual, religious and spiritual
- 3) create and improve the atmosphere of life in the Dormitory by using his talents, ideas and insights
- 4) participate in all forms of activities organized in the House
- 5) participate in formation meetings and spiritual consultation
- 6) apply proposals to the Director about conditions of residence and functioning of the House
- 7) file an application to Director for punishment a Resident for violations of the regulations
- 8) elect and be elected to the organs of Dormitory Council
- 9) to ask the Council for intervention in case of violation of his rights
- 10) use of all dormitory devices intended for common use
- 11) host visitors in the cafeteria or in the room according to the principles set out in the Regulations
- 12) change a room by approval of the Director
- 13) change in mobile equipment of a room by approval of the Director
- 14) use the garden as a place to learn and relax
- 15) undistorted night silence
- 16) free use of a vacuum cleaner, iron and cleaning accessories
- 17) paid use of laundry, parking spaces for cars, motorcycles and bicycles

Article 5

§ 1 A Resident is required to:

- 1) apply standards of social conduct in accordance with christian values and principles of good manners
- 2) diligently study
- 3) to work on the spiritual life in accordance to properly formed conscience
- 4) behave responsibly, honestly and follow the *fair play* rules
- 5) at least once a week, actively participate in the dormitory's life through participation in formation (Holy Mass or evening prayer) and organizational and integration meetings
- 6) grow in a spirit of responsibility for the dormitory community by counteracting negatives attitudes
- 7) comply with these regulations and decisions and orders of the Director
- 8) obey decisions of the dormitory employees according to their competence
- 9) take care of the House possessions, order and cleanliness of a room and common areas
- 10) use economically and properly electricity and water
- 11) take care of the health, hygiene and appearance
- 12) segregate waste in accordance with the current Waste Segregation System
- 13) immediately notify the Director or employee of any accident or own illness or cohabitant
- 14) immediately react on observed natural or construction threats and suspect persons at the Dorm or surroundings
- 15) for the sake of safety of all persons and property don't to let in strangers who are not the Residents
- 16) present room card or ID as is requested by the dormitory employees
- 17) immediately notify the Director or employee of any damages or failures of constituting equipment and other property or belongings of the Dormitory (with an indication of the place, time and frequency)
- 18) immediately notify the Director of violation of law (dormitory regulations, civil law, cannon law) by Residents or visitors
- 19) report absence during a night by registering departure and returning date in the "Notebook of departures", located at the reception desk
- 20) comply with health and safety, sanitary, fire and order regulations
- 21) observe quiet hours from 11.00 pm to 7.00 am
- 22) apply dress code rules (outside the rented room)

Article 6

§ 1 In the dormitory is prohibited:

- 1) violation of personal dignity
- 2) any acts of violence and vandalism
- 3) put a health and life of own, Residents or guests in danger
- 4) unethical behaviour and against christian morality
- 5) to keep, to use, to make and/or distribute narcotic or alcoholic beverages and be under their influence
- 6) any form of gambling

- 7) conducting business, commercial, professional, even freelance activities
- 8) to smoke tobacco, cigarettes and e-cigarettes (in the building and on the premises)
- 9) the use of open flame, bring in and store flammable, toxic and life-threatening objects and substances, dangerous to the life, health, property or which cause inconvenience for Residents
- 10) hosts guests outside visiting hours
- 11) to share room card with third parties
- 12) to nail or stick anything on the walls and furniture (shelves, pictures, posters, etc.)
- 13) to modify and change any locks, duplicate keys to any room
- 14) to install, modify and repairs any installation
- 15) to take away any items and facilities of the Dormitory
- 16) to store items (including waste) in common areas (corridors, stairs, walkways, lawns, roads, etc.).
For safety reasons these places need to be kept free from objects or vehicles
- 17) throwing unsorted waste into the wrong container (there is CCTV in the garbage can)
- 18) feeding, bringing and keeping pets, birds even in cages or aquariums
- 19) skateboarding, rollerblading, scootering, biking, etc.
- 20) staying in another Resident's room after 11:00 pm

The consequences of the above are punishable by financial penalties or deprivation of place.

Article 7

§ 1 In the dormitory is not allowed:

1. to leave the entrance doors to the building and rooms open (it's significantly reduces safety of Residents)
2. to destroy property - repair costs borne by the Resident
3. behave in a way that may disturb the others
4. to use sound reinforcement equipment to disturb others educational and recreational activities
5. to disturb the peace due to other Residents in any other way (loud guests, noise in the corridors or at night: between 11 pm and 7 am, loud closing of doors: please use door handles)
6. to use inappropriately sanitary devices and other installations or facilities
7. to throw in the sewage system tissues, hygienic materials, other things, they are destined for the waste bin
8. to throw away / leave waste in a place other than the common external trash (trolleys 1100 liters)
9. to remove the barrier located in the window opening
10. to keep anything on the windowsill (outside) or to throw out anything from the window
11. to disassemble or in any way block the detector fire detection
12. turn off fuses at room electric panel
13. to receive letters or packages addressed to persons not living in the House: they will be systematically sent it back with remark "does not live at the given address»
14. to place announcements, inscriptions, etc. outside the places designed for it
15. to leave windows open for long time (a few airings of 5-10 minutes are enough), especially when you are away
16. to use electrical devices without constant supervision by the Resident (risk of causing fire)
17. to wash by yourself towels and bed linen (it is equipping of the room)
18. to cause excessive dirt towels and bed linen which belong to the Dorm
19. to leave room cards inside the room (no entry allowed)

For failure to comply with the above, the Dormitory staff will charge an administrative fee.

V. DOMESTIC ORDER

Article 8

§ 1 Residents live in the room personally. It's forbidden to accommodate anyone, even for one night. With the permission of the Director, if there are available places, Residents may receive family members for a fee in the guest room or on an extra bed in a rented room.

§ 2 Referring to the student tradition "waletowanie" is allowed - 3 free nights on the floor during the academic year. This option can be used by family members or colleagues (persons of the same sex as the Resident).

§ 3 Former Residents of the Dorm may use "waletowanie" at the current Residents for maximum 3 nights.

§ 4 Due to its function, the Dorm is not intended for children and temporary visits are permitted under the care and responsibility of the Resident.

§ 5 Visiting hours from 9.50 am - 21.50 pm. Guest is obliged to leave for a time of stay current document with a photography confirming his identity and disclose personal data: the name and surname in order to write them down in the "Guest Book". Data submission is voluntary but necessary for the entry to the Dormitory, and the people giving the information are entitled to inspect them and correct them.

§ 6 The Resident waits for the guest at the reception desk, lets them into the Dormitory, is responsible for their behavior, and escorts them to the reception desk. Daily visits by the same guests are not recommended.

- § 7 Visitors are obliged to comply with the provisions of these regulations
- § 8 Potential guests, who are under influence of alcohol, drugs and other intoxicants or behaving contrary to the rules of good behaviour, they are not allowed to enter the Dormitory.
- § 9 In justified cases, staff of the Dormitory has the right to deny admission to guests.
- § 10 The couriers, shopping or food deliverers can enter only the main hall. In order to facilitate their work, the Resident waits for the deliverers at the reception to collect the ordered items. The staff does not accept cash on delivery unless You inform us in advance and leave the money.

Article 9

- § 1 The right to enter the room, also in the absence of the Resident, is granted to the Director and staff of the Dorm in order to check the state of cleanliness, monitoring compliance with regulations, perform maintenance and repair. Whenever possible, the Resident will be informed about the date of the above work.
- § 2 The check of the state of cleanliness of the rooms usually falls in the first 10 days of each month.
- § 3 Director or employee of the State Fire Brigade has the right to conduct unannounced evacuation drills.
- § 4 All threats must be reported with an indication of place, time and frequency.
- § 5 A Resident accepts all the work necessary for safety, hygiene and the resulting decision of civilian authorities, with no claim to any refund or compensation, regardless of the duration of the work.

Article 10

- § 1 A Resident is responsible for:
 - 1) tidiness and cleanliness in the occupied room. Failure to comply with this order constitutes agreement to terminate the contract and cover the costs of cleaning
 - 2) maintaining the equipment in the best possible condition and reporting to the Dormitory staff, immediately, any faults or breakdowns in the occupied room and common areas. There is a complete ban on any repairs by yourself
 - 3) lack of proper care for the room and its equipment and any damage that occurs during use (e.g. tiles, flooring, carpets, furniture, scratches or stains on the walls or floor, scale in the shower cabin or toilet bowl). They don't result from normal use and constitute a basis for charging the Resident for repair or cleaning costs
 - 4) using corrosive substances (e.g. KRET), aggressive detergents, etc. that destroy fittings, pouring or throwing liquids or objects into the sewage system, which cause the destruction / clogging of siphons / pipes.
 - 5) damage to locks or loss/destruction of the room card
 - 6) reading all information and announcements as well as e-mails sent by the Dorm. Dormitory staff bears no responsibility for any omission of the Resident in this area.
- § 2 The building is equipped with air ventilation/condition units ensuring sufficient quantity and quality of air in the room. Due to the settings of control panels and door closers, the window in the room should be constantly closed. A brief (5-10 minutes) airing of the room is allowed.
- § 3 One sign of culture is the silent closing of the door. In order to avoid slamming, please hold the door carefully - especially when the window is open in the room. Dormitory staff will charge the Resident for the consequences of failure to comply with the above (including damage to walls and doors).
- § 4 Vents can not be blocked under any circumstances in the rooms and any other places.
- § 5 Can not cover or obstruct the fan coil units.
- § 6 The laundry can be dried only in the laundry room.
- § 7 The Dorm isn't responsible for any lost private property of Residents left on the Dormitory premises, nor for any injuries or contusions caused by improper use of RTV and household appliances, reckless conduct, failure to comply with occupational health and safety, fire safety regulations, etc.

VI. FEES

Article 11

- § 1 On the first three days of the month, the Dormitory staff places invoices for the rent in the current month and utilities used in the previous month in the logged-in section of the website.
- § 2 The resident is obliged to pay the issued invoice (rent for a given month, utilities used in the previous month) and additional services (garage rental, television rental, etc.) and any damage caused by his fault in the previous month by the seventh (no later than the tenth) day of the given month.
- § 3 For late payments, a fee of 16 % of the rent for a single room will be charged for each day of delay, rounded to 1/10 PLN.
- § 4 For incomplete months, at the beginning or end of the stay, the Resident will pay 1/30 of the monthly rent for each started day spent in the Dormitory.
- § 5 We accept two forms of payment:
 - 1) Preference bank transfer to account number 24 1240 6074 1111 0010 5607 7224

- 2) The cash payment at the Dormitory reception.
- 3) For work economic reasons, we ask that You make one combined payment for rent and utilities.
- § 6 Residents failing to pay the fees for 7 seven days will receive from the Director a demand letter to regulate payments within 7 days.
- § 7 If the Resident fails to comply within the imposed obligation, it will immediately cause the termination of rental agreement, without the possibility of a 30-day notice.
- § 8 A Resident who does not pay the fees on time will lose the right to apply for a place in the Dormitory for the next academic year.

VII. MOVING OUT

Article 12

- § 1 A Resident is obliged to vacate a room in the dormitory on the date:
 - 1) for which it was granted in the rental agreement
 - 2) expired in the resignation notice
 - 3) of withdrawn from the list of students or suspension of student rights
 - 4) of disciplinary expel from the Dormitory
- § 2 A vacated room should be: notified 30 days in advance to the reception, without the Resident’s personal belongings, and perfectly cleaned.
- § 3 Only the Resident is responsible for handing over the room. The presence of third parties is unnecessary.
- § 4 A Resident who vacates a room is obliged to:
 - 1) Hand over the occupied room with a handover protocol, along with a list of equipment and any observations regarding its technical and aesthetic condition.
 - 2) regulate all payments and fees
 - 3) remove all personal belongings from a room immediately
 - 4) return room card (formal sign of handing over the room)
- § 5 If a Resident leave a room without settlement, the Director conducts the acceptance by a committee, in the presence of the building maintenance technician. Based on the observations included in the protocol, the Director charges the Resident with the costs of all repairs and costs, which are covered by the deposit.
- § 6 In case of failure to find the guilty of the damage in a common area, the Director will charge others Residents.
- § 7 The final valuation of damage/cleaning occurs during removing/general cleaning after the living Resident. it and shall be based on the actual cost of repairing or replacng equipment. The decision on repair. partial refund or replacment is made by the Director. The repair or replacment deadline is 21 days. In case of doubts on the part of the Resident. the payment of the deposit is withheld until the Director 's decision.
- § 8 If the deposit fund isn’t enough to cover the costs. the Resident undertakes to pay the specified amount of money within the time indicated by the Director.
- § 9 The fixing of the payment for the cleaning the room or anv place consists of the cost of labor and cleaning products, or other materials.
- § 10 After 21 days of checking out a Resident is entitled to receive the deposit which will be reduced by any operating, renovation and cleaning costs. If Resident will not pick up the deposit within 60 days since checking out, money will be transfers to the Dorm without the possibility of return.
- § 11 A Resident, who received 30 days eviction notice and during that period violates the regulations of the Dormitory, shall be removed immediately.
- § 12 A Resident who was disciplinary expelled from the Dormitory has no right of return.

VIII. FINAL PROVISIONS

- § 1 Final interpretation of the regulations of the Dormitory belongs to the Director.
- § 2 Appeal instance from all issues of the regulations is the Bishop of Warsaw-Praga.
- § 3 Regulations shall be effective on the date of publication.

A Resident is personally and completely responsible for accidents and damage resulting from non-compliance with the regulations, in particular resulting from non prior notification, including financial responsibilities, as confirmed and signed.

..... Day
Town

.....
Signature