

APPROVED

27. February .2024

by Municipal LLC "Ventspils nekustamie īpašumi"
Chairman of the Board  A.Kleinbergs

VENTSPILS UNIVERSITY STUDENT DORMITORY INTERNAL RULES

1. General rules

- 1.1. Ventspils University of Applied Sciences dormitory (hereinafter – VUAS dormitory) shall be used by students of Ventspils University of Applied Sciences (hereinafter – VUAS) during study semesters based on a room (bed place) rental agreement (hereinafter – rental agreement).
- 1.2. In certain cases, other persons can also live in the VUAS dormitory, according to the interests and needs of LLC "Ventspils nekustamie īpašumi" (Ventspils real estate or VRE) or VUAS, based on a signed rental agreement between municipal LLC "Ventspils real estate" (hereinafter – VRE) and the Tenant.
- 1.3. The dormitory is a shared lodging type. In certain cases, separate rooms shall be offered.
- 1.4. All students, teaching staff, and other persons (hereinafter – the Tenant) living in the dormitory shall be bound by the requirements of the Cabinet of Ministers Regulation No. 137 of 11.04.2000 "Hygiene Requirements for Service Hotels", the Council of Ministers Decision of 26.04.1993 "On the Regulations for the Use of Service Hotels" and laws and regulations.
- 1.5. VRE provides the VUAS dormitory with furniture, equipment, and other inventory (hereinafter – the Utilities).

2. Procedure for Check-in, Moving, and Check-out

- 2.1. Tenants shall be registered and accommodated in the VUAS dormitory by the manager of the VUAS dormitory or a senior administrator based on the rental agreement, providing an identity document and necessary information in the order required by the rental agreement.
- 2.2. VUAS dormitory senior administrator shows the tenant the room and the Utilities and gives 2 (two) keys — one unlocks the block, while the other — the Tenant's room.
- 2.3. VUAS dormitory administration is entitled to move the Tenant to another room if there is a free bed and it is not rented to another tenant, and if the current tenant is not willing to pay extra for living in a twin room alone.
- 2.4. Due to the expiration date of the rental agreement or if the Tenant graduated or cancelled studying in VUAS, the rental agreement is terminated, and the Tenant should move out of the VUAS dormitory. In such a case, if the tenant refuses to move out, the Tenant shall be evicted.
- 2.5. Moving out of the VUAS dormitory, the tenant should leave the room clean and tidy with all the Utilities in good working condition. If the Utilities are not handed over or are damaged, the Tenant shall cover the damage.

3. Furnishing and Maintaining the Room

- 3.1. If there are room-type premises, the Tenant may also equip those with the Utilities, but that must be agreed with the VUAS dormitory administration in writing.
- 3.2. VUAS dormitory does not provide bed linen accessories (pillow, blanket, bed sheets, towels).
- 3.3. VUAS dormitory major and regular (cosmetic) repairs, as well as the rooms, and the Utilities maintenance (according to the regulations on technical maintenance of dormitory), are provided by VRE.
- 3.4. If premises, equipment, or the Utilities are damaged by the Tenant, the Tenant shall cover the repair.
- 3.5. The Utilities are maintained, repaired, and changed by VRE. If it is damaged due to the fault of the Tenant, the damage (repair, change, expenses) shall be covered by the Tenant. VRE shall draw a damage report and notify the Tenant in advance of the obligation to cover the damage.
- 3.6. The VUAS dormitory Tenants are not allowed to rebuild the rooms.
- 3.7. The Dormitory premises are cleaned by:
 - 3.7.1. Living premises — the Tenant;
 - 3.7.2. Shared premises (hallways, staircases, and other shared premises) — following the instructions given by the senior administrator.

4. Rights and Obligations of the Tenants

- 4.1. Tenant shall strictly follow the VUAS dormitory rules.
- 4.2. The Tenant shall carefully handle the premises, the Utilities, the lawn, and other plantings around the VUAS dormitory.
- 4.3. The Tenant shall take care of their health, and personal hygiene, and be respectful and polite to others.
- 4.4. The Tenant shall follow the procedure for access of certain persons, observe if other tenants follow it, and report to the dormitory manager or administration about violations of certain rules.
- 4.5. The Tenants are allowed to have visitors from 9:00 am till 11:00 pm. Visitors shall provide an identity document to the VUAS dormitory administrator, as well as the name, last name, and room number of the tenant they visit.
- 4.6. The Tenant shall ensure that their visitors are familiar with the above-mentioned rules and will follow them. The Tenants take full responsibility for the visitors, who are visiting the VUAS dormitory after their invite, meaning cover the expenses, if there are any, for the following damages of VUAS dormitory premises, the Utilities, equipment, or property of other Tenants.
- 4.7. The Tenant shall keep their room clean and tidy and use dormitory premises for the purposes they are meant to be used, not changing the placement of the furniture in the room, not gluing and damaging the walls, furniture, the Utilities. Shall not disturb other Tenants' studying and resting with loud behavior. Shall not keep dirty dishes and trash in the room. Shall take out the trash once a day to the closed-type underground waste container specifically placed for this purpose in the backyard. Shall not put trash or pour it out in the kitchen, WC, bathroom, or other shared premises.

- 4.8. The Tenant shall keep shared premises clean and tidy. Shall carefully take out the trash without littering shared premises. The closed-type underground waste container is located in the VUAP dormitory's backyard.
- 4.9. The Tenant shall keep kitchens clean. Shall not leave crockery on stoves unattended. Unattended crockery can be thrown out even with a dish in 3 hours after the cleaning lady has found a mess in the kitchen.
- 4.10. The Tenant shall immediately report to VUAP dormitory administration about the Tenant who is disturbing the peace, damaging equipment, using alcohol or narcotic substances, smoking in prohibited areas, and about persons who are not allowed to stay overnight in VUAP dormitory personally to the administrator, or calling, texting, WhatsApp [+371 20278255](tel:+37120278255), or sending an email to studentu.viesnica@ventspils.lv.
- 4.11. The Tenant shall strictly follow fire safety regulations: water, sewerage, electrical, sanitary, and other regulations. The Tenant leaving VUAS dormitory premises shall check if electric devices are switched off, windows are closed, and water taps are closed.
- 4.12. In case of fire, immediately call 112 or notify the VUAS dormitory administrator.
- 4.13. The Tenants shall let in the VUAS dormitory employees and maintenance staff to do equipment, plumbing, or other repair work, technical check-ups, and inventory of material assets, as well as checking if this rule is followed.
- 4.14. The Tenants shall follow agreement obligations and make payments in time for the VUAS dormitory.
- 4.15. The Tenants shall maintain silence after 11:00 pm.
- 4.16. The Tenant shall personally inform the VUAS dormitory administrator of any equipment damages in the room of shared premises.
- 4.17. The VUAS dormitory Tenants are prohibited from:
 - 4.17.1 keeping, distributing, or using alcoholic drinks, narcotics, or any other intoxicating substances or be present in the VUAS dormitory under alcoholic drink, narcotic, or other intoxicating substance influence;
 - 4.17.1. keeping, distributing, or using alcoholic drinks, narcotics, or any other intoxicating substances or be present in the VUAS dormitory under alcoholic drink, narcotic, or other intoxicating substance influence;
 - 4.17.2. smoking (hookah, electronic cigarettes included) in the VUAS dormitory premises;
 - 4.17.3. behaving offensively or aggressively, provoking conflicts, not following generally accepted standards of behavior and ethics;
 - 4.17.4. using open fire, candles, and pyrotechnics, keeping flammable, toxic, or radioactive substances or objects;
 - 4.17.5. rearranging the wiring, adding new consumers – connection points, using electric heaters, and irons without permission;
 - 4.17.6. damaging the walls;
 - 4.17.7. behaving loudly, making noise, and increasing the volume on radio receivers, TV, and tape recorders, when the sound is heard outside the room;
 - 4.17.8. moving to another VUAS dormitory room without the senior administrator's consent;
 - 4.17.9. staying in the VUAS dormitory without the senior administrator's consent;
 - 4.17.10. having visitors in the VUAS dormitory from 11:00 pm to 9:00 am, such consent can be given by the senior administrator as an exception;

- 4.17.11. keeping pets/animals;
- 4.18. The Tenant has a right to rent a bed linen (blanket, pillow, bed sheet, pillowcase, duvet cover, and towels) for an additional fee, according to VUAS dormitory prices.
- 4.19. The Tenant has a right to ask to extend the agreement after it expires.
- 4.20. The Tenant has a right to ask VUAS administration to repair the room or shared premises if the damage is not Tenant's fault.
- 4.21. The Tenant's moving-out procedure:
 - 4.21.1. The Tenant shall notify the VUAS dormitory administration at least 3 days before.
 - 4.21.2. The Tenant shall take care of all financial obligations before moving out.
 - 4.21.3. The Tenant hands over a clean and tidy room, and shared premises (bathroom, WC, front lobby), even if there are still other Tenants living in the block. For returning the room key the Tenant signs in the *room key log*.
 - 4.21.4. If the Tenant did not follow the moving out procedure and left personal items in the room, they are considered abandoned property and the VUAS dormitory administration has the right to throw them away in a municipal waste container without loss complaints.
- 4.22. VUAS dormitory does not provide storage of belongings.

5. Rights and obligations of VUAS dormitory administration

- 5.1. VUAS dormitory two employees have a right to enter the room without the Tenant (in case of an emergency or dangerous situation – one employee), to check its condition (prevent emergency). After the room inspection or prevented emergency, notify the Tenant about the reason why the inspection was made and the consequences that were registered after the inspection or emergency prevention.
- 5.2. Administration employees are entitled to do sanitary control inspections with an early warning.
- 5.3. The VUAS dormitory is closed from 12:00 am to 6:00 am.
- 5.4. VUAS dormitory is entitled to ask for identity documents from anyone who enters the dormitory.
- 5.5. VUAS dormitory is entitled to put CCTV in hallways and dormitory territory for the Tenants' safety.
- 5.6. VUAS dormitory is entitled to request a written explanation from the Tenant about violations and the disorder found by VUAS dormitory.
- 5.7. VUAS dormitory is entitled to recommend to the VRE management to consider relevant issues related to the VUAS dormitory and the Tenants that live there.
- 5.8. VUAS dormitory is entitled to provide the Tenant with instructions for ensuring sanitary and hygienic requirements.
- 5.9. If there is a mess in the kitchen, the VUAS dormitory administration is entitled to close it for some time until students start cleaning kitchens after cooking.
- 5.10. VUAS dormitory administration is entitled to call the police or security in certain cases of violation of the rules and contact parents or legal representatives of the Tenants if it is necessary.
- 5.11. In case, the Tenant does not follow the 4th paragraph of the agreement or does not follow VUAS dormitory internal rules, the VUAS dormitory administration is entitled to draw up a violation report (hereinafter — Violation). The landlord has the right to claim a

fine is entitled to ask to pay a fine of 25,00 EUR (twenty-five euros and 00 cents) for each Violation. In case, the Tenant had done damages, VUAS dormitory administration is entitled to ask to pay a fine and cover the damages.

5.12. VUAS dormitory administration is entitled to cancel the rental agreement if a Violation of the 5.11 sub-paragraph has been ascertained.

6. Final Provisions

- 6.1. Not paying rent on time is considered a violation of the Rental agreement and a violation of these internal rules.
- 6.2. Persons who have violated the internal rules of the VUAS dormitory during the previous semesters may be refused accommodation at the VUAS dormitory.
- 6.3. VUAS dormitory is not responsible for the Tenants' money, valuable things, and belongings safety.
- 6.4. These Rules shall enter into force upon approval.
- 6.5. The previous Internal Rules of the Ventspils University of Applied Sciences Dormitory shall become invalid with the approval of these Rules.
- 6.6. Each Tenant shall be introduced to and sign Internal Rules before signing the Rental Agreement.
- 6.7. The manager of the VUAS dormitory is responsible for the control of these rules compliance.
- 6.8. Contact information – VUAS dormitory administration +371 20278255 or 63629202, email: studentu.viesnica@ventspils.lv

The rules were drawn up by
the manager of the Ventspils University of Applied Sciences O. Griķe