

## **Internal Order Regulations at Student Residence of the University of Latvia**

### **1. General Provisions**

#### 1.1. Terms used:

- 1.1.1. Lessee- a person who has signed a Lease Contract;
- 1.1.2. A visitor- lessee's guest
- 1.1.3. A person who has the rental rights in Student Residence, - a student who has rental rights with the decision of a committee of room assignment.
- 1.2. These provisions regulate the rights, obligations and rules of behavior of lessees and visitors in Student Residences (hereinafter- SR) of the University of Latvia (hereinafter- UL) as well as responsibilities if the compliance of these regulations is violated.
- 1.3. Regulations have been developed in accordance with the law "On Residential Tenancy" of the Republic of Latvia section 25 from February 16, 1993, article 4.28. and 7.4. of the Constitution of the University of Latvia and Decision No. 212 of the Cabinet of Ministers from April 26, 1993 on legal provisions "On the Use of Student Residences".
- 1.4. Student Residence is closed from 23:00 to 6:00. In exceptional cases, a lessee may agree with the SR Personnel on entering the SR at the time it is closed.
- 1.5. It is forbidden to lodge people of different gender in SR.

### **2. Student Residence Lease Agreement and Room Assignment**

- 2.1. The person who enjoys the rights to rent a room in SR:
  - 2.1.1. presents personal identification document to the Superintendent;
  - 2.1.2. covers all the payments (rent, security deposit);
  - 2.1.3. obtains from Superintendent a pass for entering the Student Residence (in a form of electronic card) and with a signature accepts the terms of the use of the pass
  - 2.1.4. signs a Lease contract for a fixed period of time.
- 2.2. At signing the Lease Contract the person who has rental rights becomes a lessee, but UL- a lessor status (rights and obligations)
- 2.3. SR Superintendent shows each lessee their bed and inventory. The Lessee is responsible for the maintenance and use of the inventory and confirms it by signing the Lease Contract.
- 2.4. The Lessee can declare SR as a place of residence with which they have signed a Lease Contract for the duration of the period of the Lease Contract.
- 2.5. SR Superintendent instructs the lessees on fire safety provisions, as well as safe use of kitchen unit, washing machine and shower.

### **3. Rights and obligations of the lessees of the Student Residence**

- 3.1. A lessee enjoys the following rights:
  - 3.1.1. to use all the services offered by Student Residence;
  - 3.1.2. to settle disputes by mutual agreement with UL SR Superintendent, as well as with the managing director of procurement department of the UL;
  - 3.1.3. to notify personally Superintendent of imperfections in SR work.
- 3.2. Obligations of a lessee:
  - 3.2.1. to use the living space, inventory and common rooms only for the purpose they are intended for;
  - 3.2.2. to notify personally SR Superintendent of all the changes done to the inventory in the rooms;

- 3.2.3. to follow the requirements of fire safety, use of municipal water-supply, sewerage electrical appliances, sanitary and other requirements;
- 3.2.4. to call the State Fire and Rescue Service on 112 and notify the Superintendent or Personnel in case of fire immediately;
- 3.2.5. to notify immediately the Student Residence Superintendent or Personnel in case of emergency situation (theft, burglary, accident etc.);
- 3.2.6. to observe these Regulations, meet the obligations of the Lease Agreement of UL Student Residence, as well as the established terms of payment;
- 3.2.7. to coordinate use of electric appliances with the Student Residence Superintendent;
- 3.2.8. to notify immediately Student Residence Superintendent or Person on duty of lessees who break the peace, damage the Student Residence inventory, use alcohol or drugs at the Student Residence, smoke in places where smoking is prohibited or allow unauthorized persons to stay overnight at the Student Residence;
- 3.2.9. to allow Student Residence Superintendent, Person on duty or procurement department workers to enter in the living space in order to repair inventory, plumbing and other appliances, check their technical condition, as well as control the completion of these Regulations;
- 3.2.10. to notify the Student Residence Superintendent in written form in case of necessity to change the room's lock;
- 3.2.11. to cover all the extra payments according to UL price list;
- 3.2.12. to give the room key and entrance pass to other persons is forbidden;
- 3.2.13. to prevent visitors of staying in the living space without the presence of lessee;
- 3.2.14. at breaking or terminating this Contract, a Lessee must within two working days hand the room over to a Lessor in the same condition as it was on the day when lessee accepted it; cover all payments and hand over the received key and inventory to Superintendent.

#### **4. Rights and obligations of the Lessor**

- 4.1. Student Residence workers (two, in case of emergency one person) are authorized to enter the occupied room to check its condition (in order to prevent from emergency). After checking the condition of the living space or preventing it from emergency, notify the lessee about the reasons of checking and the consequences that were detected after the checking or prevention from emergency;
- 4.2. The Lessor answers lessee's questions concerning the imperfections in SR work in written form within two weeks.

#### **5. Arrangements for visitors**

- 5.1. The Lessee's visitors may stay in Student Residence from 9:00 to 23:00. Visitors should present personal identification document to Student Residence Superintendent, indicating the name, surname and room number of the person they are visiting.
- 5.2. The Lessee ensures that the visitor is informed about these Regulations and is complying these Regulations. The Lessee is responsible for all the losses that have been caused to UL Student Residence or other person by their visitors.

#### **6. Cleanness and order provisions**

- 6.1. The Lessee is obliged to change bedclothes not less than once per 10 days.

- 6.2. The Lessee is obliged to maintain order and cleanness in the Student Residence premises and in the adjacent territory. The Lessee shall clean the room regularly according to the schedule prepared by the room lodgers by mutual agreement (the schedule should be placed in a visible place).
- 6.3. The Student residence premises are cleaned by their lessees, however, the hall, kitchen, toilet, washing room and other common rooms- by the Student Residence servants.
- 6.4. After using the Student Residence's kitchen, the Lessee cleans the stove, table and sink.
- 6.5. The Lessee should take out the household waste and throw it in the garbage can.

## **7. Prohibitions**

- 7.1. It is prohibited in the Student Residence living space as well as in the common rooms:
  - 7.1.1. to damage room and inventory;
  - 7.1.2. to rearrange room's wiring;
  - 7.1.3. to keep animals;
  - 7.1.4. to smoke in Student Residence rooms, common rooms, hallways and 10m from the entrance, except places where smoking is allowed;
  - 7.1.5. to be in SR under alcohol, narcotic and other addictive substance influence and behave indecently;
  - 7.1.6. to allow to enter the visitors that have not registered in the visitor journal;
  - 7.1.7. to use and keep explosive, inflammable, toxic and radioactive substances or subjects;
  - 7.1.8. to use open fire, candles, pyrotechnics;
  - 7.1.9. to keep personal belonging in SR common rooms.
- 7.2. It is prohibited to carry out any activities from 23:00 to 7:00 that produce noise, play musical instruments, play sound recordings, and listen to the radio or other device if it can disturb other lessees and SR workers. During other time the noise should not disturb other lessees and SR workers.
- 7.3. It is prohibited to carry out any changes in the living space and common rooms or make any supplements in installations without Lessor's agreement.
- 7.4. It is prohibited to change living space and inventory without Superintendent's written agreement;
- 7.5. It is prohibited to use electric heaters and devices, that do not comply with electrical safety and fire safety requirements;
- 7.6. It is prohibited to take SR inventory and other values out of the room;

## **8. Final provisions**

- 8.1. For violating these Regulations and the SR Lease Contract obligations, SR Superintendent suggests the Procurement department to break the Contract between the lessee and the lessor.
- 8.2. The Lessee or their visitor, who have damaged SR inventory, has to pay full cost for the damages to the lessor.
- 8.3. If these Provisions and public policy and safety rules have been violated, SR Superintendent or Person on duty has rights to call the Municipal or State Police.
- 8.4. SR Procurement administration is responsible for the control of these Provisions.