

**BIELSKO-BIAŁA
UNIVERSITY STUDENT'S DORMITORY
RULES AND REGULATIONS**

§1

1. The Rules and Regulations define the rights and obligations of the tenants and the guests at Student's Dormitory (SD) of the Bielsko-Biała University (Dom Studencki Akademii Techniczno - Humanistycznej), hereinafter referred to as the University.
2. SD is the property of the University and should be the object of special protection and care of the tenants, expressed, for instance, by keeping SD in the proper order and state of repair.
3. SD is the place for living, leisure and studying.
4. The body representing the SD tenants is the Tenants Council, hereinafter referred to as TC. TC's competences are set forth in the body of these Rules and Regulations.
5. All tenants of SD are obliged to observe the night rest from 10.00pm to 6.00 am.
6. SD is directly administered by an administration officer hereinafter referred to as the SD Administrator, appointed by the Head of the Department supervising SD, hereinafter referred to as the Unit Head.
7. The Unit Head reports directly to the University Chancellor (Kanclerz ATH).

ACCOMMODATION IN SD

§2

1. On the basis of these Rules and Regulations, the University and a student shall enter into a Tenancy Agreement which shall be signed by the Chancellor and the Bursar on behalf of the University.
2. A place in SD shall be granted for the term of the academic year or semester upon the Student's application.
3. The places shall be granted on the basis of lists made by the Faculty Offices (Dziekanaty Wydziałów). The Faculty Offices shall grant places in SD after consideration of the applications by the faculty committee in the following dates:
 - a) by 30 June to senior students and to foreign students who participate in the international student exchange programs,
 - b) to first year students: no later than 3 weeks from the announcement of the recruitment results.
4. Based on the applications mentioned in section 2, the Faculty Offices shall prepare the lists of students who have been granted a place in the SD for the subsequent academic year in the following dates:
 - a) senior and foreign students: by 30 June,
 - b) first year students: by 05 August and September recruitment students: by 30 September,
 - c) students from the reserve lists and those who applied later: by 30 September.
5. If the Faculty Offices have any places left at their disposal by 30 September, the Education and Student Support Office (Dział Nauczania i Spraw Studenckich) shall be informed. In such a case the free places shall be at the disposal of the Vice-President for Student Support (Prorektor właściwy ds. Studenckich).
6. Accommodation during the summer break may be permitted by the University Chancellor (Kanclerz ATH) on the basis of a student's application.
7. The University may refuse to grant a place in SD in justified cases to a person who has caused a gross infringement of the provisions of these Rules and Regulations or for any justified reasons.

8. The following documents are required to be accommodated in SD:
 - a) Identification Card,
 - b) in the case of foreign students: passport or any other Polish residence permit.
9. After accommodation and after any amendments have been made to these Rules and Regulations, every tenant is obliged to read these Rules and Regulations and confirm in writing that they undertake to observe them.
10. At the moment of reception, every tenant shall confirm in writing that s/he takes over the room together with its fixtures and fittings and in the state of repair as specified in the hand-over report and that s/he shall be fully liable for the damages caused.
11. Every tenant shall immediately inform SD administration about all discrepancies against the fixtures and fittings list or the defects noticed by entering them in the “defects book” (“zeszyt usterek”) kept at the reception office.

RENT

§3

1. The Rector acting in concert with the Student Senate shall determine the size of the rent and other charges for accommodation at the University SD during the subsequent academic year by way of an Order issued by 10 June of the current academic year.
2. Rent-charge for the residence hall must be paid in advance not later than till 20 day of each successive month. It is subjected to the conditions set out in Article 3(3).
3. Rent-charge for the residence hall for October must be paid in advance not later than till 20 day of September and it is considered as confirmation of reservation of a place in the residence hall. In case of later resignation from accommodation the rent-charge is not subjected to recovery. Default in the rent-charge within the limits of the above deadline is tantamount to resignation of accommodation in the residence hall and it results in making accommodation available for a person from reserve list.
4. The rent shall be paid by a bank transfer to the University’s bank account (Student Financial Assistance Found/ Fundusz Pomocy Materialnej Studentów) or at the University cash desk; foreign students are obliged to make their payments at the SD Administrator’s office.
5. The rent shall be calculated on the basis of the accommodation term, and thus:
 - a) for full-month accommodation: full monthly rent shall be paid
 - b) for half-month accommodation (from 1st to 15th day of month or from 15th to 30th day of month): half the monthly rent shall be paid
 - c) for incidental accommodation for a period shorter than 2 weeks and in other special cases: half the monthly rent shall be paid
6. A tenant who has not paid their rent for accommodation in SD due to a difficult financial situation, may apply to the University Chancellor for a deferment of payment or for a payment in instalments. The application should contain the reason and the SD Administrator’s opinion. Enclosed to the application should be the copies of such documents as are required when applying for a maintenance grant. The students who receive the maintenance grant are not obliged to enclose the abovementioned documents to the application.
7. The Students are obliged to pay the deposit at the University cash desk or to the University bank account by 20 day of August preceding the academic year. The payment of the deposit shall constitute a confirmation of the student’s will to live in SD in the following academic year or at least in the winter semester.
8. Failure to pay the deposit within the prescribed period shall be construed as the student’s waiving their right to accommodation in SD.
9. The deposit shall secure the University’s costs incurred due to a repair of any damage to the SD Property caused by the student or due to improper performance by the student of the Tenancy Agreement entered into on the basis of these Rules and Regulations, including any

default rent and the rent due for a half of the month should the student fail to accommodate in SD by 15 day of October of the relevant academic year.

10. The deposit shall be returned after the deduction of the receivables set out in Section 8 upon the termination of the Tenancy Agreement and the student's moving out of SD.
11. The size of the deposit for each academic year and the size of charges for accommodation extension (§ 4 Section 6) shall be established by the University Chancellor.
12. A foreign student who will study at the University for 1 or 2 semesters shall pay the deposit specified in Section 6 in cash to the SD Administrator within 3 days from the date of accommodation in the University SD.

VISITORS IN SD

§4

1. Visitors may be received in SD every day from 06:00am to 10:00pm.
2. The visitors are obliged to present their identification documents to the security officer and to specify the name of their host, who in turn is obliged to pick up their visitor at the reception office after having been notified by the reception officer. The reception officer shall record the visit in the visits register; if the visitor does not leave SD by 10:00pm they will be charged for a full night's stay in accordance with the valid price list.
3. Persons under the influence of alcohol or intoxicating substances shall not be allowed to enter SD.
4. The host shall be fully liable for the behaviour of their visitors and any damages to the property of the University SD caused by them.
5. From 10:00pm to 06:00am SD door is closed and only SD tenants, the persons permitted to stay at SD overnight and the authorised staff shall be allowed to enter it.
6. A person who is not a tenant at SD may extend their stay to the night hours in a room occupied by students after having obtained permission of all inhabitants of the room and notifying the Tenants Council of the overnight stay.
The Tenants Council shall report the overnight stay to the reception officers in writing by 09:00pm.
The fee for the extended stay shall be paid on the next day to an SD administration officer, who shall pay the amount to the Student Financial Assistance Account as other payment.
The Tenants Council shall have the right to report maximum 15 persons/day in the period from 20 October to 20 June.
7. A person who is not a student or a student who is not an SD Tenant, including a student of a different university, may stay overnight at SD in an unoccupied room after making a reservation
and an advance payment in accordance with the SD price list.
8. The family members (parents, siblings, spouses and children) of a student who is a tenant at SD who use an unoccupied room shall pay for their stay in accordance with the SD price list.

SD TENANT RIGHTS

§ 5

1. SD tenant shall have the right to:
 - a) participate in the determination of the TC program,
 - b) elect the TC members and be elected,
 - c) use all SD rooms and equipment intended for common use in accordance with the rules set forth by the SD Administrator and the TC,
 - d) receive visitors in accordance with the rules set forth in these Rules and Regulations,
 - e) organise private events in the common use rooms as agreed with the SD Administrator,

- f) submit motions to the University Chancellor through the TC regarding the optimisation of administration, equipment management or the improvement of the sanitary conditions in SD,
 - g) complain through the TC to:
 - the Unit Manager (Kierownik Jednostki) about the activities of the SD staff,
 - the University Chancellor about the activities of the Unit Manager,
 - h) have the bed linen changed every three weeks,
 - i) have their privacy right respected in their room,
 - j) use the SD first aid kit in emergency,
 - k) once a month receive a specified quantity of cleaning products/toiletries such as: toilet paper, rubbish bags
2. For the period of the summer break the students may store their personal belongings at a place and under the conditions specified by the SD Administrator and the TC, with the exception of valuables and money. The University shall not be liable for any loss of or damage to such items.

SD TENANT OBLIGATIONS

§ 6

1. SD Tenant is obliged to:
- a) be respectful towards all SD staff, who are the representatives of the University,
 - b) observe these Rules and Regulations, legal regulations and the internal University regulations,
 - c) each time produce their identity document when requested by the SD security officers so that their right to stay at SD may be verified,
 - d) each time take the key to the relevant room from the reception office and leave it there,
 - e) perform the obligation to register temporary residence for a period longer than 3 months within 3 weeks from the accommodation date (filling out the application and leaving the identity document at the SD Administrator's office for the time necessary to perform the obligation),
 - f) follow the decisions of the SD Administrator, Unit Manager and the TC,
 - g) observe the night rest from 10.00pm to 6.00 am.
 - h) observe the rules of social co-existence,
 - i) take care of SD property and prevent its improper use,
 - j) take out litter from the room to the garbage bin outside the building,
 - k) observe the occupational health and safety and fire safety regulations,
 - l) keep the room, bathroom, restroom and the common use rooms clean and tidy,
 - m) pay the rent when due,
 - n) pay the deposit,
 - o) upon lease termination, leave the room in the condition in which it was handed over to them at the beginning of the accommodation term,
 - p) report to the SD Administrator or a TC representative any defects or damage, including those caused by other persons, or otherwise be liable for them,
 - q) notify the SD administration officers immediately about any serious accident or disease suffered by their room mate,
 - r) notify the SD Administrator in writing about the termination of the Tenancy Agreement with a month's notice under the penalty of nullity, effective at the end of the subsequent full month,
 - s) in justified cases, upon the request of the SD Administrator, the student shall forthwith move to another room with a free place,
 - t) in the case of a failure to do as requested by the SD Administrator and to make it possible for the places at SD to be used economically in accordance with Section 1 the student shall pay the rent for the entire room.

§ 7

1. The SD Tenants shall be strictly prohibited to:
 - a) accommodate overnight persons who are not authorised to visit or stay overnight at SD,
 - b) let another person take or use the place in the room or sublet it,
 - c) gamble,
 - d) copy and distribute illegal computer software, films, CDs, etc.
 - e) distribute alcohol, cigarettes, intoxicating or anabolic substances,
 - f) bring in, consume and be under the influence of alcohol and intoxicating substances,
 - g) manufacture or possess drugs and the devices for manufacturing them,
 - h) conduct trade or business activity without the permission of the University authorities,
 - i) make any changes to the standard fixtures and fittings of the room without permission,
 - j) take the equipment and the fixtures and fittings which are SD property outside SD,
 - k) make unauthorised repairs or reconstructions of the devices and/or equipment,
 - l) reconstruct the locks, copy the keys and fix new locks without the permission of the SD Administrator,
 - m) use sound system equipment in a manner which makes it impossible for the other tenants to study or rest,
 - n) put notices, make inscriptions in places not designated for this purpose, unless permitted by the SD Administrator,
 - o) hang posters in the rooms,
 - p) let in and keep animals,
 - q) throw into the sanitary facilities any items which might damage them or cause their malfunction,
 - r) throw any items (bottles, water-filled bags, litter, firecrackers, etc.) out the windows,
 - s) use the gas stoves, heaters, electric cookers, washing machines outside their designated rooms,
 - t) smoke.
2. If there is any damage caused by the student found in their room or in the common use rooms, the student shall be charged with the cost of repair in accordance with the valuation prepared by the University Maintenance Department (Dział Techniczno-Remontowy). The SD Administrator may agree for the petty repairs or room renovation to be conducted by the student or may charge the student for the petty damages with the amount determined together with the TC.
3. If it is not possible to find the person responsible for the damage to the rooms, fixtures and fittings and room decoration, all room mates, floor inhabitants or all tenants shall be solidarily liable depending on the type of the damage. The decision to impose charges for such damage shall be made by the University Chancellor upon the motion of the Unit Manager.

GETTING EXPELLED AND LEAVING THE ROOM

§ 8

1. A student may become expelled from SD in the following cases:
 - a) if s/he fails to pay the deposit within the required term,
 - b) if s/he fails to arrive at SD by 31 October of the relevant academic year,
 - c) if the Tenancy Agreement has expired,
 - d) when the decision to expel the student from the university has come into force,
 - e) if s/he has failed to pay their rent for over 2 subsequent months,
 - f) if s/he has caused gross infringement of these Rules and Regulations.
2. The decision to expel a student from the dormitory is made by the Dean of the student's faculty upon the motion of the Unit Manager authorised by the Chancellor. The Faculty Dean shall notify the Chancellor of their decision within 3 working days.

3. The student shall have the right to appeal from the Faculty Dean's decision to the Vice-President for Student Support (Prorektor właściwy ds. Studenckich) within 14 days. The Vice President's decision shall be final.
4. In the case of a tenant who is not a student at the University, the decision shall be made by the Chancellor upon a motion by the Unit Manager.

§ 9

1. SD shall be left in the date agreed earlier with the administration officers in order for the room to be inspected and taken over.
2. The student who moves out of SD is obliged to produce a statement signed by their room mates, on the basis of which the deposit will be returned to the student once the room has been inspected and taken over by SD administrators.
3. If a student is expelled, they are obliged to leave SD within 1 week from the final decision of the Dean, Chancellor or Vice-President. If the student fails to leave SD within the prescribed period, s/he will be charged the accommodation fee in accordance with the price list, for every day until the day s/he moves out.
4. If a foreign student is expelled due to a gross infringement of the Rules and Regulations or due to a default in rent payments, the student is obliged to leave their room no later than within 3 days from losing their tenant rights.
If the student fails to leave SD within the prescribed period, s/he will be charged the accommodation fee in accordance with the price list, for every day until the day s/he moves out.
5. In special cases the SD Administrator or a person authorised by them may inspect the state of repair of the room before the student moves out. If there is any damage found which was caused by the expelled tenant, the tenant shall be charged with the costs in accordance with § 7 Section 2 hereof.

THE RIGHTS AND OBLIGATIONS OF THE UNIT MANAGER AND THE SD ADMINISTRATOR

§ 10

1. The Unit Manager shall appoint the SD Administrator to administer the Student's Dormitory and manage its finances.
2. The SD Administrator's obligations shall include the following:
 - a) ensuring that these Rules and Regulations are observed,
 - b) assisting students in the matters related to their accommodation in SD,
 - c) meeting the requirement to consult and cooperate with the TC in matters set forth in these Rules and Regulations,
 - d) taking care of the proper state of repair of the devices, fixtures and fittings and equipment in SD,
 - e) submitting the lists of students who moved out of SD within the preceding month to the Dean of the relevant faculty by the 7th day of each month,
3. The SD Administrator or a person authorised by them together with a TC representative may enter the rooms at any time if they suspect an SD tenant's life or health may be at risk or if they suspect an SD tenant does not observe their tenant's obligations set forth in §7 Section 1 or has violated these Rules and Regulations to a significant extent.
4. The SD Administrator or a person authorised by them shall have the right to a periodical inspection of the rooms in the company of a TC representative. Such an inspection shall be conducted once per semester. The inspection shall be followed by an inspection report. The SD Administrator shall inform the TC about the planned inspection no later than 7 days before its start date.

5. The SD Administrator and the TC may refuse the entry to SD to a person who is not an SD tenant and who has previously violated the provisions of these Rules and Regulations.
6. The SD Administrator or a person authorised by them, the health and safety and fire safety officer in the company of a TC representative or another SD tenant, shall have the right to enter the rooms during the tenants' absence, whenever the lives or health of the tenants is endangered, there is a failure and in all other situations which require immediate intervention.
7. The maintenance officer shall have the right to enter the rooms during the tenants' absence in order to fix the reported damage or a sudden failure only in the company of an SD administration officer or another SD tenant, as well as on the basis of a written authorisation by the tenant of the room in question.
8. In the case of a risk to the order and safety of the tenants, the SD Administrator shall call the relevant authorities, including the police, and immediately notify the University representatives listed in the register kept at the reception office about the emergency situation. During the SD Administrator's absence, these obligations shall be performed by the TC members and the security officers.
9. In the case of a gross infringement of the law or an immediate life or health hazard, the Police may enter SD in accordance with the principles set forth in the agreement entered into in May 2009 between the Municipal Police Headquarters (Komenda Miejska Policji) and the University.
10. During the SD Administrator's absence, their job is performed by a person authorised by the Unit Manager on the basis of a written authorisation.

§ 11

1. The SD administrators are obliged to:
 - a) provide suitable work and leisure environment for SD tenants,
 - b) maintain the common use rooms and equipment in a proper state of repair and cleanliness,
 - c) organise the maintenance and repair of the equipment and devices on a current basis,
 - d) provide hot tap water, with the exception of equipment maintenance periods,
 - e) provide fresh bed linen for the tenants at least every three weeks.
2. The SD administrators shall not be liable for a SD tenant's personal belongings kept in their room. The tenants are obliged to secure their personal belongings by their own means by locking the door and leaving the keys at the reception office when leaving the building.
3. The SD administrators shall not be liable for any losses incurred as a result of theft without any sign of burglary or any losses incurred as a result of damage to the SD tenant's personal belongings.

THE TENANTS' COUNCIL

§ 12

1. The TC is a Student Senate body appointed to organise student life and to make sure that the SD tenants observe the provisions of the SD Rules and Regulations and Regulations.
2. The TC elections shall be organised by the Student Senate in accordance with the provisions of the Student Senate Rules and Regulations and Regulations.
3. The results of the elections shall be made public within 7 days from the end of the elections.
4. The TC shall represent the SD tenants before the SD Administrator and the University authorities in all matters regarding the SD tenants.
5. The TC shall be particularly entitled to:
 - a) cooperate with the SD Administrator in the matters regarding accommodation,
 - b) enforce the observance of the SD Rules and Regulations and Regulations by the SD tenants

- c) co-decide about the use of the devices, equipment and rooms intended for common use.
- 6. The TC is particularly obliged to:
 - a) cooperate with the University authorities and the SD Administrator in the implementation of educational measures and in resolving the financial and housing problems of the SD tenants,
 - b) take care that the SD property is used with due care and that SD is kept clean and tidy,
 - c) create a work and leisure environment within SD in cooperation with the SD Administrator.
- 7. The TC shall hold a referendum in matters important to all SD tenants.
- 8. The TC operates under the Higher Education Law Act, the Student Senate Rules and Regulations and these Rules and Regulations.

THE FIRE SAFETY AND OCCUPATIONAL HEALTH AND SAFETY REGULATIONS VALID FOR SD

§13

Fire safety and occupational health and safety tasks and obligations for the tenants of the Student's Dormitory.

1. Fire hazard.

Fire hazard is a set of factors which affect the outbreak and propagation of fire and, in consequence, affect the safety of people and property.

2. Occupational health and safety

Occupational health and safety is a set of regulations, methods and organisational, technical and investigation means, whose aim it is to provide safe and hygienic work conditions.

3. The potential causes of fire in the building

The fire in the rooms of the building may be caused by the following:

- casting glowing cigarette butts on combustible materials,
- short circuits, overloads in the electric system,
- leaving electrical devices unattended or putting heating devices directly on combustible materials,
- careless handling of open fire, including:
 - leaving stoves and other similar devices with open fire unattended,
 - leaving non-electrical sources of light unattended, e.g. candles,
 - lightning discharge,
 - non-observance of the basic fire safety rules and regulations,
 - causing fire or fire hazard intendedly or accidentally.

4. The factors which affect the fire safety of buildings result most frequently from:

- the storage, accumulation of combustible materials in the place of fire protection separation,
- the storage, even if only temporary, of combustible materials on the internal passageways which may be used for evacuation or close to passage and exit doors,
- disorder and lack of cleanliness in the rooms and on the internal passageways, and the lack of systematic emptying of the waste buckets and garbage bins.

5. Every member of the building staff and each SD tenant is obliged to:

- read the relevant Fire Safety Instruction (Schedule 1) and the occupational health and safety rules (Schedule 2) for the dormitory,
- know the fire or other emergency procedures and the rules of notifying the Fire Service, Ambulance Service or the Police),
- immediately undertake activities to remove the irregularities which may cause an accident-, outbreak of fire- or explosion,

- share with the owner of the building their comments and conclusions regarding the improvement of the fire safety and the occupational health and safety.

6. In the case of the outbreak of fire or other hazard every staff member and SD tenant is obliged to:

- alarm the persons in the hazard zone and in its neighbourhood,
- notify the owner of the building about the event and about the necessity to call the Fire Service (phone no. 998 or 112 from mobile phones or land lines), about the obligation to give first aid (call 997 - the Police, 999 - the Ambulance or 112 from mobile phones or landlines),
- follow the orders of the person managing the rescue operation.

7. All staff members are obliged to know the current information regarding:

- the number of persons present in the building (reception officer)
- the distribution of the alarm means and the alarm rules
- the distribution of the hand fire-fighting equipment and the fire safety devices and how to use them
- the plan of the building, the passageways and the direction of emergency routes and exits,
- to give first aid to the injured (obligatory participation in the trainings)
- locations of the keys including the spare keys,
- location of the emergency power off button,
- location of the emergency assembly points,
- know the rules and regulations concerning fire-safety and occupational health and safety.

8. The persons who lock rooms after they have finished using them are obliged to:

- make sure that no fire has originated,
- switch off all electrical devices which are not devised for constant use with specific reference to the kitchen rooms.

9. Prohibited activities

To ensure proper safety in the building and on the adjacent area, it is prohibited to:

- - store any materials on the general passageways designated for emergency or to place any items on the passageways in such a manner that their width or height is below the limits set forth in the adequate regulations;
- - close the emergency exit doors in a manner which makes it impossible to use them immediately in the event of fire or other emergency;
- - use open fire, smoke and do anything which might initiate the inflammation of materials (the smoking ban and the ban on open fire are valid for the entire building);
- - use installations, devices and tools which are not in a good state of repair or use them in a manner other than their intended use and in other conditions than those specified by the manufacturer;
- - store combustible materials outside the buildings, closer than 4 m from the boundary of the adjacent plot of land;
- - use electrical heating devices placed directly on combustible materials, with the exception of devices which are used in accordance with the conditions specified by the manufacturer;
- - store combustible materials and to place combustible decoration or fixtures and fittings closer than 0.5m from:
 - - use the devices and equipment whose external surfaces may heat up to over 100 C,
 - - store combustible materials in the maintenance rooms, on the general passageways and in the cellars;
- - fail to inform the health and safety officers about accidents;
- - place room decoration elements, devices and equipment in such a manner that they decrease the size of the emergency passageway below the limits indicated in the technical-construction regulations;
- - disable or limit the access to:

- - fire extinguishers and fire safety devices,
 - - water sources for the purpose of fighting fire,
 - - emergency exits,
 - - emergency power off buttons and dashboards and the main gas valves.
9. The sanitary rooms should be adequately fitted and kept in good state of repair and cleanliness.

THE STUDENT CLUB RULES AND REGULATIONS

§14

1. The Student Club (SC) may be used:
 - 1.1. for leisure,
 - 1.2. to organise a social event,
 - 1.3. to hold student organisations or student research circle meetings.
2. The use for leisure means presence in the Club with a view to play table football, table tennis or snooker.
3. The fact of using SC shall be construed an acceptance of the provisions of these Rules and Regulations and an undertaking to observe them.
4. It is strictly prohibited to bring in, sell or consume alcohol or intoxicants and to smoke when using the Club.
5. When in the Club, it is mandatory to observe the fire safety regulations for SD and the occupational health and safety regulations for universities with no exceptions.
6. In the case mentioned in Section 1.1.1:
 - a) the number of persons occupying SC at one time may not exceed 35,
 - b) SC may be used for leisure only by SD tenants.
7. In the case mentioned in Section 1.1.2:
 - a) The number of social event participants may not exceed 35.
 - b) The social event participant must be at least 18 years old.
 - c) Only SD tenants may participate in a social event.
 - d) Social events may be organised from Monday to Saturday of a given calendar week.
 - e) Only one social event may be organised at the same time.
 - f) The Club may be made available for a social event upon the decision of the University Chancellor made after a consultation with the Unit Manager and the SD Administrator.
 - g) The Request for Permission to Use the Club should be submitted to the SD Administrator no later than 5 working days before the planned event. The Request should include:
 - the date, duration and nature of the event;
 - the list of participants with their names, addresses and PESEL numbers or other identification numbers for Erasmus students;
 - the undertaking to observe the ban on bringing in, the sale and consumption of alcohol, intoxicants and tobacco;
 - the undertaking to take responsibility for the club's fixtures and fittings and to use the equipment in accordance with its intended use;
 - the undertaking to clean the room and its immediate surroundings including the toilet rooms immediately after the end of the meeting and to leave the rooms in order;
 - the undertaking in the name of the event participants to observe the night's rest also after leaving the club;

- the event organiser's representation that s/he knows the rules for organising social events stipulated by these Rules and Regulations and that s/he agrees for their deposit to be withheld in the case of a breach of the rules;
- the undertaking to observe the fire safety and the occupational health and safety regulations valid for the Student's Dormitory;
- the undertaking to be solidarily liable for damages in accordance with item j) below.

Application form is available at the Administrator's of the residence hall or at the Manager's of the Department of Investment and Management of Assets.

- h) Before the event, the organiser shall pay a deposit of PLN 100 to the University account to secure the observance of the event rules and regulations.
 - i) The deposit shall not be returned if the organiser does not perform his obligations, and especially when:
 - the room and its surroundings have not been left clean and tidy,
 - there has been gross violation of the night's rest at SD;
 - SD property has been damaged or destroyed.
 - j) If any damage is caused in the Club room, other SD rooms or in its surroundings, the event organiser shall cover the full repair costs solidarily with the other event participants and the deposit made by the event organiser shall be withheld as an advance payment towards the damages.
8. In the case mentioned in Section 1.1.3:
- a) The number of meeting participants may not exceed 35.
 - b) Only members of the student organisation or research circle in question may participate in the meeting.
 - c) Only one meeting may be held at the same time.
 - d) The meetings may not be held at night hours, i.e. Between 10:00pm and 06:00am.
 - e) No fee is charged or deposit required from the meeting organisers.
 - f) The Club may be made available for a meeting upon the decision of the University Chancellor made after a consultation with the Unit Manager and the SD Administrator.
 - g) The Request for Permission to Use the Club specifying the date and time of the meeting, its purpose, organisers' personal particulars, number of participants and the time during the club will be occupied shall be submitted to the SD Administrator in order to obtain their approval. Both the meeting organisers and its participants are obliged to observe all the order regulations valid for the dormitory.

FINAL PROVISIONS

§15

1. If an SD tenant violates the provisions of the Rules and Regulations or other regulations valid for SD tenants, the Unit Manager shall motion the University Chancellor to:
 - a) expel the tenant from SD,
 - b) refer the case to the Rector of the University for further reference to the Disciplinary Proceedings Representative for Students (Rzecznik dyscyplinarny ds. studentów).
2. Any disputes related to the tenancy at SD shall be considered by the TC in concert with the SD Administrator.
3. The Vice-President for Student Support shall act as the appeal body for all matters regulated by these Rules and Regulations. The Vice President's decision shall be final.

4. In all matters not regulated by these Rules and Regulations the Vice-President for Student Support shall decide.

§16

The Rules and Regulations come into force as of.....