



STUDENT HOSTEL INTERNAL RULES OF CONDUCT

APPROVED at LiepU Senate meeting on the 20th of June, 2011, protocol No 13, decision No 2011/60

Issued according to Liepaja University
Constitution, item 2.4

I. GENERAL CONDITIONS

1. The rules define the rights, duties and norms of behaviour of Landlord and Tenant when staying at the student hostel of Liepaja University, (further referred to as SH) as well as the responsibility for non-fulfilment of the rules.
2. Terminology used in the rules:
 - 2.1. Landlord - Liepaja University (further referred to as LiepU), represented by the SH administrator.
 - 2.2. Tenant - a natural or legal person, staying at SH on the basis of the concluded rent/lease agreements.
 - 2.3. Guest - a natural or legal person, staying at SH for a short period of time without a concluded rent/lease agreement.
 - 2.4. Visitor - a person visiting SH tenants or guests.
 - 2.5. Pass - a document issued to Tenant or Guest for the period of staying at SH, which allows entering SH.
3. Tenants and Guests observe the existing legal norms of the Republic of Latvia, any orders or regulations given by LiepU Senate, the administration, Landlord or SH Student Council in respect to SH and use thereof.
4. SH is offered to:
 - 4.1. LiepU full-time students and the students of other educational institutions on personal request and by concluding rent/lease agreement. First year students - according to the list given by the Admittance Committee.
 - 4.2. LiepU part-time students for the session period on the basis of personal request or by showing a student card.
 - 4.3. Participants of seminars and courses on the basis of personal request.
 - 4.4. LiepU applicants on the basis of personal request or by showing an application for studies.
 - 4.5. Invited lecturers according to the faculty request.
 - 4.6. LiepU employees, including lecturers, on the basis of personal request and by concluding a rent/lease agreement.
 - 4.7. The Tenant's spouse or children, on the basis of Tenant's personal request approved by the SH administrator.
 - 4.8. Any natural person - by showing an identification document and making payment.
 - 4.9. Legal persons - by concluding a rent/lease agreement.
5. The priority right for premises at SH is given to LiepU students and employees.
6. A person puts his or her hand in the rent/lease agreement or in the guest registration book to certify that he or she is acquainted with the internal rules of conduct and is ready to fulfil such rules.
7. Tenants/Guests have to show a pass to the administrator on duty when entering SH.
8. The reception/return of the pass is recorded in the registration book and it is issued/received upon person's signature.
9. The entrance doors of SH are closed at the time period 00⁰⁰-6⁰⁰.

10. Any requests or issues, which are not included in the present rules, are considered and solved at LiepU household council.

II. THE ORDER OF CHECK-IN, RESETTLEMENT AND CHECK OUT

11. The Landlord decides whether a person has the right to use SH.
12. The Landlord and the Tenant conclude a rent/lease agreement for the period of time not longer than one study year with the right to prolong the agreement for the next study year.
13. When concluding the rent/lease agreement, Tenant shows his or her identification document, a receipt proving payment of the sum for one month and also pays the safety deposit.
14. The Tenant/Guest makes payments for using SH according to the price list approved by the Senate for the next month before the 20th day of each month (if the agreement is concluded) or before receiving a sleeping accommodation. The paid services approved by the LiepU Senate are available at the web-page www.liepu.lv.
15. The Landlord distributes rooms among Tenants/Guests, taking into account, when it is possible, individual requests of Tenants/Guests. Senior students have the right to use the sleeping accommodation/room by writing an application, which has to be submitted before.
16. Agreements with legal persons about usage of SH is concluded with the Rector of LiepU.
17. It is prohibited to change rooms without a written notification and reconciliation with the SH administrator.
18. The rent/lease agreement is terminated before its expiration date if rent/lease payments are not made and/or the SH inner rules of conduct are not observed.
19. Guests can be rejected to use SH if there were violations of SH rules of conduct.

III. ADMISSION OF VISITORS

20. The Tenant/Guest personally awaits his or her visitors coming to SH. A visitor should show an identification document to SH administrator on duty. SH administrator on duty registers visitors.
21. Visitors are allowed to stay at SH from 9.00 until 23.00.
22. Each Tenant/Guest is personally responsible for their visitor behaviour, and ensures that visitors observe the SH internal rules of conduct and is responsible for losses which visitor may do to the Landlord and/or the third persons.

IV. ROOM FURNISHING AND MAINTENANCE

23. LiepU, according to technical maintenance regulations, provides technical usage of SH rooms and facilities as well as household services according to the concluded agreements, and also performs regular and capital repair works, and if it is possible, provides furniture and other inventory, including bed linen and items.
24. The Tenant/Guest has the right to use own inventory, furniture, household electric appliances after reconciliation with the SH administrator.
25. The Tenant/Guest is responsible for preservation of furniture in SH rooms. In the cases, when several Tenants/Guests live in the room, they all are responsible for preservation of room inventory and have to equally cover the material losses.
26. SH shared use premises are maintained by SH employees, the rooms are maintained by the tenants.

V. RIGHTS AND OBLIGATIONS OF TENANTS/GUESTS

27. Obligations of Tenants and Guests:
 - 27.1. To observe the SH internal rules of conduct as well as norms of ethics etc.
 - 27.2. When entering the student hostel, it is necessary to show the pass/ student card/ employee card to the SH administrator on duty,

- 27.3. When going out, the keys should be given to the SH administrator on duty.
 - 27.4. When the rent/lease agreement is terminated or expired, or when the duration of staying at SH for the Guest is expired, it is necessary to give the pass to DV administrator or other person on duty.
 - 27.5. In case of pass loss, it is necessary to inform the SH administrator or the person on duty.
 - 27.6. Payments for use of SH as well as other payments should be made regularly.
 - 27.7. The shared property should be preserved; material losses should be reimbursed on one's own free will.
 - 27.8. It is necessary to timely inform the Landlord about the necessary repair works of SH rooms, the inventory and appliances.
 - 27.9. It is necessary to observe sanitary hygienic requirements in the shared premises and in living rooms and not to pollute SH territory.
 - 27.10. To clean and maintain own room.
 - 27.11. To maintain and keep order in kitchens and sanitary premises; not to pour or spill goods and wastes into sinks.
 - 27.12. It is forbidden to throw personal room wastes into the shared use waste bins.
 - 27.13. It is forbidden to put items and grocery on external windowsills as well as hang them out of the window.
 - 27.14. It is necessary to save energy and resources: electric energy, water, gas; when leaving, all lights have to be switched off as well as audio/video devices and computers.
 - 27.15. When going out, windows in the room should be left closed.
 - 27.16. When leaving for a period longer than a month, it is necessary to inform the SH administrator at least 2 weeks before; in the day of leaving it is necessary to return the received inventory/linen/bet items and to clean the room, to close windows and return keys to the person on duty. **Reassessment of the co-payment was not done for the former period.**
 - 27.17. To observe fire safety, gas and electrical appliance usage instructions, including the following instructions:
 - 27.17.1. do not use damaged or self-made electrical appliances, do not repair electrical wiring;
 - 27.17.2. do not overload electrical wiring and contacts;
 - 27.17.3. do not leave electrical or gas heaters switched on unattended;
 - 27.17.4. do not leave burning candles or other light sources with open flame unattended.
28. At SH it is prohibited to:
- 28.1. Reconstruct rooms, to rebuild equipment or furniture.
 - 28.2. Damage walls and doors (to paste and draw on them, etc.).
 - 28.3. During the period from 23⁰⁰ until 7⁰⁰ it is prohibited to make noise or disturb the sleep in other ways.
 - 28.4. Use alcoholic drinks or drugs as well as to come to SH under the influence of alcohol.
 - 28.5. Smoke, apart from the special places for smoking.
 - 28.6. Keep animals or birds in SH rooms.
29. Rights of Tenants and Guests:
- 29.1. To use the shared premises of SH.
 - 29.2. To perform cosmetic/visual repair works, prior written consent with the Landlord is needed.
 - 29.3. To take part in the SH student council activities for improvement of household conditions and rules.
 - 29.4. To be elected as the SH or floor senior.
 - 29.5. To submit suggestions or recommendations for improvement of SH household conditions.
 - 29.6. To inform LiepU administration about improper behaviour of employees or tenants and about other violations.

VI. RIGHTS AND OBLIGATIONS OF THE LANDLORD

30. Obligations of the Landlord:
- 30.1. Do not disturb Tenants/Guests when they are using their rooms, shared premises, equipment and devices/appliances.

- 30.2. To perform general and visual inspection and maintenance of SH building and to timely perform repairs of the building and equipment.
31. Rights of the Landlord:
 - 31.1. SH employees/LiepU administration have the right to lawfully in amount of at least two persons (in emergency cases - one person) enter the rented/leased rooms without the presence of the Tenant in order to check the condition of the room or to prevent accidents.
 - 31.2. To give instructions to Tenants/Guests for provision of sanitary-technical and safety requirements.
 - 31.3. To unilaterally terminate the rent/lease agreement if the Tenant does not fulfil the requirements and or obligations thereof.
 - 31.4. Any items or belongings of the Tenant/Guest, left at SH rooms unattended for more than 30 days from the moment of agreement termination should be considered as derelicts and can be disposed of without taking the responsibility to cover the cost thereof.

VII. RESPONSIBILITY FOR NON-OBSERVANCE OF THE RULES

32. Case of violation of the SH internal rules of conduct are considered at SH student council and/or LiepU household council.
33. For non-observance of such rules it is possible to receive a notice, and in the case of not making payments on time a fine should be imposed as well as a prohibition to stay at SH.
34. Case of violation of the SH internal rules of conduct are considered at SH student council and/or LiepU household council.
35. For the loss of the pass it is necessary to pay the fine. The amount of the fine should be equal to the costs necessary to issue a new pass, and it is defined by LiepU Senate in the list of approved paid services (available at www.liepu.lv).
36. In case of material loss the Tenant/Guest/Visitor should reimburse the loss in full. The scope of losses is defined by the committee organized by the Landlord, together with the guilty persons, and is approved by signing the loss evaluation act. In case of not reimbursing the losses the Landlord has the right to surcharge the money from the guilty person by submitting the claim to the court.

VIII. FINAL QUESTIONS

37. The Landlord does not take any responsibility for not provided household services at SH if such services are not provided by the corresponding service companies.
38. The rules become valid from the 1st of July, 2011.
39. At the day these rules become valid, the Student Hostel Internal Rules of Conduct of the 12th of July, 2002 become ineffective.

Chairman of the Senate (signature) Z.Gūtmane