

Resident of a dormitory at ul. .... No. .... room No. .... from .....

### DECLARATION

I hereby represent that I am acquainted with the provisions of the rules and regulations for residents of the dormitory and I hereby make myself obliged to obey them. When the time for which I am assigned an apartment shall expire or if the assignment is invalidated, I shall immediately leave the apartment. In case of my failing to fulfill the above obligation I shall authorize the Management of the Dormitory to allocate my movables to a store room. Simultaneously, I hereby make myself obliged to return the equipment I have received for my personal use or its equivalent in cash.

....., on this .....

.....

student's signature

Accepted

[illegible signature]

[oblong stamp: Szczecin University Prorektor for Students' Affairs, dr hab. Mirosława Gazińska prof. US]

## Rules and Regulations of Accommodation in Dormitories of the Szczecin University Housing Estate – draft

### 1. General Provisions

#### §1

Domy Studenckie [dormitories], hereinafter referred to as DS, constitute an integral part of Szczecin University and shall be the place of residence of the authorized students of Szczecin University and other persons.

#### §2

This Rules and Regulations of Accommodation in Dormitories of the Szczecin University Housing Estate, hereinafter referred to as Rules and Regulations, specifies general rules of functioning of DS as well as the rights and obligations of DS residents.

#### §3

1. This Rules and Regulations shall be binding on the territory of the Dormitories of the Szczecin University Housing Estate.
2. All the persons staying on the territory of DS are obliged to obey this Rules and Regulations.

#### §4

The provisions of this Rules and Regulations shall apply to the students of Szczecin University and suitably to persons who are not the students of Szczecin University, persons applying for the accommodation and persons entitled to the accommodation.

#### §5

1. DS residents are represented by Rada Mieszkańców Osiedla Akademickiego [the Council of Residents of the University Housing Estate], hereinafter referred to as RMOA, that shall be an organ of Szczecin University Student Government.
2. The election and operation of RMOA shall be regulated by appropriate rules and regulations.

#### §6

DS residents may present their problems, issues or suggestions related to the accommodation in DS, to RMOA, the manager of a specific DS or the manager of the University Housing Estate, hereinafter referred to as the ODS manager.

#### §7

1. The amounts of the payments for the accommodation in the Szczecin University Dormitories shall be specified by the Szczecin University Prorektor for Students' Affairs in consultation with the resolution-making body of the Student Government.
2. The Szczecin University Prorektor for Students' Affairs in consultation with the resolution-making body of the Student Government shall specify the amounts of the payments for a guest's staying for the night in a resident's room, the payment for the unjustified turning on the fire alarm, as well as the payment for placing an object on deposit in relation to the committee eviction.

### 2. Accommodation in DS

#### §8

The rules of the space allocation and distribution in DS are specified in "Regulamin przyznawania miejsc w Domach Studenckich dla studentów Uniwersytetu Szczecińskiego" [The rules and regulations of space allocation in dormitories for the Szczecin University students].

#### §9

The accommodation of a student shall be conducted by DS administration on the basis of a decision issued in accordance with "The rules and regulations of space allocation in dormitories for the Szczecin University students".

## §10

Prior to the accommodation students shall sign a declaration on making acquainted with the Rules and Regulations and making themselves obliged to obey them.

## §11

On the accommodation in DS a resident shall receive:

- 1) resident's card;
- 2) the list of room's equipment, for which he or she is responsible financially;
- 3) a set of bed clothes, for which he or she is responsible financially;
- 4) room keys, for which he or she is responsible financially.

## §12

1. The resident's card shall include resident's first name and surname, picture, room number, DS address and the expiry date.
2. The resident's card must be signed by its holder, otherwise null and void.

## §13

Any equipment shortages, damages, defects should be addressed by a resident in the written form within 2 days from the moment of the accommodation to the manager of a given DS or to the reception of a given DS.

## §14

1. Each DS resident is subject to compulsory temporary registration.
2. The manager of a specific DS is obliged to promptly register or report the change of the address of a resident in a territory administration organ.

## 3. DS residents' rights and obligations

### §15

DS resident has the right to:

1. participate in the elections to RMOA under conditions specified in "Ordynacja wyborcza do organów Samorządu Studenckiego Uniwersytetu Szczecińskiego" [The electoral regulations for Student Government organs of Szczecin University];
2. submit through RMOA motions and projects improving living in DS, administration work, technical maintenance, management of rooms and equipment;
3. use all rooms and equipment of DS dedicated to general use on the rules specified by RMOA and ODS manager;
4. introduce changes improving comfort of living after receiving a permit from the manager of a given DS;
5. introduce changes and change rooms with a consent of ODS manager or a manager of a given DS and after meeting the specified in separate regulations requirements in the administration of a given DS;
6. enter and leave DS at any time;
7. change bed clothes every 3 weeks on dates specified by DS administration;
8. make complaints concerning the work of DS administration, technical services, at ODS manager's office with the reservation that those are not anonymous;
9. actively use (make calls) the DS phone if necessary and justified, especially: to call an ambulance, breakdown services, etc.;
10. leave in a deposit room personal belongings for the period of summer holidays under the conditions specified in "Regulamin depozytu" [Deposit regulations] constituting attachment 1 hereto.

### §16

**DS residents are obliged to:**

1. make payments for accommodation;
2. maintain good condition of their rooms and other rooms of general use and the equipment situated in the rooms;
3. keep their rooms and other rooms of general use clean and tidy;
4. follow decisions of the University organs, ODS manager, DS manager and RMOA resolutions;
5. comply with safety at work regulations, fire safety regulations and the manuals of electrical devices' operation;
6. report on behalf of DS to the DS administration all noticed damages;
7. obey curfew from 10pm to 6am;
8. behave properly, enabling work and relax to the remaining DS residents;
9. present resident's card:
  - a. without a reception's call;
  - b. on the call of DS administration, security or RMOA in justified cases.

### §17

1. Residents shall bear financial responsibility for all ascertained cases of losing, destroying, damaging of the DS property.
2. The costs of the occurred losses shall be determined by the DS administration taking into consideration prices on the date of the damage occurrence.

3. All residents of a room shall bear mutual responsibility for the damages and shortages of the equipment included in the room equipment list. Any disputes shall be considered by DS administration.

#### §18

1. The payment for accommodation in DS shall be made by the Szczecin University students at the latest to the 20<sup>th</sup> day of each month and by the other persons to the 5<sup>th</sup> day of each month.
2. In case of earlier eviction it is possible to apply for reduction of the payment for accommodation in DS.

#### §19

##### Residents of DS are prohibited from:

1. lawless installing, modifying, repairing electric, water, phone, antenna, computer installations, etc.;
2. redecorating and modernizing their rooms without the permission of the manager of a given DS;
3. carrying away the property of DS out of the DS area;
4. using rooms, equipment and accessories of DS inconsistently with the intended use;
5. keeping animals on the territory of DS;
6. smoking on the territory of DS;
7. bringing, producing, selling, offering and using alcoholic drinks and intoxicants on the territory of DS;
8. gambling on the territory of DS;
9. possessing weapons;
10. throwing to sanitary fittings and sewage system objects and food that could damage them or cause malfunctions;
11. leaving wastes, equipment and personal belongings in the corridors or rooms of general use;
12. modifying or changing door locks without a permission;
13. providing unauthorized persons with the room keys;
14. using amplifying equipment in the way making it difficult for the other residents to study or rest;
15. conducting economic activity in the rooms of DS or providing the rooms for this purpose to third parties without the permission of the authorized Szczecin University organs;
16. offering a place to spend a night to non-residents of a given DS without the consent of the manager of the given DS;
17. receiving guests during the time not dedicated to visits.

#### 4. Visit Rules

##### §20

The rules of visits made by non-residents of a given DS:

1. Visits in the rooms may take place exclusively during the presence of the resident and with his or her consent and with the consent of the roommates from the room, from 6am to 11pm, and on Fridays and Saturdays to midnight.
2. Visitors are obliged to leave at the reception their IDs with a picture and indicate the number of the room they want to visit, otherwise they would not be admitted.
3. At a written request of a resident the manager of a given DS or an employee of DS administration authorized by the manager may give their consent for a visitor's staying for a night.
4. A visitor may receive permission for staying for a night from the authorities mentioned in the above 3 only when they previously receive such permission from roommates.
5. The administration of a given DS is obliged to keep record of the issued permissions. Such record should include:
  - 1) visitor's name;
  - 2) type and number of ID;
  - 3) surname, first name and the room number of the resident receiving the visitor;
  - 4) date of the visitor's staying for a night.
6. Residents shall bear financial responsibility for damages caused by their visitors.
7. For the any violations hereof a visitor shall answer to the manager of a given DS and RMOA.
8. Visitors under influence of alcohol or other intoxicants shall not be authorized to enter DS area.
9. In justified cases the administration of a given DS is entitled to:
  - a) restrict visits;
  - b) prohibit visitors from entering DS area;
  - c) order a visitor to leave the area of DS.

##### §21

The university shall not bear financial responsibility for residents' belongings.

#### 5. Loss of accommodation in DS

##### §22

A resident may lose their right to accommodation in DS:

- 1) if fails to pay an advance payment specified in "Regulamin przyznawania miejsc w Domach Studenckich dla studentów Uniwersytetu Szczecińskiego" [The rules and regulations of space allocation in dormitories for the Szczecin University students] within a specified time;

- 2) when loses the status of the Szczecin University student;
- 3) when the time for which he or she was admitted accommodation in DS expired;
- 4) in case of gross or persistent violation of the provisions hereof;
- 5) if fails to pay for accommodation in DS for the period exceeding two months;
- 6) if fails to accommodate in DS within 7 days from the date of starting a university year due to the student's fault, this provision shall not transgress the provisions of "Regulamin przyznawania miejsc w Domach Studenckich dla studentów Uniwersytetu Szczecińskiego" [The rules and regulations of space allocation in dormitories for the Szczecin University students];
- 7) if fails to use the right to accommodation and simultaneously enables accommodation to unauthorized persons;
- 8) if makes it impossible for DS administration to fulfill their obligation to register a resident for a stay for a specified period of time;
- 9) if it is revealed that the admittance to DS was performed on the basis of untrue application data during the procedure of admittance to DS.

## **§23**

1. A decision on losing the right to accommodation in DS shall be made by ODS manager, after the consultation with RMOA on the basis of DS manager's motion.
2. An ODS manager's decision may be appealed within 14 days from the day of delivering such decision to the Szczecin University Prorektor for Students' Affairs. This shall result in the suspension of such decision's execution until the appeal is considered by the Prorektor for Students' Affairs.
3. In case of a resident's losing the right to accommodation in DS, such resident is obliged to evict from DS within 7 days from the day when the decision on losing the right to accommodation becomes final.

## **6. Eviction from DS**

### **§24**

1. For the purpose of eviction a resident is obliged to:
  - 1) turn over to DS manager or DS administration their room in due order;
  - 2) return bed clothes and received or rented equipment to the store room;
  - 3) return a resident's card;
  - 4) return the room keys;
  - 5) settle all the financial obligations due to DS.
2. DS administration shall perform a control of the turned over property and of the room's condition.

### **§25**

All the actions related to the evictions from DS shall be performed by DS administration during their office hours, with previously determined eviction time.

### **§26**

In case of failing to fulfill the obligation of eviction from DS within specified time periods the provisions of Section 7 shall apply.

## **7. Common Committee and the procedure of the committee eviction**

Common Committee, hereinafter referred to as Committee, shall consist of at least two persons: a representative of a given DS's administration and a representative of RMOA from a given DS.

### **§28**

The administration representative in Common Committee shall be appointed by the manager of a given DS, and the representative of RMOA from a given DS shall be appointed by the President of RMOA.

### **§29**

Common Committee:

- 1) shall conduct proceedings in relation to the eviction under the conditions specified herein;
- 2) in cases specified herein, shall perform the control of a selected room of DS, also when the residents are not present.

### **§30**

The committee eviction shall apply in relation to persons who have lost the right to accommodation in DS and do not reveal the will to leave DS within the specified time periods or unlawfully stay on its territory.

### **§31**

The proceedings in relation to the committee eviction shall be started not later than after 7 days from the day when the decision on losing the right to accommodation in DS becomes final.

### **§32**

With the usual procedure, the committee call on a person to leave DS voluntarily. In case of the refusal the committee shall start further actions:

- 1) The committee shall make a protocol including:
  - a) first name and surname of the person subject to the proceedings;
  - b) date of making the protocol;
  - c) number of the room from which the person is evicted;
  - d) Committee's makeup;
  - e) the list of items seized by the Committee;
  - f) the list of unaccounted objects according to the copy of room equipment list from the DS administration;
  - g) Committee members' signatures.
- 2) Objects assessed by the Committee members as valuable should be included in the list with successive numbers.
- 3) Remaining objects shall be placed in containers, that after marking are included in the list.
- 4) The containers shall be locked and sealed in the presence of the committee.
- 5) Objects included in the list are subject to "Deposit regulations" constituting Attachment 1 hereto.
- 6) Private furniture shall not be secured by the Committee.
- 7) The Committee shall make every effort during the eviction and the storage of objects to minimize possible damages.
- 8) The secured objects shall be released by DS administration.

### §33

Any costs related to the proceedings shall be borne by the evicted person.

### §34

The Szczecin University Prorektor for Students' Affairs, a proper dean and Uczelniania Rada Samorządu Studenckiego Uniwersytetu Szczecińskiego [Szczecin University Board of Student Government] should be informed in written form on each case of starting the procedure, with the justification for its starting and a copy of the decision that resulted in the deprivation of the resident's right to accommodation in DS.

### §35

The Common Committee shall control a DS room in justified cases, in particular:

- 1) when there is a risk of major violation of the provisions hereof by the residents;
- 2) if there is a suspicion that residents' life and health are endangered.

### §36

After the control, a protocol shall be prepared and signed by all the Committee members.

### §37

The following may undertaken without residents' consent:

- 1) actions aiming at the removal of the occurred breakdowns requiring immediate repair;
- 2) actions related to disinfestations and rat destruction, when previously announced to residents.

## 8. Transition and final provisions

### §38

**The rules and regulations for the residents of Dormitories of the Szczecin University Housing Estate** of 20 March 2002 shall hereby lose effect.

### §39

The proceedings started during the validity of **The rules and regulations for the residents of Dormitories of the Szczecin University Housing Estate** of 20 March 2002 shall be governed by the provisions hereof.

### §40

This document shall come into effect on ...

[oblong stamp: Formal and legal  
correctness controlled, attorney-at-law,  
Justyna Wojciechowska]  
[illegible signature]  
29.03.2011

[oblong stamp: Szczecin University  
Prorektor for Students' Affairs, dr hab.  
Miroslawa Gazińska prof. US]  
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[oblong stamp: President of Szczecin  
University Board of Student Government,  
Marcin Wypchło]  
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Attachment 1 to the Rules and Regulations of Accommodation in Dormitories of the Szczecin University Housing Estate  
DEPOSIT REGULATIONS – draft

Accepted

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[oblong stamp: Szczecin University Prorector for Students' Affairs, dr hab. Mirosława Gazińska prof. US]

§1

1. The deposit of objects shall be organized for the period of summer holidays. It shall be managed by members of Rada Mieszkańców Osiedla Akademickiego [the Council of Residents of the University Housing Estate] from a given Dormitory, hereinafter referred to as DS.
2. Apart from the summer holidays, the deposit of object shall be organized by the administration of a given DS or the Common Committee.

§2

The deposit of object shall be understood as a storage room designated for the storage of objects left by the residents of DS, under the rules specified herein.

§3

The deposit of object is situated in rooms agreed by the Council of Residents of the University Housing Estate, hereinafter referred to as RMOA, in consultation with an administration of a given DS.

§4

The placement of object on deposit shall be possible after agreeing the date with the members of RMOA from a given DS, who manage such deposit.

§5

The deposit of object shall be provided for residents of a given DS, who have received a positive decision on accommodation in a given DS in the following school year.

§6

Dates of the reception, distribution and the storage of objects on deposit shall be determined by RMOA (by means of notice).

§7

Objects not collected from the deposit after the period specified in accordance with §6 shall be destroyed at the owner's expense.

§8

Each resident placing objects on deposit is obliged to fill in a DEPOSIT CARD constituting attachment 1 hereto. Signing such deposit card shall be understood as the acceptance of the provisions hereof.

§9

1. Placing of objects on deposit is free from charges.
2. Placing of objects on deposit shall be subject to a fee in case of the committee eviction. The amounts of the fee shall be specified by ODS manager in consultation with a resolution making organ of the Szczecin University Student Government.
3. The placement of objects on deposit shall be subject to quantitative restrictions:
  - 1) maximum one refrigerator or other house appliance;
  - 2) one medium size box with objects.
4. In justified cases the provisions of the above 2 shall not apply.

§10

1. Each object placed on deposit should be marked appropriately.
2. The marking should include:
  - a) first name and surname of a resident placing an object on deposit;
  - b) valid contact number of a resident placing an object on deposit;
  - c) an e-mail address of a resident placing an object on deposit.

§11

Object are accepted to the deposit only until the storage space referred to in §3 is full.

§12

1. A person placing an object on deposit is obliged to protect it from damages.
2. The condition of objects placed on deposit must enable their storage for the period exceeding three months.
3. A refrigerator placed on deposit must be emptied, defrosted, cleaned, dried and its door secured in the way disabling its complete closing.

4. A person managing the deposit has the right to refuse the acceptance of objects to deposit in case of the failure to comply with the requirements specified in the above §12.1-3.

§13

A person placing an object on deposit is obliged to transport the object to the deposit.

§14

It is forbidden to store dangerous objects as well as the objects that could damage other objects placed in the deposit space.

§15

RMOA shall not bear financial responsibility for damages or loss of objects on deposit, resulting from factors beyond the control of RMOA.

§16

The collection of objects from deposit shall be performed exclusively in person or by written authorization of the person placing objects on deposit.

§17

The collection of object from deposit shall take place after agreeing the collection date with a person conducting the deposit.

[oblong stamp: Formal and legal correctness controlled, attorney-at-law, Justyna Wojciechowska]  
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29.03.2011

[oblong stamp: Szczecin University Prorektor for Students' Affairs, dr hab. Mirosława Gazińska prof. US]  
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[oblong stamp: President of Szczecin University Board of Student Government, Marcin Wypchło]  
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Attachment 2 to the Rules and Regulations of Accommodation in Dormitories of the Szczecin University Housing Estate

DEPOSIT CARD No.

Name	Room No.	Contact Phone No.	E-mail

No.	Left object	Date of placing on deposit	Signature of the accepting person	Release date	Signature of the releasing person

I hereby represent that I am acquainted with the provisions of the Deposit Regulations constituting Attachment 1 to the Rules and Regulations of Accommodation in Dormitories of the Szczecin University Housing Estate and I hereby accept its provisions.

.....  
name, date

I hereby represent that I do not make any complaints considering the condition of the object I have collected from the deposit in accordance with the DEPOSIT CARD No.

.....  
name, date

[oblong stamp: Formal and legal correctness controlled, attorney-at-law, Justyna Wojciechowska]  
[illegible signature]  
13.04.2011

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[oblong stamp: President of Szczecin University Board of Student Government, Marcin Wypchło]  
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