

## HOUSE RULES OF THE "HERA" GUEST HOUSE OF THE UNIVERSITY OF WARSAW

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

1. Handover of the clean room to the Tenant together with the furnishings (Appendix No. 2 to the agreement) .
2. Replacement of the bedding in the bedding storeroom every 3 weeks.
3. Keeping the equipment and common areas (i.e. staircases, corridors, cookers, shared bathrooms, fridges) clean and tidy.
4. Repair technical defects in the water, electricity and heating systems reported by the Tenant on an ongoing basis.
5. Provision of the Tenant with the use of a washing machine and dryer for a fee.
6. Provision of the Tenant with a space in the "Hera" unguarded car park for a fee (based on available parking spaces).
7. Accommodation of the Tenant's guests, according to the applicable price list, but for no longer than 14 days per semester (extra bed in the Tenant's room). The Tenant shall notify the reception desk staff of their guest's overnight stay no later than 10:00 on the day of their arrival, and at the same time, they shall specify the date of their guest's departure.
8. Provision of the Tenant with the opportunity to place their luggage in the storage room in accordance with the applicable price list. Unclaimed luggage will be disposed of after 1 year from the date it should have been collected. Food items are not subject to storage.

### **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 the event of damage, the Tenant shall cover the cost of the damage (the "Hera" management shall carry out assessment and valuation of losses).
2. The facility accepts guests from 9:00 to 22:00. Guest House visitors shall be required to present an identity document at the "Hera" 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 "Hera" premises.  
If a key is lost, the Tenant shall be charged for replacing the door cylinder.
4. Curfew 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 "Hera" 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. The Tenant shall keep the occupied premises clean and tidy, including sorting and disposing of waste in the appropriate containers.
9. The Tenant shall comply with OHS and fire safety regulations. It is strictly forbidden to use electrical appliances that are not part of the premise's equipment, mainly cookers, microwave ovens, electric ovens, grills and other high-voltage appliances. Appliances constituting a part of the premises equipment may only be used in designated areas. The above does not apply to computer equipment, chargers and devices used for personal hygiene;
10. The Tenant shall notify the "Hera" administration of any noticed damage to the electrical, water and sewage system equipment (defect books can be found at the reception desk).
11. The Tenant shall sign the food kept in the shared fridges, systematically disposing of expired food items. The Tenant shall take their groceries from the fridge when moving out of the facility.

12. It is forbidden to:

- a) make independent changes to the occupied room and its furnishings without obtaining approval from the management;
- b) arbitrarily alter or repair electrical installations, change door locks and make additional keys to room doors under penalty of losing the right to further residence in the "Hera";
- c) damage walls and doors by, for example, sticking images, hammering nails, etc;
- d) burn curtains, net curtains, carpets or couches;
- e) throw objects into sanitary and sewerage facilities that may cause their damage, blockage or malfunction;
- f) smoke, consume substances and drink alcohol on the premises.

**13. 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.

**STATEMENT**

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 signature