

APPROVED BY
The acting rector Rezekne Academy of Technologies
I.Mietule
21 December 2018

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.

1.2. 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. These Regulations have been designed according to the Section 25 of the Law of the Republic of Latvia "On Residential Tenancy" adopted on 16 February 1993 and the regulations „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. SH has an additional service - regular cleaning of living rooms. The availability of additional services is determined by the RTA Executive Director.

2. Rental agreement and Lessee's accommodation procedure.

2.1. The check-in at the Hostel is available on weekdays from 9 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. concludes a Rental agreement for a certain period of time and receives the Object for use on the base of the statement of acceptance, which reflects the real condition of the Object, the description of things in the time of transfer, and the list of transferred property;

2.2.3. 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).

2.2.4. 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. Lessee may refurbish the rented object at his/her own expense. Before the repair work the Lessee must receive SH manager's written consent;
- 3.1.3. 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;
- 3.1.4. Decisions made by SH manager may be challenged by submitting a written application to the RTA Executive Director;
- 3.1.5. to personally inform the SH manager about the shortcomings found in SH work;
- 3.1.6. to submit proposals to the hotel manager on the improvement of SH work;

3.2. Lessee's responsibilities:

- 3.2.1. while staying in RTA SH premises to observe generally accepted norms of behavior that are set in Latvia;
- 3.2.2. to comply with RTA SH procedure on persons' access, to inform the SH manager if there have been observed any violations;
- 3.2.3. 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.;
- 3.2.4. to keep the room in order and to prevent the accumulation of waste; to meet this requirement, the Lessees are obliged to draw up a mutual agreement on the cleaning schedule and keep it in a visible place;
- 3.2.5. to pay the bill of the cleaning company in case the Lessor was forced to call the cleaning company due to the fact that the Lessee had failed to comply with any of the provisions of paragraphs 3.2.3., 6.2. and 6.3.;
- 3.2.6. 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;
- 3.2.7. to behave in the manner that does not disturb the living of surrounding Lessees:
 - 3.2.7.1. not to open the door of the room while staying in the room;
 - 3.2.7.2. not to listen to music, not to watch video, not to play computer games, and not to do other activities that create noise and disturb others;
 - 3.2.7.3. if something has been poured out, spilled over, dropped down or broken in the places of shared facilities, then the Lessee is obliged to clean this place;
- 3.2.8. leaving the room, if there is no other person in the room, turn off the light and all electrical appliances except the refrigerator;
- 3.2.9. to behave in the manner that does not lead to a fire detection and triggering of the alarm system (smoke in prohibited areas, burn combustible materials, including candles, papers, etc., and not to burn incense);
- 3.2.10. not to damage or prevent a fire detection and alarm system components, video surveillance and access to the components of magnetic access control system;
- 3.2.11. to move to another room appointed by SH manager, observing the resettlement deadlines set by the RTA DV leader;
- 3.2.12. not to use the emergency exit for everyday needs;
- 3.2.13. 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;
- 3.2.14. in case of fire, immediately call the fire department at the phone number **112** and inform the SH manager (phone number **+371 26554506**);
- 3.2.15. in emergency (burglary, theft, accident, etc.) situation immediately inform the Police office (**phone number 110**) and the SH manager (phone number **+37126554506**);

- 3.2.16. to report immediately to the SH manager (phone number **26554506**) and RTA Executive Director (phone number **+371 27884555**) about the utility accidents, which may cause a threat to the safety of Lessees or SH property.
- 3.2.17. to comply with the Regulations, RTA SH rental obligations, including payment deadlines;
- 3.2.18. to use electrical devices only in accordance with the manufacturer's instructions and fire safety and safe exploitation requirements;
- 3.2.19. 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);
- 3.2.20. 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 inese.jermakovica@rta.lv or in writing, placing a message in the Suggestion and Proposal Mailbox;
- 3.2.21. 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;
- 3.2.22. to pay for additional services according to the rates approved by RTA;
- 3.2.23. it is not allowed to give the magnetic key cards/chips or keys of the rented Object to any other person;
- 3.2.24. to prevent Visitors' presence in the Lessor's premises when the Lessee is not there;
- 3.2.25. after the termination of the Rental agreement or after breaking the agreement, the Lessee leaves the living room by the time agreed with the SH manager, transfers the room in the condition it was on the day of its acceptance, which is based on the taking-over certificate, reflecting the real condition of the Object, the description of the transferred property and the list of transferred things, as well as arranges all payments, returns the magnetic card, the door key and the received inventory to the SH manager. The actions mentioned above must be carried out in the disengagement day till 5 p.m.;
- 3.2.26. 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 rights to move the Lessee to another living space if he/she does not want to pay extra due to a reduced number of residents in the Object;
- 4.3. the Lessor has the rights to supply guidance to the Lessee on the compliance of sanitary- hygienic requirements;
- 4.4. the renter has the right to move Lessees to other rooms due to organizational technical measures in SH;
- 4.5. the Lessor is responsible to respond within two weeks in writing to the Lessee's written questions related to shortcomings in SH work;
- 4.6. the Lessor is responsible to transfer the residential premises to the Lessee in good condition, individually preparing and signing the taking-over certificate;
- 4.7. the Lessor does not disturb the Lessee to use the rented premises, auxiliary premises, equipment, appliances and household area;
- 4.8. 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;
- 4.9. the Lessor has rights to inspect the premises, check the functioning of appliances and equipment;
- 4.10. the Lessor has the right to invite a professional cleaning company to clean up the room of the Lessee if he/she has not responded to the SH Head's remark on the observance of regulations No.

- 3.2.3. or if the Lessee has left SH and has not put in order the room or disposed it to SH manager. The bill for the clean-up services must be paid by the Lessee.
- 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 without SH manager's consent.
 - 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. causing of violent conflicts, intentional provoking.
 - 4.11.6. violation of the regulations set in paragraph 3.2.6. or 3.2.7.
 - 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.
- 4.12. if the Rental agreement is terminated due to the violations mentioned above in the paragraph 4.11., 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 11 p.m.
- 5.2. The Lessee in person awaits the Visitor who arrives at Student hostel. The Lessee is personally responsible for his/her guest's actions, their consequences and timely leaving.
- 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 party.

6. Rules of cleanliness and order

- 6.1. Compliance of Sanitary norms in SH is obligatory.
- 6.2. The Lessee's responsibility is to maintain order and cleanliness in rented premises and in SH common rooms. Not less than 2 times during the academic year the Lessee should wash the windows. Doors, furniture, fridges and lamps of the rented room must be regularly cleaned according to a schedule drawn up by Lessees' mutual agreement (the room cleaning schedule must be located in the visible place). Refrigerator must be thawed as required but not less than once a month.
- 6.3. 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.
- 6.4. The room must be regularly aerated by opening the window, not through the door of the places of common use.
- 6.5. 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.**

- 6.6. If the Lessee does not clean or keep the rented premises in good order, the Lessor has right to terminate the Rental agreement by giving the notice to the Lessee three days before its termination.
- 6.6. SH rooms are put in order and cleaned by Lessees, but corridors, stairways, kitchens, toilets, washing rooms and other rooms of common use are cleaned by SH employees, unless it is specified otherwise in the individual Rental agreement.

7. Prohibitions

- 7.1. In SH living accommodation as well as in the premises of common use it is prohibited:
- 7.1.1. to damage premises and equipment (to drill holes, nails, to draw or stick posters);
 - 7.1.2. to rearrange SH wiring;
 - 7.1.3. to keep pets;
 - 7.1.4. to smoke in SH living accommodation, premises of common use, corridors and 10 meters from the entrance, except designated smoking areas (smoking rooms on the 2nd and 4th floor);
 - 7.1.5. to be under the influence of alcohol, drugs or other intoxicating substances and behave unseemly;
 - 7.1.6. to use and store explosive, flammable, toxic or radioactive substances or objects;
 - 7.1.7. to make open fire, fireworks or lit the candles;
 - 7.1.8. to store personal belongings in SH premises of common use.
- 7.2. 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.
- 7.3. It is prohibited to do any improvements or additional installations in the rented room or premises of common use without Lessor's consent.
- 7.4. It is prohibited to change the living room and the inventory without the SH manager's written permission.
- 7.5. It is forbidden to use electric heaters and appliances that do not comply with electrical safety and fire safety requirements.
- 7.6. It is prohibited to take SH inventory and other valuables out of the room.
- 7.7. It is not allowed to place objects on the outer sills or hang them out of the windows.
- 7.8. It is forbidden to place personal vehicles at the hotel so that they impede access of emergency vehicles to the SH central entrance door. (do not park your car at the building's main facade on the concrete panels and the lawn).

8. Final provisions

- 8.1. In case of failure to timely payment it will be considered as a breach of the Rental agreement and failure to comply with these Rules and Regulations.
- 8.2. 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.
- 8.3. 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.
- 8.4. Decisions made by SH manager may be challenged by submitting a written application to the RTA Executive Director.
- 8.5. 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.
- 8.6. If these Rules and/or public policy and safety standards are violated, the SH manager is obliged to call the State Police.
- 8.7. The SH manager controls the compliance with these rules.
- 8.8. These Regulations shall come into force on 1 January 2019.

8.9. 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 2017 shall be deemed void.

Contact persons:

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The rules have been updated by

RTA Executive director

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