

HOUSE RULES OF THE ACADEMIC STAFF HALL OF RESIDENCE OF THE UNIVERSITY OF WARSAW

ASHR residents shall be obliged to:

1. Maintain cleanliness and order in the premises.
2. Observe curfew hours from 22:00 to 6:00.
3. Observe the rules of peaceful coexistence with fellow residents. The person inviting guests to their premises shall be responsible for their behaviour.
4. Observe OHS and fire safety regulations;
5. ASHR residents shall be strictly prohibited from using:
 - 1) electrical appliances that are not part of the premises equipment, in particular, microwave ovens, electric ovens, grills and other high voltage appliances. The above does not apply to computer equipment, chargers and devices used for personal hygiene;
 - 2) gas cylinders.
6. Maintain cleanliness and order in usable alcoves and chutes in accordance with OHS and fire safety regulations. Only bicycles and strollers may be stored in open alcoves.
7. It shall be forbidden to place unwanted furniture in the hallways. The responsibility for bring them down to the warehouses lies with the residents.
8. Smoking in public places shall be prohibited.
9. Illegal production and sale of alcohol, distribution and sale of drugs as well as organising gambling activities on the ASHR premises shall be strictly forbidden.
10. Parents shall be liable for any damage caused by their children.
11. Residents may keep pets (dogs, cats) in their housing units, as long as it does not violate order, affects cleanliness or security and does not disturb the peace of the other ASHR residents. Pet owners shall be liable for any damage caused by their pets.
12. Residents shall remove any damage to the housing unit and its furnishings and perform renovation works at their own expense, i.e. painting the walls, replacing carpeting, etc. During the renovation of the occupied premises, it shall be forbidden to make changes to the existing installations, namely, electrical, sanitary, intercom, Internet, antenna, voice and fire alarm systems. Residents may apply for a loan for renovation of an ASHR housing unit in the Office for Personnel Social Benefits. Performance of the renovation works upon granting the loan for those purposes shall be confirmed by the ASHR administration.
13. The settlement during moving out consists in:
 - 1) returning the clean and tidy housing unit to the ASHR administration. Residents shall be obliged to remove the wallpaper, plaster over the holes after removing pins, paint the premises if the walls have been badly damaged, replace the carpeting if it has been tarnished, replace broken windows, damaged electrical outlets and so-called "white assembly" elements, i.e. sinks, washbasins, etc.;
 - 2) return keys to the apartment and the properly functioning mailbox;
 - 3) settlement of all payments related to accommodation in the ASHR.
14. During the moving-out procedure the housing unit shall be checked by an

ASHR administration employee and a technical worker (e.g. an electrician or plumber). It may also be checked by the Council of Residents representative.

15. The ASHR administration and the Council of Residents shall have the right to the forceful entry to the premises breakdown (e.g. a significant failure, violation of the House Rules).

16. The exchange of housing units between residents for the equivalent ones must be arranged upon consultation with the head of the ASHR.

17. ASHR residents shall be obliged to notify the facility administration of any trips which are longer than three months.

18. ASHR residents shall be forbidden to subrent the premises to third parties. However, in the event of a work trip it shall be possible to leave the premises in the care of another UW employee or family upon obtaining consent from the Committee for the ASHR Accommodation and informing the ASHR administration and the Council of Residents.

19. The facility administration shall be obliged to have spare keys to all the housing units. In case of replacement of the premises door locks, the resident shall be obliged to leave the spare key in the ASHR administration on the first working day after performing the replacement. In the event of a fire or failure, the resident who cannot access their premises due to the lack of a key shall be financially responsible for the damage caused.

20. Failure to comply with the present ASHR House Rules may result in eviction from the occupied premises.

The House Rules enters into force on 1 January 2014.

Approved by:

Rector of the University of Warsaw

dr. hab. Marcin Pałys, prof. UW

Warsaw,