

INTERNAL RULES FOR VENTSPILS UNIVERSITY COLLEGE STUDENT DORMITORY

1. General Rules

- 1.1 Ventspils University College student dormitory (hereinafter – the Dormitory) shall be used by students of Ventspils University College (hereinafter – VUC) during the study period on the basis of a rental contract signed, taking into consideration the ordinance issued by Ventspils City Council.
- 1.2 In certain cases, other persons can also live in the Dormitory, if it corresponds to the interests and needs of VUC, based on a contract between VUC and local authorities *Ventspils Nekustamie Īpašumi* (hereinafter – Ventspils Real Estates , or VRE), or based on a rental contract signed, taking into consideration the ordinance issued by Ventspils City Council.
- 1.3 The Dormitory is a shared lodging type. In certain cases, separate rooms shall be offered.
- 1.4 All students, teaching and non-teaching staff of VUC, and other persons (hereinafter – the Tenant) living in the Dormitory shall be bound by the Law on Residential Tenancy, Decision No. 212 *On Dormitory Regulations* issued by the Cabinet of Ministers of the Republic Of Latvia 26.04.1993, as well as other regulatory enactments.
- 1.5 VRE shall provide the Dormitory with furniture, equipment, and other inventory (hereinafter – the Utilities).
- 1.6 The Tenant should read the internal rules for the Dormitory and sign the document to prove that they have read and understood the regulations.

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

- 2.1 Operating on the basis of the signed rental contract, the responsible person of the Dormitory shall help the Tenant to check-in and fill in the registration form.
- 2.2 The responsible person of the Dormitory shall show the Tenant the room with the Utilities and give 2 (two) keys: one unlocks the front lobby, while the other – the Tenant 's room.
- 2.3 VRE shall have the right to move the Tenant to other room. The Tenant shall not be allowed to move to other room without permission.
- 2.4 If the rental contract has expired or the Tenant has stopped studying at VUC, the rental contract shall be terminated and the Tenant should move out. If the Tenant refuses to move out, they shall be forced to do it.
- 2.5 Moving out, the Tenant should leave the room tidy, with all the Utilities that should be in working order. If the Tenant does not leave all the Utilities or they are damaged, the Tenant must cover damages.

3. Furnishing and Maintaining the Room

- 3.1 If there are room-type premises, the Tenant can furnish it themselves, having arranged it with the administration of VRE.
- 3.2 The VRE shall be responsible for major repairs and regular maintenance, as well as the rooms and Utilities maintenance (in accordance with the regulations on technical maintenance of dormitories).
- 3.3 If the room, wiring or the Utilities are damaged by the Tenant , the Tenant shall cover the repair.
- 3.4 The Utilities shall be maintained, repaired and replaced by VRE. If any of them is damaged by the Tenant , the Tenant shall cover the repair or replacement of details.
- 3.5 The Tenant shall not be allowed to rebuild the room and alter the Utilities.
- 3.6 The Dormitory premises are cleaned and tidied by:
 - 3.6.1 Living premises (rooms) – the Tenant s.

3.6.2 Shared premises (hallways, staircases, and other shared rooms/premises) – following the instructions given by the responsible person of the Dormitory.

4. **Duties of the Tenant**

- 4.1 The Tenant should handle the Utilities and greenery around the Dormitory with care. It is forbidden to drop litter in premises and surrounding areas.
- 4.2 The Tenant who has damaged the Utilities should fully compensate damages.
- 4.3 The Tenant should follow the general rules in the Dormitory.
- 4.4 The Tenant should clean the room. The Tenant should not interfere with the roommate's studies and recreation.
- 4.5 The Tenant should clean the shared premises.
- 4.6 The Tenant should follow the instructions on using electronic devices.
- 4.7 The Tenant should pay the rental fee on time.
- 4.8 The Tenant should maintain silence after 11 pm.
- 4.9 In the Dormitory, it is forbidden:
 - 4.9.1 to be intoxicated, drink alcohol, use drugs and other intoxicating substances;
 - 4.9.2 to smoke inside and in front of the building (within 10 meters);
 - 4.9.3 to changes to the wiring system, ad new energy consumers – additional electricity connection points, electric heaters, electric kettles, irons;
 - 4.9.4 to damage walls;
 - 4.9.5 to sing loudly, make noises, use radios, TVs and other sound exuding devices, so that the sound is heard outside the room;
 - 4.9.6 to be in the premises without permission from the responsible person of the Dormitory, if you do not live in the Dormitory;
 - 4.9.7 to stay in the Dormitory from 23 pm until 6 am if you are a guest, except for cases when the responsible person of the Dormitory has permitted;
 - 4.9.8 to enter the Dormitory from 24 pm until 6:00 am (the entrance doors are closed in this period of time); one must contact the receptionist, and it is only related to cases when returning from work or a late night bus;
 - 4.9.9 to keep animals.

5. **Order in the Dormitory**

- 5.1 The Tenant should pay for damage done deliberately or accidentally.
- 5.2 The Tenant should use electricity, water, and heating in a saving manner.
- 5.3 Before leaving the room, the Tenant should close the window, turn off all electrical devices, turn off the lights, and lock both doors.
- 5.4 Leaving the Dormitory permanently or for a long period of time, the Tenant should inform the responsible person of the Dormitory within minimum 2 days before leaving. The Tenant should clean the room and give the keys to the responsible person.
- 5.5 If the Tenant ignores the rules, disturbs public order and misbehave, the Tenant shall be forced to move out from the Dormitory.
- 5.6 It is forbidden to lock the doors before the responsible person of the Dormitory or other employee of VUC in order to keep them out of the room.
- 5.7 The rental fee should be paid no later than by the 20th day of each month. It shall be the payment for the following month.

6. **Fire and Electric Security**

- 6.1 It is forbidden to use open flame.
- 6.2 It is forbidden to use spiral water, and electrical heaters.
- 6.3 Do not use damaged or self-made electrical devices.
- 6.4 It is forbidden to overload the electrical wiring by using two or more electrical devices.
- 6.5 It is forbidden to cover lamps with flammable lampshades, paper or fabric.

6.6 Before leaving the room, the Tenant should close the windows and turn off all electrical devices.

6.7 It is forbidden to fix and alter the electrical wiring, open power distribution cabinets, and change the fuses.

6.8 It is forbidden to leave the electrical devices plugged in.

6.9 In case of fire, call 01 or 112 and inform the responsible person of the Dormitory: work phone +371 63629202, mobile phone +371 26565230.

7. Regulations for Household

7.1 The Tenant should keep the kitchens clean. The Tenant should not fill kettles, pots and pans to the effect that they overflow causing a short circuit.

7.2 The Tenant should not leave food containers on the stoves.

7.3 The Tenant should not pour soups containing food chunks into the sinks.

7.4 The Tenant should throw out trash carefully, without leaving litter on the floors and in the rooms. The trash should be put into the big containers outside the building.

7.5 The Tenant should clean the kitchen after cooking.

7.6 The rooms should be cleaned regularly – at least 3 times a week including wet cleaning. The trash should be taken out every day. The Tenant should not transform the room into a storehouse, and keep food open for a long time. The Tenant should clean the tables after eating.

7.7 It is preferable to keep the food in the fridges.

7.8 The Tenant should handle the Utilities with care.

7.9 Before going for breaks or moving out from the Dormitory, the Tenant should return both keys.

7.10 It is forbidden to change the furniture – the Tenant should not change its form, and the number of pieces of furniture.

7.11 The Tenant should not touch any valve in the room or in any other public room.

7.12 Flowers, Christmas trees and other plants should be put into outside containers by the Tenant.

7.13 For not paying the rental fee, the Tenant shall be fined – 0.5% per every overdue day.

7.14 After being used, the toilet should be flushed to eliminate odors.

8. Final Provisions

8.1 The internal rules shall be displayed in a visible place in all rooms of the Dormitory.

8.2 The Tenant should read the rules and sign the document to prove that they have read and understood the regulations.

8.3 The Tenant shall be bound by all the VRE, Ventspils City Council, VUC administration, as well as the responsible person's orders and instructions regarding the staying and living in the Dormitory, as well as leaving the premises (when terminating the Tenant contract).

8.4 The Tenant shall be bound by Ventspils City Council's binding regulations No. 6 *Public Behavior*.

The responsible person of
Ventspils University College Student Dormitory



V. Lāma