

# **HOUSE RULES OF THE “SOKRATES” GUEST HOUSE OF THE UNIVERSITY OF WARSAW**

## **I. Obligations of the facility providing hotel services and rights of the Tenant accommodated in the lecturers' area**

1. Handover of the clean room to the Tenant together with the furnishings.
2. Replacement of the bedding in the bedding storeroom 2 times a month.
3. Repair technical defects in the water, electricity and heating systems reported by the Tenant on an ongoing basis. The necessary equipment repairs will be carried out at a time agreed with the Tenant - on weekdays between 8:00 am and 4:00 pm.
4. Provision of the Tenant with the use of a washing machine and dryer for a fee.
5. Provision of the Tenant with the opportunity to place their luggage in the storage room. Unclaimed luggage will be disposed of after 1 year from the date it should have been collected. Food items are not subject to storage.
6. The facility shall ensure the conditions for the Tenant's complete rest, in particular the inviolability of the rented room.
7. The facility providing hotel services shall be obliged to offer the following services free of charge at the guest's request:
  - provision of information related to a guest's stay or planned onward journey,
  - receipt and delivery of correspondence,
  - provision of safe deposit boxes for storing money and valuables,
  - taxi order.
8. The Facility's liability for any loss of or damage to items brought in by persons using hotel services is governed by the provisions of the Civil Code - Articles 847 - 852, unless otherwise agreed by the parties hereto. The Tenant shall notify the reception desk staff immediately after the damage is discovered.
9. The facility shall not bear any responsibility for damage to or loss of a car or other vehicle belonging to the Tenant, due to the lack of a guarded car park.
10. The facility allows the presence of pets upon prior arrangement with the facility administrator, for an additional fee as specified in the price list and in selected rooms only. Animals shall be allowed in the Facility's common areas only under the Tenant's supervision. The Tenant shall be obliged to keep the animal so that it does not pose a danger to other persons staying in the Facility. The Tenant shall be obliged to remove any waste left by their animal and to pay for any damage caused.

## **II. Information for Tenants and their guests along with obligations to observe the facility's house rules.**

1. The Tenant shall be materially responsible for the technical condition and furnishings of the room. In case of damage, the Tenant shall cover the costs of repairing damage to or destruction of furnishings and technical equipment arising through the Tenant's fault, through the fault of his/her guests or animals staying with the Tenant on the premises of the Facility. The facility management shall carry out the assessment and valuation of losses.
2. The Tenant's guests shall be required to present an identity document at the facility reception desk and sign in the guest register. The Tenant shall pay a fee for their guest's stay after 22:00 in accordance with the applicable price list.
3. The Tenant shall leave the room key at the reception desk each time they leave the facility premises. If a key is lost, the Tenant shall be charged for the cost of making a new one.
4. Curfew in the facility is in force between 22:00 and 6:00.
5. Subletting the room to third parties is prohibited.
6. In the event of an absence of more than one month, the Tenant is obliged to notify the management about this fact and make the room available to the facility administration.
7. The Tenant shall be obliged to make the rented room available at the time specified by the facility

administration to carry out mandatory inspections of the building/installations, repair faults, repair works or disinsecting.

8. It is forbidden to make any changes to the room furnishings without the management's approval.
9. The Tenant shall keep the occupied premises clean and tidy, including sorting and disposing of recyclable waste, i.e. glass, paper and plastic packaging, in the appropriate containers located in front of the building.
10. The Tenants shall strictly comply with OHS and fire safety regulations. It is strictly forbidden to use electrical appliances that are not part of the premises' equipment, mainly cookers, microwave ovens, electric ovens, grills and other high-voltage appliances. Appliances constituting a part of the premises equipment (electric cookers, electric kettles) may only be used in designated areas.  
The above does not apply to computer equipment, chargers and devices used for personal hygiene.
11. The Tenant shall notify the reception desk staff of any noticed damage to the electrical, water and sewage system equipment.
12. It is forbidden to arbitrarily alter or repair the electrical and plumbing systems or the central heating system or to change the door locks on the room doors under penalty of losing the right to further residence in the Facility.
13. It is prohibited to damage walls and furnishings by, for example, sticking posters, images, hammering nails, etc.
14. For safety reasons, each time the Tenant leaves the room, he/she shall switch off the appliances that use electricity (TV, lights, radio, electric cookers), turn off the taps, close the windows and lock the doors.

#### **INFORMATION CLAUSE IN ACCORDANCE WITH THE PROVISIONS OF THE GENERAL DATA PROTECTION REGULATION**

1. In accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as "GDPR", the University of Warsaw, 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw, is the Controller of your personal data and represented by the Rector.
2. The Controller has appointed a Data Protection Officer overseeing the correctness of personal data processing, whom you can contact by sending an email to [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl).
3. The basis for the processing of your personal data is the agreement referred to in § 1, section 1 or the taking of action at your request prior to the conclusion of the agreement.
4. Your personal data shall be processed for the purpose of proper implementation of the agreement referred to in § 1, section 1. Your personal data will be stored for the duration of the agreement and then for the period of time specified in the applicable legislation, including the tax and accounting law regulations.
5. The provision of data is voluntary, however, the refusal to provide data will result in the refusal to provide the service by the facility.
6. Data will not be made available to external parties except as provided by law.
7. You have the right of access to the content of your data and the right to rectify or to restrict its processing.
8. You also have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data breaches legal provisions of the GDPR.

#### **DECLARATION**

I understand that I will be held fully financially responsible for any damage resulting from failure to comply with the aforementioned provisions.

.....  
Room no.

.....  
date

.....  
Tenant's/Guest's signature