



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 30th September to 30th June.
- § 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.
- § 7 A person applying for a place in the dormitory is required to:
- 1) fill in an application form
 - 2) present a pastoral opinion
 - 3) document the status of a student
 - 4) be aware of these regulations
 - 5) submit a letter of motivation
 - 6) remain in reasonable contact with the Administration
- § 8 Important part of recruitment process is an interview with the Director (or his deputy) during first visit in the House.
- § 9 The Director will inform the candidate about the result of recruitment via email or SMS.
- § 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 7 days from fixed date, it will cause the cancellation of booking. In that case, the person is not entitled to a refund

of the deposit.

§ 12 In justified cases, no later than 7 days before arrival, it is 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 wishes of Residents will be considered.

§ 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 11.00 pm. In different hours entrance to the area is possible by prior notice at the reception desk. Exit after 11.00 pm is possible only in justified cases.

§ 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, to re-locate to a different room.

§ 7 A Resident can withdraw the rental agreement in any time by official notice send to the Director, at least 30 days prior to the departure date.

§ 8 Residents who have been withdrawn or resigned from the university can reside in the dormitory for a period of 30 days from the date of existing fact.

§ 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 integrity of the individual person
- 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 with payments,
- 6) causes a fire hazards,
- 7) does not comply with the sanitary condition in the room, causing epidemiological threat,
- 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 applying rules requested by Residents in current academic year and in formative work schedule

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 and iron
- 17) paid use of 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 actually 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, tidiness 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) immediately notify the Director or employee of any accident or own illness or cohabitant
- 13) immediately react on observed natural or construction threats and suspect persons at the Dorm or surroundings
- 14) for the sake of safety of all persons and property do not to let in strangers who are not the Residents
- 15) present Resident Card or ID as is requested by the dormitory employees
- 16) 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)
- 17) immediately notify the Director of violation of law (civil law, cannon law, dormitory regulations) by Residents or visitors
- 18) report absence during a night by registering departure and returning date in the “notebook of departures”, located at the reception desk
- 19) comply with health and safety, sanitary, fire and order regulations
- 18) observe Quiet Hours from 11.00 pm to 7.00 am

Article 6

§ 1 In the dormitory is prohibited:

- 1) violation of human 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 (if not prescribed), to make and/or distribute narcotic or alcoholic beverages and be under their influence
 - 6) any form of gambling
 - 7) business, professional and free trade
 - 8) to smoke tobacco, cigarettes and e-cigarettes outside the designated places
 - 9) the use of open flame, keep guns and explosive devices, tools and devices with internal combustion engines as well as oil, petrol and other flammable liquids dangerous to the life, health, property or which cause inconvenience for Residents
 - 10) hosts guests outside visiting hours
 - 11) to share Resident 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 leave domestic waste or personal inventory in common areas (hallways, stairs, walkways, etc.).
For safety reasons these places need to be kept free from objects or vehicles
 - 17) feeding, bringing and keeping pets, birds even in cages or aquariums
 - 18) skateboarding, rollerblading, scooters, bicycles, etc.
- For the consequences of the above the Dorm charge a fine.

Article 7

§ 1 In the dormitory is not allowed:

1. to leave the front door to the building and to rooms open, which significantly reduces safety of Residents
 2. to destroy property - repair costs borne by the student
 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 be extremely loud, whether is a music or other noise (screaming, singing, loud guests) that disturb Residents (especially from 11.00 pm to 7.00 am)
 6. to use inappropriately sanitary devices and other installations or facilities
 7. to throw in the sewage system tissues, other things use for trash
 8. to throw away / leave garbage in a place other than the common external trash
 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. in the winter to leave the window open for a longer period of time (just a few times for 5-10 minutes)
 16. to use electrical devices without the supervision of a Resident (may cause fire)
 17. to wash alone 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 the card Resident in the room (the inability to go inside)
- For neglect this service the Dorm appoint an administrative fee.

V. DOMESTIC ORDER

Article 8

- § 1 Residents reside in a room personally. It is forbidden to host anyone, even for one night without permission. Residents can accept family members for a payment by approval of the Director and if, for instance, there is available room or on extra bed in the 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 photograph confirming his identity and disclose personal data: name, address, Social Security: giving the name and surname of the visited 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 A Resident receives a guest at the reception desk, is responsible for his behaviour at the House and after visit shall escort him to the front door. 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, have no right to enter the dormitory compound.
- § 9 In justified cases, staff of the Dormitory has the right to deny admission to guests.

Article 9

- § 1 The right to enter the room are entitled to the Director and staff of the Dorm to check the state of cleanliness, monitoring compliance with regulations, perform maintenance and repair. As far as possible A Resident will be informed of the date on / at work.
- § 2 Director or employee of the State Fire Brigade has the right to conduct unannounced evacuation drills.
- § 4 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 equipment in good condition
 - 3) any damage that occur during use (to tiles, floors, carpets, furniture, equipment, etc.) with the exception resulting from normal wear and tear, occurring defects, structural defects or force majeure
 - 4) throwing, pouring any liquid (for instance, KRET), aggressive detergents etc., or other objects into the sewage system, which will cause damage armature / clogging of siphons / pipes, pipelines.
 - 5) damage to locks or lost of Resident 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 non-compliance and no consideration with the above (including 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 Director of the House and the Dorm does not bear any responsibility for any lost of Residents private property left in the House, nor for any injuries due to non-intended use of electronics, home appliances, reckless conduct, disregard of safety rules, fire, etc.

VI. FEES

Article 11

- § 1 A Resident is required to pay monthly residence fee, public utility bills (for individual consumption of electricity, hot and cold water, heating and air conditioning) no later than on the 5th day of the month and also for any damage caused by his fault in the previous month.
- § 2 For the stay less than a month the payment must be made at the beginning or end of the stay, 1/30 of the monthly rent for each night
- § 3 We accept two forms of payment:
- 1) Preference bank transfer to account number 24 1240 6074 1111 0010 5607 7224
 - 2) The cash payment is permitted to the administration of the House.

- § 4 Residents failing to pay the fees for 7 seven days will receive from the Director a demand letter to regulate payments within 14 days.
- § 5 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.
- § 6 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. DORMITORY VACATE INSTRUCTION

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 (with the preservation of art. 2 § 8)
 - 4) of disciplinary expel from the dormitory
- § 2 A vacated room should be: notified 30 days in advance to the reception, cleaned up completely, and free of the Resident's personal belongings.
- § 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) handover in a presence of commission an acceptance protocol with a list of inventory and any observations about condition of a room
 - 2) regulate all payments and fees
 - 3) remove all personal belongings from a room immediately
 - 4) return Resident Card (formal sign of handing over the room)
- § 5 If a Resident leave a room without check out, the Director shall hand over a room in the presence of the representative of Residents. Based on the observations contained in the valuation report the Resident will be charge of all repairs and costs from his security 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 replacing equipment. The decision about repair or exchange is made by the Director. The term of repair or replacement is 21 days. After the exhaustion of security deposit the Resident has the obligation to regulate the rest of amount by the deadline set by the Director.
- § 8 If the deposit fund is not enough to cover the costs. the Resident undertakes to settle the designated amount of money within the time indicated by the Director of the Dorm.
- § 9 The fixing of the payment for the cleaning the room or any 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 costs of possible repairs. 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 House belongs to the Director.
- § 2 Appeal instance from all issues of the Regulations is the Bishop of Warsaw-Praga.
- § 3 Regulations shall be effective as of a date of approval by the Bishop of Warsaw-Praga.

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