



**THE UNIVERSITY
OF LATVIA**

**INTERNAL REGULATIONS
OF THE DORMITORIES
of the University of Latvia**

**Appendix
APPROVED
with the UL decision
from 30 June 2009
No.1/171**

This document has no amendments

1. General rules

1.1. The terms used in the regulations:

1.1.1. tenant - a person, with whom a rental contract has been concluded;

1.1.2. visitor - a guest of the tenant;

1.1.3. a person with the assigned tenancy rights in the dormitory - a student, who has been assigned tenancy rights with the decision of the place allocation commission.

1.2. These regulations define the rights, responsibilities and standards of behavior for the tenants and visitors in the dormitories (hereinafter in the text referred to as - the Dormitories) of the University of Latvia (hereinafter in the text referred to as - UL), as well as the liability for the non-observance of these regulations (hereinafter referred to as - the Regulations).

1.3. The Regulations have been compiled pursuant to Article 25 of the Law of the Republic of Latvia from 16 February 1993 "On Residential Tenancy", Articles 4.28 and 7.4 of the Constitution of the University of Latvia, as well as with the regulations "On the provisions for dormitory use", that have been approved by the decision of the Council of Ministers of the Republic of Latvia No. 212 from 26 April 1993.

1.4. The Dormitory is closed from 11 PM till 6 AM. In particular cases, a tenant can agree upon with the Dormitory officer on duty about the entry to the Dormitory during the time, when it is closed. This is entered into a log.

1.5. It is prohibited to lodge persons of various sexes in the same room of a bed-type dormitory.

2. The order, in which the rental contract is concluded and the tenant is lodged

2.1. The person, who has tenancy rights in the Dormitory:

2.1.1. presents a personal identification document to the Dormitory superintendent;

2.1.2. settles the defined payments (rental fee, safety deposit);

2.1.3. receives a pass (in form of an electronic card), from the Dormitory superintendent, and accepts the order, in which the pass is used, with his signature;

2.1.4. concludes the rental contract for a definite period of time.

2.2. As from the conclusion of the rental contract, the person with the assigned tenancy rights acquires the tenant status, while UL acquires the status (the rights and responsibilities) of a renter.

2.3. The Dormitory superintendent allocates a bed and inventory to each tenant in person. Each tenant is personally responsible for the preservation and for correct usage of the received inventory. He certifies it by signing the rental contract.

2.4. During the period of validity of the rental contract, the tenant can declare his place of residence in the Dormitory, with which the rental contract has been concluded.

2.5. The Dormitory superintendent instructs the tenants on the *fire safety regulations for the dormitory residents*, as well as on the correct and safe usage of kitchen equipment, washing machine and the shower.

3. The rights and responsibilities of the Dormitory tenant

3.1. The rights of the tenant:

3.1.1. to use all the services provided by the Dormitory;

3.1.2. to perform cosmetic repairs in the room, that has been given to the tenant, at the tenant's own expense, in compliance with the provisions of the Rental contract; It is necessary to acquire a written permission from the Dormitory superintendent, in order to perform repair works. It is necessary to compile a *Handover-acceptance act of repair works* in order to receive remuneration for the performed repair works;

3.1.3. to settle disagreements through negotiations with the UL Dormitory superintendent, as well as with the manager of the Procurement department of UL;

3.1.4. to inform the Dormitory superintendent in person about the stated deficiencies in the Dormitory activities;

3.1.5. to provide proposals to the Procurement department on the improvement in the Dormitory activities.

3.2. The responsibilities of the tenant:

3.2.1. to use the residential premises, equipment, as well as the public usage facilities, for the goals envisaged therefor;

3.2.2. to inform the Dormitory superintendent in person about all changes, that take place with inventory in the rooms, as well as about the stated flaws of the property;

3.2.3. to observe the fire safety regulations, the regulations for the use of public water supply, sewerage system and electrical equipment, the sanitary regulations, as well as other regulations. When leaving the Dormitory premises, the tenant must check, whether electric

equipment is switched off, windows are closed, taps are turned off, and the doors of the living room are closed.

3.2.4. in case of fire, the tenant must immediately report this to the firefighting service (phone number **112**), as well as inform the superintendent or the officer on duty;

3.2.5. in case of emergency situation (theft, burglary, accident etc.). the tenant must immediately notify the Dormitory superintendent or the officer on duty about the issue;

3.2.6. the tenant must observe these Regulations, the liabilities of the rental contract with the UL Dormitory, including the defined terms of payment;

3.2.7. use electrical appliances only by agreement with the Dormitory superintendent;

3.2.8. immediately notify the Dormitory superintendent or the officer on duty about the Dormitory tenants, who intrude upon leisure, damage the Dormitory inventory, drink alcoholic beverages or use drugs within the Dormitory, smoke in unpermitted places, or allow visitors to stay overnight in the Dormitory;

3.2.9. allow access in the rented premises to the Dormitory employees, to the officer on duty, as well as to the employees of the Procurement department, in order to repair inventory, plumbing and other equipment, to verify their technical condition, as well as to control the observance of these Regulations;

3.2.10. agree upon the change of room keys in writing with the Dormitory superintendent, should such necessity arise;

3.2.11. pay for additional services in compliance with the rates approved by UL;

3.2.12. not to give keys and access cards to the rented premises to the third parties;

3.2.13. not to allow the presence of visitors in the rented premises, when the tenant is not present there;

3.2.14. upon the expiration or termination of the rental contract, within two days, the tenant must transfer the room to the renter in the same condition, as it was on the acceptance day, settle all payments, give the key to the room, as well as the received inventory to the superintendent.

4. The rights and responsibilities of the renter:

4.1. The Dormitory employees have the rights to enter the rented premises in the staff of two people (in case of accident - in the staff of one person) without the presence of the tenant, in order to verify their condition (to prevent an accident). Having verified the condition of the premises, or following the elimination of an accident, the renter must notify the tenant about the reason, why the verification has been carried out, as well as about the consequences, that have been fixed after the verification or after the elimination of an accident;

4.2. provide written answers to the written inquiries of the tenants that are related to the deficiencies in the Dormitory activities, within two weeks.

5. The order, in which visitors stay at the Dormitory

5.1. The stay of the tenant's visitors in the Dormitory is allowed from 9 AM till 11 PM. A visitor must produce a personal identification document to the Dormitory officer on duty, as well as specify the name, surname and room number of the visited person.

5.2. The tenant ensures the familiarization of his visitors with these Regulations, and the fulfillment of the Regulations by the visitors. The tenant is responsible for the losses that have been incurred to the UL Dormitory or to a third party due to the visitors.

6. The provisions for cleanliness and order

6.1. The responsibility of the tenant is to change the linen at least once every 10 days.

6.2. The responsibility of the tenant is to maintain the order and cleanliness in the Dormitory premises and the surrounding area. The tenant must wash the windows (from the inner side), doors, and lighting fixtures of the rented room at least twice per academic year. The tenant must tidy up the living room on a regular basis, in compliance with a schedule, which is compiled, pursuant to the mutual agreement of the room inhabitants (the compiled schedule for tidying up the room needs to be present on a visible place).

6.3. If a tenant fails to tidy up and maintain his room in good order, the renter has the rights to tidy up the room, coordinating this with the Student self-government of the Dormitory and in the presence of one of the room tenants. For tidying up the room, the renter has the rights to demand payment from the tenant (tenants) in the amount of 10,00 LVL (ten lats), or to deduct it from his/their safety deposit(s).

6.4. The tenants of the corresponding premises tidy up and clean the Dormitory premises, while the corridors, staircases, kitchens, WCs, washing premises and other public usage facilities are tidied up and cleaned by the Dormitory employees.

7. Prohibitions

7.1. It is forbidden to do the following in the residential premises, as well as in the public usage facilities of the Dormitory:

7.1.1. to damage the premises and inventory;

7.1.2. to rearrange electric installation of a room;

7.1.3. to keep animals;

7.1.4. to smoke in the rooms, public usage facilities, corridors of the Dormitory, as well as within 10 meters from the Dormitory entrance, with the exception of the places, that are particularly allotted to smokers;

7.1.5. to be in the Dormitory under the influence of alcohol, drugs or other intoxicating substances, as well as to behave oneself in a disrespectful manner;

7.1.6. It is forbidden for the visitors, who are not registered in the visitor log, to stay at the Dormitory;

7.1.7. to use and store explosive, highly flammable, toxic and radioactive substances or objects;

7.1.8. to use naked flame, candles, pyrotechnics;

7.1.9. to store one's personal belongings in the public usage facilities of the Dormitory;

7.2. It is forbidden to perform any kind of activities that create noise, to play musical instruments, to playback audio records, as well as to listen to radio or to other devices, during the time period from 11 PM till 7 AM, if this can bother or encumber other tenants, and the sound is heard outside the rented premises. During the other time of day, the noise created by a tenant must not bother other tenants and the Dormitory employees.

7.3. A tenant must not make improvements to the rented premises and public usage facilities, or make additions to the installations, without the renter's consent.

7.4. It is forbidden to exchange the living room and inventory without the written permission of the superintendent.

7.5. It is forbidden to use electric heaters and devices that do not conform to electric safety and fire safety regulations.

7.6. It is forbidden to carry out the inventory and other values of the Dormitory from one's room on an unauthorized basis.

8. Final provisions

8.1. In case of non-observance of the liabilities arising from these Regulations and the Dormitory rental contract, the Dormitory superintendent submits proposals on the termination of the rental contract between the tenant and the renter to the administration of the Procurement department.

8.2. The tenant, or his visitors, who have damaged the Dormitory inventory, must remunerate the incurred losses to the renter in full amount.

8.3. In case of major violation of these Regulations and the general norms of public order and safety, the Dormitory superintendent or officer on duty have the rights to call the municipal or State police.

8.4. The Procurement department of UL is responsible for monitoring the observance of the Regulations.