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 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.

§ 3 Accommodation is provided for a period of academic year from 30th September to 30th June. It is possible to determine other terms, depending on the needs and availability.

§ 4 The House offers for residents: in-suite furnished room with kitchen annex and common areas: chapel, restaurant „Praskie Bistro”, entrance hall, conference hall, laundry room, garage and relaxing areas.

§ 5 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 features, but they do not provide formal protection against the above events.

§ 6 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 of the Dorm.

§ 7 Important part of recruitment process is an interview with the Director (or his deputy) during first visit in the House.

§ 8 The Director will inform the candidate about the result of recruitment via email or SMS. We do not give any reason for refusal.

§ 9 A candidate confirms its willingness to live in the dormitory by:
1) an e-mail or SMS,
2) making payment of a booking fee 50 PLN (non-refundable),
3) making payment of a security deposit of one month's rent - billed after leaving the room.

§ 10 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.

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 12.00 pm. In different hours entrance to the area is possible by prior notice at the reception desk with the Director. Exit after 12.00 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 (e.g. 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 before 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 for the rent , despite the warning,
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 Dormitory 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 „Praskie Bistro“ 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 and cleaning tools,
17) paid use of parking spaces for cars, motorcycles and bicycles.

Article 5

§ 1 A resident is required to:
1) obey norms 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) at least once every 2 weeks, participate actively in the life of the Dormitory by taking part in formation meetings (Holy Mass or Evening Prayer) and organizational and integration meetings,
5) grow in a spirit of responsibility for the dormitory community by counteracting negatives attitudes,
6) comply with these Regulations and decisions and orders of the Director,
7) obey decisions of the dormitory employees according to their competence,
8) take care of the House possessions, tidiness and cleanliness of a room and common areas,
9) use economically and properly electricity and water,
10) take care of the health, hygiene and appearance,
11) immediately notify the Director or employee of any accident or own illness or cohabitant,
12) take care of the safety of all residents by immediately response to observed natural or construction threats and from suspect persons at the House compound,
13) present Resident Card or ID as is requested by the dormitory employees,
14) immediately notify the Director or employee about the damage and failure of technical equipment and other belongings of the House or property of the Student Residence (indicating the place, time and frequency),
15) immediately notify the Director of violation of law (civil law, cannon law, dormitory regulations) by residents or visitors,
16) report absence during a night by registering departure and returning date in the “Notebook of departures”, located at the reception desk,( day of departure and return),
17) comply with health and safety regulations, fire and law enforcement,
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, to make or distribute drugs, 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 (in the building and in the area),
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) to bring and keep pets even in cages or aquariums.

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 or intentionally damage property - the cost of repairs cover a person or student responsible for a damage,
3) behave in a way that may disturb the others or behave in a manner which could obstruct residence in the House,
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 throw anything out 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 the induction cooking without constant guard of the student (threatens to cause a 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 with the payment and by approval of the Director can host friends or family members in a hotel room if it's available or on extra bed in a room.
§ 2 Because of function and purpose of the House children are not allowed, temporary visits are allowed under the care and under the responsibility of a resident.
§ 3 Visiting Hours from 10.00 am - 10.00 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 and the name 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. The data will be destroyed after the expiry of the period of limitation of any claim against the guest.
§ 4 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.
§ 5 Visitors are obliged to comply with the provisions of these Regulations.
§ 6 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.

§ 7 In justified cases, the Director has the right to deny admission to people who do not have the Resident Cards.

Article 9

§ 1 The right to enter the room, also during or in the absence of the Resident, is available 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 the resident will be informed of the date on/at work.

§ 2 Checking the cleanliness of the room is usually 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 hazards must be reported with indication and notification of the 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) maintain the equipment in the best possible condition, and immediately report to the dormitory staff, any faults or failures in the occupied room as well as common areas. There is a complete ban on any self-repair,
3) lack of proper care for the room with its equipment and any damage that will occur during use (eg glaze, floor, carpet, furniture, cracks or stains on the walls or floor, stone in the shower or toilet bowl etc.). They are not due to normal use and are the basis to bear the cost of repairs or cleaning. The Resident pay for all those repairs or cleaning,
4) use corrosive substances (eg “Kret”) that damage the fittings, pouring, dropping or throwing any liquids or items into the sewage system, which will cause the siphons or pipes to be damaged,
5) damage to locks or lost of Resident Card,
6) reading all the information, announcements and e-mails sent by the Dormitory. Dormitory service is not responsible for omissions of the Residents in this area.

§ 2 The building is equipped with ventilation and ventilation units to ensure sufficient and quality air in the room. Due to the setting of central and door closers, the window in the room should be permanently closed. Short (5-10 minutes) weather permitting. A resident takes care of well-ventilated room to avoid damage of condensation and moisture.

§ 3 One sign of culture is the quiet closing of the door. Dormitory service may charge the Resident for non-compliance (including damage to walls and doors).

§ 4 Vents can not be blocked under any circumstances in the students room or 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 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 The Dorm service in the first three days of the month places in the part of the login service invoices for the current month in rent and media used in the previous month.

§ 2 A resident is obliged to the seventh (no later than the tenth) day of the month to pay the invoice (rent for the month, the media used in the previous month) additional services (rent a garage, TV, etc.), and any damage caused by his fault in the previous month.

§ 3 For late payment the resident will be charged the fee in the amount of PLN 1 for each day of delay.

§ 4 In less than one month at the beginning or end of the stay the resident will pay 1/30 of the monthly rent for each commenced day spent in the dorm.

§ 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 is permitted to the administration of the House.
3) Due to the economics of work, we ask you to make one total fee for rent and media.
§ 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. 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 expelled from the dormitory,
§ 2 The room that is to hand over must be reported in advance time before the room is given up, with maximum cleanliness, no personal belongings of the Resident.
§ 3 The only person responsible for giving the room is the resident. The presence of third parties is unnecessary.
§ 4 A resident is obliged to:
1) hand over in a presence of Dormitory staff or Director an acceptance protocol with a list of inventory and any observations about condition of a room,
2) regulate all fees,
3) return Resident Card,
4) remove all personal belongings from a room immediately.
§ 5 If a resident leave a room without check out, the Director shall hand over a room in the presence of the Commission of the Dorm. 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 may charge others residents.
§ 7 Valuation of damage shall be based on the actual cost of repairing or replacing equipment. The decision about repairs, refunds or exchange is made by the Director. The term of repair or replacement is 21 days from the above decision. In case of doubt on the part of the Resident, the payment of the deposit is suspended until the decision of the Director.
§ 8 If the deposit fund is not enough to cover the costs, the resident agrees to settle the amount determined within the time limit indicated by the Director.
§ 9 The cleaning valuation consists of the cost of labor and cleaning items or other materials.
§ 10 After 21 days from the date of departure, the resident is entitled to a refund of the deposit less any costs of operation and repair. If he does not take away a deposit up to 60 days after the check-out, it goes to the Dormitory without a refund to the paying participant.
§ 11 A resident, who received 30 days of denunciation and during this period broke the Rules of the Dorm, is removed immediately.
§ 12 A resident who has been disciplined discharged from the Dormitory has no opportunity to return.

VIII. FINAL PROVISIONS

§ 9 Final interpretation of the Regulations of the House belongs to the Director.
§ 10 Appeal instance from all issues of the Regulations is the Bishop of Warsaw-Praga.
§ 11 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, (legal liability) including financial responsibilities, as confirmed and signed.

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town signature