

REGULATIONS FOR DORMITORY TENANTS

General Regulations

1. These regulations determine the rights, obligations and the code of conduct of Leasers, Tenants and Visitors during their stay at the dormitories of the Latvia University of Agriculture (LLU), hereinafter referred to as Dormitories, as well as the responsibility for disobeying the regulations.
2. The regulations have been developed according to the law of the Republic of Latvia "On Accommodation Rent", February 16, 1993, and the regulations "On the Regulations of the Use of Student Hotels" adopted by the Decision No. 212 of the Council of Ministers of the Republic of Latvia, April 26, 1993.

Rental Agreement

3. The premises are provided for the use to each Tenant individually, signing the Rental Agreement of dormitory accommodation (hereinafter referred to as "Agreement") for a fixed period of time, not longer than 1 (one) year, including the statement that the agreement is entitled to expire on August 31 of each subsequent year.
4. Tenant shall sign the Check-in Inventory Form of the rooms, furniture and other inventory; Tenant shall assume that full financial responsibility for the issued inventory is maintained. The responsibility of the maintenance of the received inventory is confirmed by Tenant's signature on the rental agreement. The Manager of the Dormitory inspects the inventory and updates the inventory list in accordance with the actual situation.
5. Upon the signing of Agreement, Tenant provides a personal identification document as well as a receipt of the paid security deposit.
6. The amount of the rent dues and the security deposit is stated by the decision of the LLU Rector.
7. Manager of the Dormitory has the right to move Tenant/ Tenants to other rooms in the same or another Dormitory in case of emergency or repairs.
8. Upon the signing of Agreement, Dormitory Manager acquaints Tenant with the Regulations for Dormitory Tenants, the regulations of fire safety, electrical safety, labor safety and the instruction for using electrical appliances. Tenant agrees to observe these regulations by signing of the Agreement.
9. On the date of the expiry of Agreement, Tenant must move out of the room, let the manager or the person authorized by the manager check the room, leave the key of the room as well as perform all the necessary payments and, if necessary, pay for the damage. Check-Out Inventory Form is filled in to accept the room and inventory.
10. Upon the signing of Agreement, a person having the rental rights obtains the status of Tenant; as regards LLU, it obtains the status of Leaser (the rights and obligations).

Procedure of Receiving, Using and Refunding of Security Deposit

11. Upon signing of the Agreement, Tenants are entitled to pay the security deposit for renting accommodation in the Dormitory. The manager signs the Agreement only after Tenant has shown a receipt of the paid security deposit.
12. The payment and usage of the security deposit are registered in the information system "Hotelis" (hereinafter referred to as IS "Hotelis").
13. Security deposit is used to pay for the damage if it is caused to the property of the Dormitory.
14. The damage is registered in the Damage Registration Form in three copies signed by two representatives of the dormitory's administration and one representative of Tenants. The amount

of loss is calculated on the basis of the Form which is approved by the deputy director of the Operation and Maintenance Administrative Department.

15. If it is not possible to find out a guilty person, the security deposit is charged jointly by all Tenants living in the Dormitory, the amount of loss being equally distributed among all the tenants or the tenants living on the respective floor.

16. The missing sum of security deposit used during the agreement being in force shall be paid in three working days' time in the security deposit banking account. If the used sum of the security deposit is not paid back, it is included in the next invoice of the rent.

17. If Tenant terminates the agreement with the Dormitory, the security deposit on the basis of an application is:

- 17.1. refunded to the bank account given by the Tenant;
- 17.2. refunded in cash on the basis of the Dormitory's cash order;
- 17.3. used for covering the sum of the last rent payment.

Tenant's Rights and Obligations

18. Tenants are required to observe the obligations stated in Agreement, payment dates of dues, the Regulations for Dormitory Tenants and the social norms of behavior in the surrounding territory.

19. Tenants must show the student ID, the pass card or any ID document to a receptionist upon the entry into the Dormitory.

20. Tenants are obliged to keep the room, common usage rooms and the surrounding territory clean and tidy. Tenants must clean and tidy rooms regularly, clean the floor, the door and the windows of the room from the inside. Leave the kitchen clean.

21. Tenants carry rubbish to waste containers in the yard.

22. Tenants are responsible for the proper use of the room and common usage rooms as well as for their damage.

23. Tenant's obligation is to let the Dormitory staff and maintenance staff perform plumbing, repairing and checkup of inventory and equipment, checkup of their technical conditions as well as to carry out the control of the compliance with these regulations.

24. Tenant's obligation is to inform immediately Manager or a receptionist about:

- 24.1. damage in the premises in case of an accident;
- 24.2. violation of these regulations, damage of Dormitory's property and other illegal actions at the Dormitory;
- 24.3. tenants who disturb others, use alcohol or drugs at the Dormitory.

25. Tenant has the right to use other services offered by the Dormitory. Additional services have to be paid for according to the approved price list.

26. Visitors are permitted to stay at the Dormitory from 7.00 till 24.00. Each Tenant is responsible for the actions of his/her Visitor. Tenant must instruct Visitors about the Regulations for the Dormitory Tenants and make sure that they are observed. Tenant is responsible for the losses caused by Visitors to Leaser and / or the third party.

27. Tenant have to meet Visitor personally at the Dormitory entrance. Visitors must show the ID document to a receptionist, provide the name, surname and the room number. The mentioned information is recorded in the Journal of Visitors. Manager, if it is possible, provides a temporary accommodation to Tenant's Visitor on the basis of Tenant's written application, charging payment for the offered services.

28. Rooms, inventory and keys can be changed only with the permission of Dormitory Manager.

29. According to the terms of the Agreement, Tenant has the right to refurbish the room at his/her own expenses after receiving the written approval from the Manager.

30. Tenants must inform the Manager personally of the shortcomings in Dormitory, submit proposals for improving its performance and/or send them electronically to dienesta.viesnicas@llu.lv

31. The following is **forbidden** in the rooms and common usage premises:

- 31.1. to do any kind of activities from 23.00 till 7.00 creating noise (playing the music instruments, audio recordings, listening to the radio or other media) if it can disturb or

trouble other Tenants and the sound is audible outside the leased rooms. The noise produced by the Tenant during any other time should not disturb other Tenants or dormitory staff;

31.2. to damage rooms and inventory;

31.3. to violate the rules of the city of Jelgava and the city's public policy;

31.4. to adjust electrical wiring; to use electrical heaters and equipment that do not correspond to the requirements of electrical and fire safety without the permission of the Manager;

31.5. to bring and keep animals;

31.6. to smoke;

31.7. to drink alcohol and be under influence of alcohol, drugs or any other toxic substances at the Dormitory and behave indecently;

31.8. to let stay persons which have not registered in the Journal;

31.9. to place things on the outside window sills, hang them in the windows;

31.10. to place rubbish bags or their contents in the kitchens, toilets, shower rooms and other common usage premises;

31.11. to use open fire, candles, pyrotechnics.

31.12. to permit the presence of strangers in the rooms during one's absence;

31.13. to take the Dormitory inventory and other items out of the Dormitory without permission.

The Rights and Obligations of Leaser

32. Leaser must not disturb Tenant to use the leased room, housing facilities, common usage premises and the territory of the Dormitory.

33. Leaser unilaterally terminates the Agreement, if Tenant does not observe the requirements of the Regulations and obligations set out in the Agreement.

34. Leaser performs inspection of equipment and devices at the presence of Tenant. Leaser supplies Tenants with instructions how to observe sanitary and hygienic requirements.

35. Dormitory staff members have the right to inspect the rooms together with the floor manager, if there are suspicions of violation of the regulations mentioned in Article 31.

36. Representatives of the dormitory staff, consisting of two persons, have the right to enter Tenant's room (in the case of emergency – one person) without the presence of Tenant in the leased rooms to check the condition of the room (or deal with the emergency). After the checkup of the premises or the elimination of the problem, it is required to inform Tenant about the reason of the checkup and consequences that were recorded after the checkup and/or emergency prevention.

37. Leaser must provide written answers to Tenant's written applications regarding the drawbacks at the Dormitory in 10 (ten) working days' time.

38. If the Regulations for the Dormitory Tenants are violated and the situation gets out of control, Manager or a receptionist has the right to call the Police (either Local Government Police or the State Police).

Other Regulations

39. Dormitories have to be locked up every day from **23.00** until **6.00**. Tenants are allowed to leave Dormitories from 23.00 till 6.00 by informing a receptionist in advance. The receptionist must record this information in the Journal. If the receptionist leaves his/her post from 23.00 till 6.00 to inspect the premises of the dormitory, the sign must be left at the door with the allocated time period for the inspection (not more than 15 minutes).

40. The common usage premises, i.e., corridors, staircases, kitchens, toilets, shower rooms etc., are cleaned by the Dormitory staff.

41. In case of fire emergency, it is required to call the Emergency Services immediately using **the phone number 112**, identifying the address and the place where the fire has started, a caller's name, surname, the phone number. It is required to inform Manager and/or a receptionist. After the arrival of fire fighters, it is necessary to act according to the instructions of the chief fire fighter. In case of evacuation it is recommended not to give way to panic.