

## REGULATIONS

### of using guest rooms by foreign students in the Hall of Residence of the University School of Physical Education in Poznań, Address: 9 Rocha Street

1. The Hall of Residence is a place of residence for entitled students, a place of work and rest
2. Checking in at the Hall of Residence of foreign students in student rooms takes place on the basis of the list prepared by the Department of Co-operation with Abroad. During the check in the students receive forms for registration of a temporary stay of a foreigner and a registration book. The completed forms should be presented in the registration office at 16 Libelta Street. The registration book – stamped appropriately by the office employee – should be returned to the administration of the Hall of Residence.
3. The administration of the Hall of Residence is open from Monday to Friday from 7 am to 3 pm.
4. The fee for the accommodation in the Hall of Residence is paid in the auxiliary cash desk of the Hall of Residence (room 7). **The fee for the accommodation should be paid no later than by the 10<sup>th</sup> day of each month.** Moreover, each resident of a room should pay a deposit of **PLN 350**. The deposit is paid to cover any potential damage arising as a result of inappropriate use of furnishings, missing furnishings etc. The deposit is returned in whole after the hand over of the room by its residents – in the presence of an administrator and a representative of the Department of the Co-operation with the Abroad – in a proper order and no damage is found.
5. The residents of the Hall of Residence are obliged to take care of furnishings, cleanliness and nice appearance of all rooms.
6. Student rooms used by foreign students are equipped, among other things, with bed sheets which can be replaced with clean ones (once very two weeks) to be obtained in the warehouse – ground floor, room 5, Monday to Friday until 2.30 pm.
7. **The residents of the Hall of Residence are obliged to comply with the health and safety at work regulations and fire protection regulations and other regulations in force in the Hall of Residence.**
8. According to the Regulation no. 10/96 of the Vice-chancellor of the University School of Physical Education of 30 April 1996, based on article 5 of the Act on protection of health against the consequences of using tobacco and tobacco products of 9 November 1995, smoking is prohibited in all confined spaces of the University (except for designated areas).
9. In the Hall of Residence smoking is permitted in the vestibule at the entrance to the building.
10. In case of an inspection by the representative of sanitary inspection or fire brigade people smoking in non smoking places shall be fined.
11. **The night-time silence in the Hall of Residence is from 11 pm to 6 am.** The flexibility of this rule is at the discretion of the Manager of the Hall of Residence.
12. **Visits in rooms may take place from 8 am to 10.30 pm.** Visitors should leave their IDs at the reception desk for the time of the visit. **The visited person is responsible for the conduct of visitors.**
13. Overnight stays in rooms of persons who are not residents are forbidden.
14. A resident of the Hall of Residence leaving the Hall is obliged to deposit the key to the room at the reception desk.
15. In order to check out of the Hall of Residence one should:
  - a. **inform an administration** employee – room 7 – in order to check the condition of the room **a few days before leaving,**
  - b. pay the fee for the place in the Hall of Residence,
  - c. **return the keys to the room during the opening hours of the Administration of the Hall of Residence, i.e. Monday to Friday 7 am to 2.30 pm**
  - d. room has to be left clean and tidy!!!!After the above formalities and when no faults are found the whole amount of the deposit charged by the administration employee is returned.
16. All students are obligated to keep their rooms clean. To keep tidy rooms means: to ventilate your rooms (by opening windows), to take out rubbish (particularly before leaving rooms for long time), to clean toilets from time to time (you are only one users of its), to leave kitchen tidy, to use instruction & regulations in laundry room. Students should respect efforts other staff who trying to make your stay more comfortable.

Date:

Signature: