



Internal Rules and Regulations of the Student Hostel of Rezekne Academy of Technologies

1. General provisions

- 1.1. Terms used in the Regulations:
 - 1.1.1. Lessee- a person who has signed a Rental agreement;
 - 1.1.2. Lessor - Rezekne Academy of Technologies;
 - 1.1.3. Visitor – a Lessee's guest;
 - 1.1.4. Object - a single bed, a standard room or well-equipped room depending on the agreement of parties indicated in a Rental agreement;
 - 1.1.5. Unauthorized person - any person with whom a SH rental agreement has not been concluded, including any RTA student;
 - 1.1.6. Accommodation in the Student Hostel - a person's stay in the SH from 23:00 to 7:00.
- 1.2. Internal rules and regulations of the Student hostel of Rezekne Academy of Technologies (hereinafter – Regulations) set Lessees' and Visitors' rights, duties and general norms of behaviour in the Student Hostel (hereinafter - SH) of Rezekne Academy of Technologies (hereinafter - RTA), as well as responsibility for negligence of these Regulations.
- 1.3. “On halls of residence regulations” approved by the decision No.212 of the Cabinet of Ministers of the Republic of Latvia on 26 April 1993.
- 1.4. Lessees, after receiving material values of the definite rented room, take joint material liability.
- 1.5. The Lessor places the latest version of SH internal rules and regulations in SH facilities, which are freely available to all Lessees, Visitors and SH staff.
- 1.6. Cleaning of SH premises is provided by RTA SH staff. The cleaning procedure of the SH is determined by the RTA Executive Director.
- 1.7. Persons with signs of acute respiratory infectious disease and persons with self-isolation or home quarantine, as well as persons who have been in contact with other persons who must observe self-isolation (including family members) are prohibited from entering and staying in the RTA SH premises.

2. Rental agreement and Lessee's accommodation procedure.

- 2.1. The check-in at the Hostel is available on weekdays from 10 a.m., but check-out is till 4 p.m.
- 2.2. The person who has the right to rent SH:
 - 2.2.1. presents the SH manager his/her identity documents;
 - 2.2.2. until the conclusion of the Rental agreement has settled all liabilities for the previous period (if previously he has been a resident of RTA SH).
 - 2.2.3. If the debt for living in SH is paid in July or August, before signing the Rental agreement, the Lessee presents to the SH manager the document (with the seal of the bank) confirming the payment of the debt to the account specified by RTA.
- 2.3. After signing the Rental agreement, it comes into force and the person acquires the Lessee status, but RTA- the Lessor status, rights and obligations.
- 2.4. SH manager allocates each Lessee in person room key, a magnetic chip and inventory. Each Lessee is responsible for maintenance and proper use of the received inventory and confirms it by signing the Rental agreement.
- 2.5. During the rental period a Lessee may declare his/her place of residence in SH, which he/she has concluded the agreement with.
- 2.6. The SH manager informs the Lessee about the internal rules and regulations and instructs on fire safety regulations for the hostel residents, as well as other topical issues.

3. SH Lessee's rights and responsibilities

3.1. Lessee's rights:

- 3.1.1. to take the advantage of all the services provided by the SH;
- 3.1.2. disputes arising between the Lessee and the Lessor must be solved by negotiations with RTA SH manager or by submitting a written application to the SH manager;
- 3.1.3. Decisions made by SH manager may be challenged by submitting a written application to the RTA Executive Director;
- 3.1.4. to personally inform the SH manager about the shortcomings found in SH work;
- 3.1.5. to submit proposals to the hotel manager on the improvement of SH work;

3.2. Lessee's responsibilities:

- 3.2.1. to use disinfectants provided by RTA SH;
- 3.2.2. to use the residential premises, appliances and shared facilities for the intended purposes, without changing the furniture position, without sticking and damaging the walls, furniture, equipment, etc.;
- 3.2.3. to maintain order and cleanliness in the room, to prevent the accumulation of dirty dishes and waste;
- 3.2.4. to personally inform the SH manager about all the changes that have occurred to the inventory in the rented room and about the discovered property defects;
- 3.2.5. to behave in the manner that does not disturb the living of surrounding Lessees:
 - 3.2.5.1. not to open the door of the room while staying in the room;
 - 3.2.5.2. if something has been spilled, dropped or broken in the SH premises, then the Lessee is obliged to clean this place;
- 3.2.6. leaving the room, if there is no other person in the room, turn off the light and all electrical appliances except the refrigerator;
- 3.2.7. to behave in the manner that does not lead to a fire detection and triggering of the alarm system (smoke in prohibited areas, including hookah, burn combustible materials, including candles, papers, etc., and not to burn incense);
- 3.2.8. not to damage or prevent a fire detection and alarm system components, video surveillance and access to the components of magnetic access control system;
- 3.2.9. to move to another room appointed by SH manager, observing the resettlement deadlines set by the RTA DV leader;
- 3.2.10. not to use the emergency exit for everyday needs;
- 3.2.11. to observe fire safety regulations, the regulations on water, toilet, and electrical device application, as well as sanitary and other regulations. Leaving SH premises, check whether the electrical equipment is turned off, windows are closed, water faucets are turned off, as well as the door of the rented object is locked;
- 3.2.12. in case of fire, immediately call the fire department at the phone number **112** and inform the SH manager (phone number **+371 29749726**);
- 3.2.13. in emergency (burglary, theft, accident, etc.) situation immediately inform the Police office (**phone number 110**) and the SH manager (phone number **+371 29749726**);
- 3.2.14. to report immediately to the SH manager (phone number **+371 29749726**) about the utility accidents, which may cause a threat to the safety of Lessees or SH property;
- 3.2.15. to comply with the Regulations, RTA SH rental obligations, including payment deadlines;
- 3.2.16. to use electrical devices only in accordance with the manufacturer's instructions and fire safety and safe exploitation requirements;
- 3.2.17. to report promptly to the Police about SH Lessees who disturb the peace, damage SH equipment, use alcohol or drugs in SH, smoke in prohibited areas (phone number 110);
- 3.2.18. to inform the RTA SH manager about the cases when any Lessee allows to stay the non-authorized persons in SH premises by sending an e-mail to Viesnica@rta.lv or in writing, placing a message in the Suggestion and Proposal Mailbox;

- 3.2.19. to make the room accessible to SH staff, a person on duty and financial officers in order to repair inventory, do plumbing and maintain other devices, to check their technical condition, as well as to monitor the compliance with these Regulations;
- 3.2.20. to provide access for SH staff to the rented premises from 11:00-16:00 for cleaning the premises. During the cleaning, the Lessee is obliged to temporarily leave the room to be cleaned;
- 3.2.21. it is not allowed to give the magnetic key cards/chips or keys of the rented Object to any other person;
- 3.2.22. to prevent Visitors' presence in the Lessor's premises when the Lessee is not there;
- 3.2.23. if the magnetic card or room key is lost, to inform immediately the SH manager.

4. Lessor's rights and responsibilities:

- 4.1. SH employees (two persons) are entitled (in case of emergency - one person) to enter Lessee's room without his/her presence in order to check the condition (to prevent accidents) of the room. After the condition of the room has been tested or emergency situation has been prevented the Lessee must be informed about the reasons why the control was done, and the consequences that were detected after the inspection or emergency prevention;
- 4.2. The Lessor has the right to regularly and without restrictions check the sanitary condition;
- 4.3. The Lessor has the right to resettle the Lessee to another living space, if the Lessee does not want to pay extra for a reduced number of people living in the room;
- 4.4. The Lessor has the right to provide instructions to the Lessee for the provision of sanitary-technical and sanitary-hygienic requirements;
- 4.5. The Lessor has the right to resettle the Lessee to other rooms due to organizational and technical measures in the SH;
- 4.6. The Lessor is obliged to answer in writing the Lessee's written questions related to deficiencies in the operation of the SH within two weeks period;
- 4.7. The Lessor is obliged to hand over the living space to the Lessee in good condition by individually drawing up and signing the acceptance report.
- 4.8. The Lessor is obliged not to disturb the Lessee to use the rented premises, auxiliary premises, equipment, devices;
- 4.9. the Lessor is responsible for general and preventive inspection and maintenance of the SH building, repairs the building in time, monitors the quality of repair works and informs the Lessee about the repair period;
- 4.10. the Lessor has rights to inspect the premises, check the functioning of appliances and equipment;
- 4.11. the Lessor has the right, without prior notice, to terminate the Rental agreement before the expiry of the agreement if there have been observed violations of the rules as follows:
 - 4.11.1. admission of unauthorized persons in SH from 11 p.m. to 7 a.m. without the SH manager's consent.
 - 4.11.2. Accommodation of unauthorized persons in SH.
 - 4.11.3. handing over an access control system magnetic card to another person.
 - 4.11.4. intentional damage of RTA SH property or another person's property.
 - 4.11.5. initiation of violent conflicts, intentional provoking.
 - 4.11.6. violation of the regulations set in paragraph 3.2.10. or 3.2.11.
 - 4.11.7. serious violations of fire safety, electrical and other safety regulations that caused or could pose a threat to a Lessee himself or other persons or their property.
 - 4.11.8. Being in any state of intoxication and disturbing other persons in the SH.
- 4.12. if the Rental agreement is terminated due to the violations mentioned above in the paragraph 4.12.1., the person with whom the agreement was terminated must leave SH immediately (collect personal belongings and leave !!!). An access control system magnetic card and a room key must be handed over to SH manager no later than three hours after receiving the announcement of the termination of the agreement;

- 4.13. giving three days prior notice the Lessor is entitled to terminate the Rental agreement before its expiry if there have been observed repeated violations of the internal rules and regulation or two different offenses during one academic year, for which the Lessee has received a warning or has paid a contractual penalty;
- 4.14. in case of failure to comply with these Rules and Regulations and the obligations of the SH tenancy agreement the SH manager shall draw up the Fact Finding Act and issue a written warning to the Lessee regarding the possible termination of the Rental agreement;
- 4.15. if the Lessee repeats infringements during one academic year (except for those referred to in Paragraph 4.11 of these Regulations), the SH manager is entitled to issue a notice on the unilateral termination of the Rental agreement.

5. Regulations for Visitors in SH

- 5.1 RTA SH Lessee's visitors may stay in SH premises from 7 a.m. till 10 p.m.
- 5.2 The Lessee's in person awaits the Visitor who arrives at the Student hostel. The Lessee is personally responsible for his/her guest's actions, their consequences and guest's timely leaving. If the Lessee's guest is in the SH after 10 p.m., it is considered as a case of illegal accommodation.
- 5.3 The Lessee shall ensure that his/her guest comply with the SH internal rules and regulations. The Lessee is responsible for the damage caused by his/her guest to the Lessor and/ or a third part.

6. Rules of cleanliness and order

- 6.1. Compliance of Sanitary norms in SH is obligatory.
- 6.2. SH Lessee is obliged to follow personal hygiene procedures.
- 6.3. The Lessee is obliged to maintain order and cleanliness in the SH premises and must not litter SH and the adjacent territory.
- 6.4. The refrigerator should be defrosted as needed, but at least once a month.
- 6.5. The storage of dirty dishes (plates, cups, saucepans, pans, etc.) in the premises is not allowed.
- 6.6. If something has been spilled, dropped or broken, and in any other way causes untidiness or mess while in the SH premises, then the Lessee is obliged to clean the place.
- 6.7. Household waste must be delivered to a waste disposal site at least once a day. It is strictly forbidden to leave garbage bags or pour them in kitchens, toilets, a washing room and other rooms.
- 6.8. Product residues may only be disposed in kitchen waste bins. It is strictly forbidden to dump spoiled food in the sewerage system (sinks, showers, etc.).
- 6.9. The room must be regularly aerated by opening the window, not through the door of the places of common use.
- 6.10. Drying of clothes is allowed only in specially equipped rooms, drying cabinets or individual rooms. It is forbidden to dry clothes in other common areas.
- 6.11. Lessees are categorically forbidden to leave personal items such as computers, computer and phone chargers, documents, dishes (clean and dirty), prepared foodstuff, packaging, etc. in common areas, including classrooms, kitchens and corridors. **Any abandoned objects will be considered as waste and will be discarded.**
- 6.12. If the Lessee does not comply with the Rules of Cleanliness and Order, the Lessor has the right to terminate the rental agreement by notifying the Lessee three days in advance.

7. Departure procedure.

- 7.1. The tenant is obliged to plan the departure from the SH in time, notifying the head of the SH in writing at least seven days in advance.
- 7.2. Departure takes place on weekdays from 10:00 to 16:00.
- 7.3. Until departure, the Lessee settles all financial obligations with RTA SH.
- 7.4. On the day of departure, the Lessee puts the room in order, hands over the soft inventory and hands over the room to the head of the SH.

- 7.5. The Lessee personally hands over the SH access chip and a room key upon his signature to the SH manager.
- 7.6. The storage service is an additional service provided by the RTA SH at no extra charge, but it is only available to those SH Lessees who have fulfilled their obligations to the SH.
- 7.7. If the SH Lessee has transferred the belongings for safekeeping and during the storage is exmatriculated from RTA, then he is obliged to remove the transferred belongings within one month from the date of exmatriculation. If the belongings are not removed within the definite term, they are thrown away and the owner of the property has no right to make claims about it.
- 7.8. The Lessee shall pack the belongings to be stored and deliver them in person to the storage. RTA SH is not responsible for possible damage to belongings if the Lessee has packed damp or otherwise inappropriate possessions.
- 7.9. The transfer of belongings for safekeeping is registered in the journal, indicating the date of transfer, the number of units, serial number and the name of the owner and the owner signs the report.
- 7.10. Items from the storage are issued only on weekdays between 10:00 and 16:00 only to the person who handed them over. No e-mail, sms and other authorizations to remove property from another person are accepted and property is not issued to another person.
- 7.11. In case the Lessee has not followed the departure, procedure and left the belongings in the room, then they are considered as waste and are thrown in the household waste container. Non-compliance with the departure procedure is subject to a contractual penalty.

8. Prohibitions

- 8.1. In SH living accommodation as well as in the premises of common use it is prohibited:
 - 8.1.1. to damage premises and equipment (drill holes, drive nails, draw on the wall, glue something on the wall, etc. Pasting refrigerators, cupboards and room doors, putting belongings on furniture doors, storing pans and saucepans on refrigerators is also considered a violation);
 - 8.1.2. rearrange the SH wiring or use home-made electrical appliances;
 - 8.1.3. use electric hobs and any type of electric heaters (oil radiators, heat fans, etc.) in the living rooms;
 - 8.1.4. to keep pets;
 - 8.1.5. to smoke (including hookah, electronic cigarettes) in SH living accommodation, premises of common use, corridors, except designated smoking areas (smoking rooms on the 2nd and 3th floor);
 - 8.1.6. to store, use narcotic or other intoxicating substances and to be under the influence of narcotic or other intoxicating substances in the SH;
 - 8.1.7. to behave abusively or aggressively, to provoke conflicts and not to observe the generally accepted rules of conduct in the Republic of Latvia;
 - 8.1.8. to use and store explosive, flammable, toxic or radioactive substances or objects;
 - 8.1.9. to use open fire, candles, pyrotechnics, to incense, etc.;
 - 8.1.10. to store personal belongings in SH premises of common use.
- 8.2. From 11 p.m. to 6 a.m. it is prohibited to do anything that creates noise, to play musical instruments, to listen to audio records, to listen to the radio or other device if it may disturb or inconvenience other Lessees and if the sound can be heard outside the rented premises. The rest of the daytime the noise made by Lessee shall not incommode other Lessees and SH staff.
- 8.3. It is prohibited to do any improvements or additional installations in the rented room or premises of common use without Lessor's consent.
- 8.4. It prohibited to change the living room and the inventory without the SH manager's written permission.
- 8.5. It is prohibited to take SH inventory and other valuables out of the room.
- 8.6. It is prohibited to place objects on external windowsills, hang them in windows, sit on windowsills and lean out of the windows.

9. Final provisions

- 9.1. Prepayment is required for living in RTA SH. Payment for the next month must be made by the 25th day of the current month.
- 9.2. Failure to make timely payments will be considered as a unilateral termination of the Rental Agreement by the Lessee. Accordingly, the Lessee is obliged to show the room to the head of the SH, hand over the key and a chip by the last working day of the current month.
- 9.3. In case of failure to comply with these Rules and Regulations and Rental agreement the SH Manager issues to the Lessee a written notice of the possible termination of the Rental agreement.
- 9.4. If the Lessee commits two violations in one academic year (except as referred to in Paragraph 4.11 of these Regulations), the SH manager is entitled to issue a notice on the unilateral termination of the Rental agreement.
- 9.5. Decisions made by SH manager may be challenged by submitting a written application to the RTA Executive Director.
- 9.6. Persons who have committed violations of these Rules and Regulation or the Rental agreement in the previous academic year may be denied the entry in SH premises.
- 9.7. If these Rules and/or public policy and safety standards are violated, the SH manager is right to call the State Police.
- 9.8. The SH manager controls the compliance with these rules.
- 9.9. These Regulations shall come into force on 27 August 2021.
- 9.10. By the approval of these Rules and Regulations the Internal Rules and Regulations of the Student Hostel of Rezekne Academy of Technologies approved by the RTA Rector on 30 August 2019 shall be deemed void

Contact persons:

SH manager: **phone.: +37129749726**

RTA Executive Director: **phone.: +37120200707**

The rules have been updated by

RTA Executive director

A handwritten signature in blue ink, appearing to read 'K. Garlis', is written over the text 'RTA Executive director'.