Attachment 5

To the minutes of LiepU Senate meeting of 26 November 2018 No 5



**APPROVED**

In LiepU Senate meeting of 26th November 2018, protocol No 5

**“Liepu Hostel”
Dormitory**

 **INTERNAL RULES OF PROCEDURE**
In Liepaja, Ganibu street 36/48

**I. general provisions**

1. Internal rules of procedure (hereinafter – Rules) prescribe rights, duties and behavioural norms of Lessor and Lessee while staying in the dormitory LiepU Hostel, (hereinafter – LH), as well as the responsibility for not fulfilling rules.
2. **Terms used in rules:**
	1. **Lessor** – SIA “O.A.G.Projekti” represented by LH administrator.
	2. **Lessee** – a physical person, who stays at LH based on the concluded rent agreements.
	3. **Guest** – a physical person, who uses LH temporarily without concluding rent agreement.
	4. **Visitor** – a person, who visits lessees or guests of LH.
	5. **Permit** – a document/proximity card, which LH issues to a Lessee or a Guest on a residing time for entering LH.
	6. **Council of the dormitory** – collegial body made by a representative of LH administration, seniors from the dormitory floors and two representatives from the Student Council.
3. Lessees and Guests shall be bound by the existing legal provisions in the Republic of Latvia, orders and instructions on LH and its use by the Lessor, Senate of Liepaja University, administration and Liepaja University Student Council and seniors from the dormitory floors.

Demands and provisions, which are not justified in these rules, are reviewed and decided by the Council of the dormitory.

1. Meetings of the Council of the dormitory are held once a month participating all Council members of the dormitory. The meetings are being protocoled.
2. **LH grants:**
	1. to full-time/part-time students of Liepaja University based on a personal application and presenting a valid student card or a statement of Liepaja University, which confirms a student’s status;
	2. to invited university teachers of Liepaja University or guests on application of Liepaja University;
	3. to course participants of Liepaja University based on a personal application and presenting the document, which confirms participation in the courses of Liepaja University;
	4. to employees of Liepaja University based on a personal application and presenting a valid employee card;
	5. to candidates of Liepaja University based on an application and presenting applications for studies.
3. The use of LH can be refused to a guest, if previously have been offences in the use of LH.
4. LH doors are open from 10:00 a.m. till 22:00 p.m., within a time from 22:00 till 10:00 the electronic code key with a proximity card/tag’s reader works.

**II. PROCEDURES FOR THE ACCOMMODATION, SHIFTING AND EVICTION OF LESSEES/GUESTS**

1. The Lessor of the rent agreement with a Lessee shall enter into a period not exceeding one year of studies with rights to extend it to the following year of studies.
2. When concluding a rent agreement, a personal identification document must be presented.
3. When concluding a rent agreement, the Lessee pays the rent payment for the first month and the security fee in the amount of one month payment. The security fee shall be used:

9.1. as a rent payment for the last month of the rent;

9.2. The compensation of damages caused by a Lessee to a Lessor, if the Lessee does not reimburse damages within the time limit specified by the Lessor;

9.3. to cover the debt of the rent payment.

1. Students of Liepaja University must make payments for the use of LH according to the price schedule approved by the Senate of Liepaja University for the following month until the 20th of the current month. Approved fee services are available on the website of Liepaja University [www.liepu.lv](http://www.liepu.lv)
2. Students, university teachers, candidates, participants of seminars and courses of Liepaja University must make payments according to the price schedule approved by the Senate of Liepaja University making the payment immediately at the LH reception or with a bank transfer in advance for reserved nights.
3. The Lessee shall certify with his signature in the rent agreement/guest registration journal that he has met with internal rules of procedure and is prepared to comply with these rules.
4. At the conclusion of the rent agreement the permit of LH is made, its receipt /transfer is registered in the journal and issued/received against the person’s signature.
5. The Lessee/guest must present the permit to the person on duty/administrator when entering LH.
6. The Lessor performs the distribution of lessees/guest by room, taking into account the gender distribution.
7. The students of senior courses have rights, on the basis of an application and taking into account the possibilities, to use a room designated in the past every year.
8. Arbitrary change of the room without written coordination with the LH administrator, is prohibited.
9. The rent agreement is terminated before the deadline, in cases where no rent payments are made and/or the internal rules of procedure are being violated.

**III. RECEPTION OF VISITORS**

1. The Lessee of LH or Guest is waiting their Visitor personally. The Visitor must present a personal identification document to the person on duty of LH. Person on duty of LH carries out the Visitor registration.
2. The Visitor is allowed to stay in LH from 10:00 a.m. till 22: 00 p.m.
3. Each Lessee /Guest is personally responsible for the behaviour of his Visitor, ensuring that his Visitor complies with internal rules of procedure and is responsible for damages caused to the Lessor or third party by the Visitor’s fault.

**IV. EQUIPPING AND MAINTENANCE OF PREMISES**

1. The Lessor shall ensure the technical operation of LH premises and equipment in accordance with technical operating rules, the public utilities shall be provided in accordance with concluded contracts, as far as possile with furniture.
2. The Lessee/Guest is entitled to use his furniture after written coordination with LH administrator.
3. The Lessee /Guest is responsible for saving the property in LH premises. In cases, where there are several Lessees/Guests in the room, all the occupiers of the living room shall be responsible for saving the equipment of the room and shall cover caused material damages in equal parts.
4. The Lessee or Guest must leave the shared use room in order after its use.
5. The cleanliness of the room is the responsibility of all the Lessees/Guests of the relevant room.
6. Representatives of LH shall perform the inspection in rooms as needed.
7. For safety purposes only a third-floor kitchen is open overnight, which can be used by all Lessees/Guests. Other kitchens are closed from 23:00 p.m. till 7:00 a.m.

**V. DUTIES AND RIGHTS OF LESSEES/GUESTS**

1. **Duties of Lessees and Guests:**
	1. to comply with internal rules of procedure, ethics, etc. household norms;
	2. upon entering LH, to present the permit to the person on duty;
	3. leaving LH premises, to transfer the room keys to the person on duty;
	4. breaking or terminating the term of the rent agreement, to transfer the permit to the LH administrator or person on duty;
	5. in case of loss of a permit, to inform the LH administrator or person on duty;
	6. to make payments for the use of LH in time;
	7. to spare the shared property, to voluntarily reimburse the material damages caused;
	8. to notify the Lessor in time about premises, equipment or needed repairs for equipment of LH;
	9. to comply with sanitary hygienic requirements in shared public premises and living premises not polluting the territory of LH;
	10. to keep the room clean and tidy by regularly cleaning it up;
	11. it is prohibited to dispose of waste from rooms in waste containers of shared public premises;
	12. to dry washed clothes in a specially intended place, it is prohibited to hang them out in shared public rooms;
	13. not to place objects, food on the outside windowsills, as well as to avoid hanging them in the windows;
	14. it is prohibited to use electric heaters;
	15. to use resources frugally: electricity, water, gas; to switch off light bodies, as well as other electric appliances when leaving;
	16. leaving LH, close the windows in the room;
	17. to comply with rules for the use of fire safety, gas and electrical appliances, including:

30.17.1. not to use damaged or self-prepared electrical appliances, it is prohited to repair electrical cables;

30.17.2. not to overload electricity wires and contacts;

30.17.3. not to leave dishes on the switched-on electrical appliances and gas cookers without supervision;

30.17.4. not to use candles or other luminaires with an open flame.

1. If the rules for fire safety, gas and use of electrical appliances are not complied with, the damage caused to LH in the event of an accident/fire shall be calculated and collected from the Lessee.
2. Leaving LH and breaking an agreement, the Lessee:
	1. notifies the administrator in writing one month in advance about termination of the rent agreement;
	2. on the day of departure the received equipment/bedding utensils must be transferred, the room must be cleaned, windows closed;
	3. the room shall be inspected together with administration/person on duty and the acceptance-certificate shall be signed, then the keys and the permit shall be handed over to the person on duty.
3. **Rights of Lessees and Guests:**
	1. to use shared use premises of LH;
	2. to carry out cosmetic repairs of rooms, notifying the Lessor by writing in advance;
	3. to use the possibility of renting electrical household appliances;
	4. to be elected the senior of LH floor;
	5. to participate in the work of the Senior council of LH floors, in the improvement of domestic conditions and order by submitting written proposals regarding the improvement of LH household conditions.
	6. To notify the LH administration regarding untactical behaviour of other Lessees and other observed violations.
4. Disputes between Lesees are negotiated; if no agreement is reached, an application is written to the senior, then reviewed by the Council or Lessor of the dormitory.
5. **Prohibited in LH:**

35.1.to rebuild premises, to modify equipment and furniture;

35.2. to damage the walls and doors (glue on them, colour them);

35.3. at time from 23:00 p.m. till 7:00 a.m.to noise or otherwise trouble with night-time calm;

35.4. to use alcoholic drinks and intoxicating substances in LH premises, as well as to be a in dizzy state in LH;

35.5. to smoke in shared use premises, living rooms, except for in specially designated places;

35.6. to keep animals indoors in LH premises;

35.7. to register legal addresses in LH without coordination

**VI. RIGHTS AND DUTIES OF LESSOR**

1. **Duties of Lessor:**
	1. to perform general and preventive inspections and maintenance of LH building, to perform repairs of the building and equipment in time;
	2. to control the compliance with internal rules of procedure;
	3. to keep records of Lessees and to follow monthly payments.
2. **Rights of Lessor:**
	1. Employees and administration of LH are entitled to enter premises of the Lessor/Lessee without presence of the Lessee/Guest, in order to prevent an emergency situation;
	2. To provide to a Lessee another living room, if it is necessary to carry out preventive disinfection, disinfection and deratisation measures in the facility or territory.
	3. To give instructions to lessees/guests to provide hygienically technical and safety requirements
	4. Unilaterally terminate the rent agreement, if the Lessee fails to comply with requirements of these rules and contractual obligations, informing the Lessee thereof in writing;
	5. To consider any property of a Lessee/Guest, which has been left in LH premises without superviosion for more than 30 days after the termination of the contractual relationship and to dispose of it in a manner acceptable to himself, without taking responsibility for damages.

**VII. RESPONSIBILTY FOR NON-COMPLIANCE OF RULES, PENALTY SANCTIONS**

1. Cases of violation of the internal rules of LH procedure shall be reviewed in the meeting of the Council of the dormitory and decisions regarding infringements and application of penalty shall be taken.
2. Failure to comply with these Rules shall be preceded by a written/oral warning. In the case of repeated non-compliance with the internal rules of procedure, applies:
	1. a fine in the amount of EUR 20 (twenty) – for the second time not complying with the internal rules of procedure;
	2. a fine in the amount of EUR 50 (fifty) – for the third time not complying with the internal rules of procedure;
	3. not complying with the internal rules of procedure for the fourth time, the rent agreement is being broken. In individual cases, management of LH may decide to authorise further use of LH on an individual basis.
3. In all cases where infringements of the Rules are identified, the Lessee/Guest correspondent must acquaint with the nature of his commited infringement and request a written explanation of the infringement commited.
4. In case of material damages caused, the Lessee/Guest/Visitor is obliged to reimburse them in full amount. The amount of damages shall determine by a commission established by the Lessor, participating the guilty person/people, drawing up and signing an Assessment act of damage. In case of non-reimbursement of damages, the Lessor has rights to recover it from the guilty person by submitting an application in the court.

**VIII. CLOSING PROVISIONS**

1. The Lessor shall not take responsibility for the public utilities that are not provided by LH, if they are not provided by the relevant services.
2. The rules may be specified/modified by a written order of the Rector of Liepaja University, if the clarifications/changes are submitted by the Council of the dormitory.
3. Rules shall enter into force on 15 Decemeber 2018, with effect from that date, the internal rules of procedure, approved on 20 June 2011, shall become invalid.

 Chairperson of the Senate */personal signature/*  Z..Gūtmane