



## **REGULATIONS AND POLICIES**

### **1. General regulations**

- 1.1. These regulations determine responsibilities and behavior of a Tenant, Lessor, and Visitor while staying at Dormitories of Riga Technical University (RTU).
- 1.2. An apartment is given for use to each Tenant personally, after signing an apartment rental agreement of RTU Dormitories (further in the text – “Rental agreement”) with the Lessor, who is operating on the basis of the warrant.
- 1.3. Dormitory room rental relations are governed by the law of the Republic of Latvia “About living accommodation rental” regulations. The responsibility for breaching the rules as well as misbehaving while staying in RTU Dormitories infield are determined by RTU bylaw which is an integral part of the agreement.
- 1.4. Visitors, who have arrived at the Dormitory, are met by the Tenant personally. The visitor has to show his/her identity card to the person on duty of dormitory and receive a visitor card. After leaving the dormitory the visitor card must be returned to the person on duty.
- 1.5. Tenant’s visitors are allowed to stay in the Dormitory from 9 a.m. until 11 p.m. The Tenant is personally responsible for his/her visitor’s behavior.
- 1.6. The Tenant provides that his /her visitor follows the bylaw of the Dormitories. The Tenant is responsible for damages caused by his/her visitor which are done to the Lessor and/or the third person.
- 1.7. The Tenant is responsible for safety of property in rental apartment.

### **2. Tenants rights**

- 2.1. To utilize rented apartments, gadgets, and shared rooms tailored to a definite purpose.
- 2.2. To use the Dormitory’s inventory. This is given to a Tenant against the signature by the manager of the Dormitory.
- 2.3. To use the computer. Every Tenant is given an identifier and a password.
- 2.4. To use other services that are offered by the Dormitory.
- 2.5. Arguments should be discussed with the manager of the Dormitory or the director of Dormitories department. If the argument is not solved, the person has rights to turn to the

committee which consists of two representatives from RTU Student's Parliament and two representatives from RTU Dormitories department.

2.6. To inform personally the manager of the RTU Dormitory about the damages or incompleteness in the work of the Dormitory; to submit a proposal how to improve the work of the Dormitory or to send them by an e-mail to the director of the RTU Dormitories.

### **3. Tenants duties**

3.1. At the day when the rental agreement ends a Tenant has to leave the apartment in good conditions by 12 p.m. (including – inventory and bedclothes). Then the Tenant together with the manager draws up the acceptance certificate and then hands over the keys of the apartment and the flat to the manager of the Dormitory.

3.2. To keep up the Dormitory property. A person is fully responsible for the losses. If the inventory or any other possession of the Lessor is damaged or gone, the manager of the Dormitory prepares a deed. In case the Tenant refuses to sign the deed, the deed is convenient for Both sides. Committee, that consists of two representatives from RTU Student's Parliament and two representatives from RTU Dormitories department, has rights, considering the state of affairs and person's degree of guilt, to determine the amount of losses more than ten times the amount of the goods value, but in case of small thievery - more than twenty times the amount of the goods value. Guilty person must compensate the losses in 10 (ten) days, starting from the moment when the committee has announced the amount of losses.

3.3. When entering the Dormitory a Tenant has to show the entrance card to the person on duty. After a request of the person on duty to introduce oneself and show the identity cards of the Tenant and Tenant's visitor as well as show the content of the belongings (after reasonable person's on duty request).

3.4. Not to permit unauthorized person stay in rental apartments when the Tenant is absent. Not to give keys of rental apartments and entrance cards to the third persons.

3.5. Between 11 p.m. and 6 a.m. any activities are not allowed that may cause louder noise than stated in regulations of allowable acoustical noise corresponding to the hour, for instance, not playing any musical instrument, not playing audio interpretive materials, not listening to the radio or any other device if it may disturb other Tenants and if the sound is heard outside rental rooms. The rest of the day time the Tenant's caused noise cannot disturb other Tenants and employees of the Dormitory.

3.6. In Dormitories apartments or rooms of common use is forbidden:

3.6.1. to use alcohol or any other intoxicating substance;

3.6.2. to smoke (rector's decree Nr. 21-6).

3.7. To follow generally accepted norms of cleanness and tidiness. To keep order in the yard of Dormitories and follow traffic signs; it is not allowed to park a car against the main entrance of the Dormitory. It is not allowed to pollute the rooms. Tenants have to clean the

kitchen after cooking. Once in a day time a Tenant has to take garbage to special containers in the yard or put it in refuse chute. It is forbidden to leave garbage in the kitchen, cleaning rooms or any other rooms of common use. Independently and regularly do the cleaning (washing) in rental apartments, including balcony (loggia).

3.8. Do not do any improvements or additional work in rental apartments or rooms of common use without the Lessor`s agreement. A Tenant may change a living room, inventory, and keys of the rooms (flat) only after concerting it with the manager of the Dormitory.

3.9. Do not use any heaters or gadgets that are non-compliance with electrical safety and fire safety demands, any other low-powered electrical gadgets a Tenant may use after concerting it with the manager of the Dormitory. Any gadgets belonging to a Tenant that consume electricity must be registered in a special journal by the manager of the Dormitory, were the owner of the gadget has to signature. Electrical and electronic gadgets must have a mark of electrical and fire safety

3.10. Do not put any objects on an outer windowsill, and do not hang anything on windows.

3.11. Do not bring or keep any pet in the dormitory.

3.12. Do not keep any personal belongings outside a rental room.

3.13. Do not take inventory of the Dormitory or any other things out of a room unwarranted.

3.14. Let in a rental room employees of the Dormitory, security officers, and managers to do a correction of inventory, plumbing or any other device, as well as do a control if a Tenant is following these rules and after coordinating check up time and date with the Tenant.

3.15. To inform a Tenant`s visitor about the bylaw of the Dormitory; to inform officials about violation of the bylaw, including illegitimate usage of rooms, damage of the Lessor`s property and any other illegitimacy in the Dormitory. If a Tenant has observed any activities mentioned above he/she should inform personally or e-mail the information.

3.16. To follow liabilities agreed between Both sides in the rental agreement of RTU Dormitories that are not included in the bylaw.

3.17. To pay additional services following the confirmed price list of RTU.

3.18. A Tenant does not reveal his/her user`s identifier and the password to the third person and takes full responsibility for his/her action in the computer net.

3.19. A Tenant secures that the doors of the room and the flat are always closed.

#### **4. Lessor`s rights and duties**

4.1. Assign an apartment to a Tenant in good conditions, after he/she has drawn up and signed acceptance certificate.

4.2. Do not disturb a Tenant to use a rental apartment, auxiliary rooms, equipment, devices, and infield territory.

4.3. Do general and preventive maintenance in the buildings of the Dormitory, do repairs in time, follow quality of the repair and inform Tenants about the time needed for the repairs.

4.4. Do the check up of the room, do examination of the equipment and devices.

4.5. Give instructions to a Tenant about sanitary technical and sanitary hygienic norm provision.

4.6. Employees from RTU or Dormitories, in case of disagreement or conflict, have a duty to introduce oneself by showing his/her employee card.

4.7. Two employees (in case of emergency – one person) of the Dormitory are rightful to enter a Tenant's rental apartment without the Tenant presence to check the condition of the room (prevent emergency situation). After the check or prevention of an emergency situation the Lessor has to inform the Tenant about the reason why the control had been done and about the result that was stated after the check and/or prevention of an emergency situation.

4.8. Unilaterally terminate the rental agreement, if a Tenant does not fulfill requirements of the bylaw and obligations of the agreement.

4.9. To move a Tenant to another apartment if the Tenant does not want to pay to have less people in a room.

4.10. To put the current version of Bylaw in the Dormitory's premises that are easy available for all Tenants, all visitors and all employees of the Dormitory.

4.11. Not to bring or keep pets in the Dormitory.

4.12. To answer Tenants` question about incomplete actions of the Dormitory within five days.