

## **House Rules of the Academic Staff Hall of Residence (DPN) of the University of Warsaw**

The DPN residents shall be obliged to:

1. Maintain cleanliness and order in the premises. The Tenant shall use and maintain the premises properly, report any defects to the DPN Administration and make ongoing repairs without affecting the general substance of the building or causing hazards (e.g. flooding) to other residents.  
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.  
The Tenant shall be obliged to repair any damage to the Premises and its equipment as a result of misuse at their own expense.
2. Observe curfew hours from 22:00 to 6:00. It shall be forbidden to carry out renovation work on Sundays and holidays and noisy renovation work during all weekdays after 20:00. In the event of disruptive renovation work lasting at least a few days, the resident shall inform their neighbours about this fact.
3. Observe the rules of peaceful coexistence with fellow residents.  
The Tenant shall be responsible for the behaviour of persons entitled to cohabit with them and their guests. The Tenant shall be responsible for any damage caused by persons entitled to cohabit with them and their guests.  
The Tenant may keep pets 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 potential damage caused by their animals.
4. Observe OHS and fire safety regulations and read the fire safety manual.
5. The DPN residents shall be strictly prohibited from using high-power electrical appliances and gas cylinders. The total power of simultaneously connected appliances to the electrical system must not exceed 2.5kW.
6. Maintain cleanliness and order in stairways, corridors and utilised alcoves in accordance with OHS and fire safety regulations. It shall be forbidden to leave trash and unnecessary furniture in corridors and open alcoves. Only bicycles and strollers may be stored in open alcoves. The responsibility to bring the unwanted furniture down to the warehouses shall lie with the residents.
7. Smoking and electronic cigarettes shall be strictly prohibited in the DPN except in designated areas.
8. The checking-out settlement process includes the return of the clean and tidy housing unit to the DPN Administration.
  - 1) The Tenant shall be responsible for preparing their premises for handover, which shall be confirmed by an acceptance certificate ( Appendix No. 1 to the rent agreement);
  - 2) The Tenant shall hand over the keys to the premises, the mailbox, the entrance gate, which shall be confirmed by an acceptance certificate (Appendix No. 1 to the rent agreement);
  - 3) The Tenant shall settle all payments related to accommodation in the DPN.

9. Illegal production and sale of alcohol, organisation of gambling activities and distribution and sale of drugs and tobacco on the DPN premises shall be strictly forbidden.
10. At least 14 working days prior to the checking-out procedure, it shall be necessary to notify the DPN Administration in order for them to prepare an acceptance certificate. The housing unit shall be technically checked by an electrician, plumber and carpenter. It may also be checked by the Council of Residents representatives.
11. The DPN administration and the Council of Residents shall have the right to the forceful entry to the premises, in case of emergency situations (e.g., a breakdown, violation of the rules and regulations).
12. The exchange of housing units between the DPN residents for the equivalent ones must be arranged in consultation with the head of the DPN.
13. The DPN residents shall be forbidden to sublease their premises to third parties. However, in the event of a work trip it is possible to leave the premises in the care of another UW employee or family upon obtaining consent from the Committee for the DPN Accommodation and informing the DPN administration and the Council of Residents.
14. 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 DPN administration on the first working day after performing the replacement. In the event of a fire or any breakdown, the resident who cannot access their premises due to the lack of a key shall be financially responsible for the damage caused.
15. Any breach of the House Rules and failure to sign a rent agreement shall be referred to the members of the Committee for the DPN Accommodation and may result in the refusal to extend the rent agreement for the premises.
16. Failure to comply with the DPN House Rules may result in the withdrawal of the place allocation decision and termination of the rent agreement upon prior notice to the Committee for the DPN Accommodation and the Rector.

The House Rules enters into force on 1 May 2025.

Approved by the Rector of  
the University of Warsaw  
[illegible signature]  
prof. dr hab. A.Z. Nowak

Warsaw, 24 March 2025