



**CU DRUŽBA
DORMITORIES**
Comenius University
Bratislava

DORMITORY REGULATIONS
of the Student House Družba CU

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Article 1 Subject-Matter

The Dormitory Regulations (hereinafter referred to as "the DR"), in accordance with generally binding legal regulations and the Statute of the Comenius University Bratislava (hereinafter referred to as "CU") regulate the rights and obligations of the accommodated students of CU, the employees of CU and other persons (hereinafter referred to as "the Accommodated Person") in the Student House Družba CU (hereinafter referred to as "the SH") to whom CU provides temporary accommodation in the SH (hereinafter referred to as "the Accommodation Provider").

Article 2 Accommodation

- 1) Students' accommodation shall be decided by the respective faculties within the allocated accommodation capacities approved by the accommodation committee.
- 2) The agenda related to the accommodation of students in the SH is carried out and records are kept by the Study Department of the CU faculty (faculty officer) and the Accommodation Department of the SH.
- 3) The SH reserves the right to refuse accommodation for a student for the new academic year who has been in the past imposed by a valid offence measure - withdrawal from the Accommodation Contract, or who has not paid the accommodation price and contractual penalties for previous periods of accommodation in the SH, even if the Faculty of the CU allocates him/her accommodation.
- 4) If the person interested in accommodation does not conclude the Accommodation Contract by the deadline set by the SH, he/she loses the right to the allocated accommodation (bed) and the Director of the Section for the SH (hereinafter referred to as "the SH Director") shall decide on its occupancy based on valid internal regulations of the CU.
- 5) For the purpose of entry of the Accommodated Persons to the accommodation part, the entry card is used - depending on the type of the Accommodated Person, it is the accommodation card, ISIC, employee card or other active card (hereinafter referred to as "the entry card").
- 6) During the months of July and August, the Accommodation Provider provides commercial accommodation primarily to the students of the CU. If the accommodation capacity of the SH allows it, the Accommodation Provider can also provide commercial accommodation to other persons.

Article 3 Conditions for providing accommodation to other persons

During the academic year, students of other forms of study than full-time, CU employees and CU guests, or guests from any other organisations can also be accommodated in the SH, on the condition that the student accommodation is not limited or disturbed. The decision on granting accommodation in the SH to other persons is made by the SH Director.

Article 4 Rights of SH Accommodated Persons

- 1) The Accommodated Person has the right to a bed with accessories in the assigned room. The accessories include a quilt and a pillow with the possibility of renting bed linen. The

Accommodated Person has the right to a regular change of bed linen once every 14 days. At the same time, the Accommodated Person has the right to use the common areas of SH and sports fields of SH.

- 2) The Accommodated Person has the right to use the inventory that is part of the room. The inventory of the room is included in the inventory list located in each room and is non-transferable. By signing the Accommodation Contract, the Accommodated Person takes over the room inventory. The loss of the inventory list is sanctioned in the sense of the valid price list published on the SH's website www.druzba.uniba.sk.
- 3) The Accommodated Person shall have the right to peaceful enjoyment of the bed and room allocated to him/her, in particular to rest, study and sleep. The Accommodation Provider is not responsible for the actions of third parties in the SH premises. At any time, the Accommodated Person has the right to report any violation of the DR that he/she observes in the SH (e.g. any activity that objectively prevents him/her from peacefully using the bed and the assigned room, etc.) in person or by phone at the relevant porter's lodge to the phone number 02/602 99 111 (block D1), 02/602 99 232 (block D2), 02/654 28 104 (the dormitory Swedish houses). Exceptions to the right to peaceful use of the bed and assigned room are activities necessary for the proper operation of the SH, especially operational activities, repairs or renovations, which will be properly and continuously announced via the SH's website www.druzba.uniba.sk or by written notification.
- 4) The Accommodated Person has the right to use the study rooms located in individual blocks of the SH for the purpose of studying. Study rooms are accessible to all Accommodated Persons at any time. The current list of study rooms is published on the SH's website www.druzba.uniba.sk.
- 5) The Accommodated Person has the right to use the kitchenettes located in the SH premises. Persons using the kitchenettes are directly responsible for maintaining cleanliness and for thoroughly turning off the appliances at the end of their activity.
- 6) The Accommodated Person has the right to immediate maintenance and repairs of reported failures in the accommodation area within the technical, economic and operational capabilities of the SH. Exceptions to this rule are failures that require a more extensive and time-consuming repair. Failures must be reported to the email address udrzba@druzba.uniba.sk.
- 7) The Accommodated Person has the right to maintenance and adequate keeping of cleanliness of the common areas of the SH outside the allocated areas in the accommodation cells. The Accommodated Person has the right to report violation of this right by any other Accommodated Person to the e-mail address druzba.priestupky@uniba.sk.
- 8) The Accommodated Person has the right to receive visitors in his/her room in accordance with Art. 13 of these DR during the dedicated hours for receiving visits. An exception to this right is a ban on visits, which can be declared by the SH Director for hygienic, epidemic, emergency or other serious reasons.
- 9) The Accommodated Person has the right to change accommodation:
 - a) free of charge – if his/her room ceases to be suitable for accommodation (the responsible SH employee has the right to qualify a room as unsuitable for accommodation),
 - b) for a fee - within the specified period and under the conditions set by the Accommodation Provider, if he/she voluntarily requests the allocation of another room or the exchange of a room with another Accommodated Person and pays the handling fee according to the valid price list published on the SH's website www.druzba.uniba.sk, while the fee is paid by both Accommodated Persons.
- 10) The Accommodated Person has the right to submit comments, suggestions or proposals regarding the issues of dormitory life, which he/she can address to the e-mail addresses of the SH staff published on the SH's website www.druzba.uniba.sk. The Accommodation

Provider is not obliged to send a reply to any comments, suggestions and proposals regarding the issue of dormitory life, which are not sent from the email address listed in the header of the Accommodation Contract or the University email.

Article 5

Obligations of the SH Accommodated Persons

- 1) The Accommodated Person is obliged to comply with the laws of the Slovak Republic, other generally binding regulations, the Accommodation Contract, these DR, the internal regulations of the CU and the internal regulations of the SH. The Accommodated Person is obliged to follow the instructions of the SH Director, SH Deputy Directors, senior employees of the SH, as well as other authorised employees of the SH.
- 2) The Accommodated Provider is obliged to review the introductory fire protection, safety and health protection information intended for the Accommodated Persons and adhere to these instructions over the duration of accommodation. These regulations are published on the SH's website www.druzba.uniba.sk.
- 3) The Accommodated Person is obliged to familiarise him/herself with the contents of the evacuation plan and fire evacuation guidelines of the SH, which are placed in the SH buildings on each floor in visible places.
- 4) The Accommodated Person is obliged to immediately report any damage to the fire-fighting equipment to the relevant SH porter's lodge.
- 5) The Accommodated Person is obliged to present his/her valid entry card without being asked to an employee of the Section for the SH to enter the accommodation part of the SH. The Accommodated Person must also use the entry card to enter through the turnstiles. The Accommodated Person shall comply with the conditions for receiving visitors as set out in Article 13 of these DR.
- 6) The Accommodated Person shall maintain hygiene, order and cleanliness in the room or accommodation cell, in the common facilities and areas, as well as in the entire SH premises. As part of the self-cleaning system, the Accommodated Person is obliged to:
 - daily: take out the trash, keep the room, cell and balcony clean, clean the shared sanitary facilities (sinks, showers and toilets), the stove and the area near the stove
 - once a week: thoroughly clean the whole room, sweep, wipe the dust in the room, wash the floor in the room (also under the tables and beds), wash the floor in the toilet, bathroom and in the hall
 - monthly: clean the refrigerator and the space under the refrigerator
 - once every 3 months: defrost the freezer, if it is part of the refrigerator.
- 7) The Accommodated Person is obliged to protect the mattress, quilt and pillow from contamination by stretched bed linen and to change it regularly. In case of non-use of the quilt and pillow, the Accommodated Person is obliged to protect them from pollution by placing them in a plastic bag. In case of damage or excessive staining of the mattress, quilt, pillow or bed linen, the Accommodated Person is obliged to pay the amount for their replacement in full according to the price list published on the SH's website www.druzba.uniba.sk.
- 8) The Accommodated Person is obliged to prepare the room according to the instructions of the responsible SH staff before the reported disinsection and deratization.
- 9) The Accommodated Person is obliged to make the assigned room accessible to the SH staff at any time for the purpose of maintenance, repairs, inventory control, technical inspections, compliance with hygiene regulations and proper use of the accommodation area within the meaning of the Accommodation Contract and the DR, as well as in other emergency

situations (e.g. disinsection, painting, etc.). Access to the Accommodated Persons' rooms shall be carried out by authorised staff of the SH.

- 10) The Accommodated Person is obliged to save water and electricity, to lock all relevant entrance doors when leaving the room, turn off all electrical appliances, turn off the water, turn off the lights, close the windows and balcony doors.
- 11) During his/her stay in the room, when he/she is free from direct supervision and disposition of his/her belongings (for example, during sleep, during his/her stay in sanitary facilities), the Accommodated Person is obliged to adequately secure the room by closing windows, balcony doors and locking all relevant entrance doors. When leaving the accommodation area, to secure it against theft of personal belongings of the Accommodated Persons by closing and locking the door, do not lend the keys to another person and do not leave them in freely accessible places.
- 12) The Accommodated Person is obliged to behave in such a way as not to damage the reputation, civil and human dignity of the other Accommodated Persons, visitors and employees of the SH and the reputation of the CU, to observe the rules of coexistence and not to offend others by their behavior.
- 13) The Accommodated Person is obliged to immediately report the loss or theft of the SH entry card to the SH Accommodation Department in order to prevent its misuse in the accommodation area, catering establishments or other places where this card serves as a personal identifier. Immediately after the issuance of the temporary SH entry card, the Accommodated Person is obliged to arrange his/her own new entry card and subsequently return the temporary entry card lent by the SH to the Accommodation Department.
- 14) The Accommodated Person is obliged to protect the keys to the accommodation area from theft and immediately report their loss to the Accommodation Department. In the event of loss or theft of room keys, the Accommodated Person shall pay a fine, regardless of fault, in the amount set out in the damage price list published on the SH's website www.druzba.uniba.sk, or in the Accommodation Contract.
- 15) The Accommodated Person shall, if circumstances so require, undergo health and hygiene measures.
- 16) The Accommodated Person is obliged to compensate for damage caused or the contractual penalty in full, in the manner and within the time-limit specified by SH.
- 17) The Accommodated Person is obliged to comply with the Organisational and Operational Regulations of the Integrated Information and Communication System (IICS) of the CU and other internal regulations of the CU governing the use of information and communication technologies.
- 18) Access to the SH's computer network is granted to each Accommodated Person, and the Accommodated Person may use the SH's computer network only for the duration of his/her stay in the SH.
- 19) Violation of the CU internal regulations governing the use of information and communication technologies may result in the temporary or total cancellation of the connection provided to the Accommodated Person in the SH.
- 20) The Accommodated Person's obligation upon checking in:
 - present his/her ID card (for foreigners a valid passport; in case of visa requirements with a valid visa or residence permit), possibly also an ISIC card,
 - submit a 4x4 cm photo, no older than two years (this photo is non-returnable),
 - indicate true data in the Accommodation Contract,
 - familiarise themselves with the initial briefing of the Accommodated Persons on fire protection, safety and health protection,
 - submit the signed Accommodation Contract,

- hand over the inventory record card (Part 2 of the entry card) to the location designated by the SH staff,
 - pay the accommodation price and the security deposit within the deadline and in the manner specified in the Accommodation Contract,
 - check-in exclusively for the assigned room.
- 21) The Accommodated Person is obliged to follow the instructions of the Accommodation Department staff.
 - 22) The Accommodated Person is obliged to stay only in the room assigned to him/her (the only exception is the movement according to Article 4, point 9 of these DR).
 - 23) All the Accommodated Persons are obliged to check the inventory according to the inventory list found in the room within two calendar days after taking over the accommodation area. Missing inventory, technical or hygienic deficiencies must be reported by the Accommodated Person to the email address udrzba@druzba.uniba.sk within the same time-limit as stated in the previous sentence. For non-compliance with this obligation, SH is authorised to impose a contractual penalty on the Accommodated Person within the meaning of Article 11 of these DR.
 - 24) The Accommodated Person is obliged to immediately report any failures, malfunctions and damages in the accommodation area via email to the email address: udrzba@druzba.uniba.sk. Damages in the accommodation cells - rooms caused intentionally or negligently are covered by the Accommodated Persons in full according to the price list of damages published on the SH's website www.druzba.uniba.sk, or according to the actual costs.
 - 25) In case of occurrence of parasitic insects in the room (bed bugs, fleas, etc.), the Accommodated Person is obliged to immediately report this fact to the staff of the Operations Department of SH or to the staff of the Accommodation Department. SH will then take measures necessary to eradicate the parasite and follow the instructions of the designated SH employee.
 - 26) The Accommodated Person's obligations upon the accommodation termination:
 - follow the instructions of all staff of the Section for SH involved in the process of checking out according to the Organisational Regulations of the Rector's Office of CU and the obligations of the Accommodated Person during checking out published on the SH's website www.druzba.uniba.sk.
 - hand over the accommodation area to the Accommodation Provider no later than 11:00 a.m. on the last day of accommodation, unless agreed otherwise with the SH Accommodation Department,
 - hand over the room, balcony and common areas of the accommodation cell properly cleaned and tidied in the condition in which the Accommodated Person took them over, taking into account normal wear and tear,
 - hand over the room with all the inventory included in the inventory list. Missing inventory, as well as other damages caused by the Accommodated Person is obliged to compensate for upon checking out in accordance with the current price list of damages published on the SH's website www.druzba.uniba.sk. In case of damages that are not included in the price list of damages published on the SH's website www.druzba.uniba.sk, the Accommodated Person is obliged to pay the actual cost of repairing the damage or the actual cost of acquiring the inventory;
 - personally return borrowed bed linen, keys to the accommodation area, or any other borrowed items to the administration of the SH;
 - pay any arrears for accommodation, contractual penalties and any damage caused;
 - deregister with the SH Accommodation Department;
 - in exceptional cases, the student may be checked out by another person based on a power of

- attorney, and that person is fully responsible for the proper handover and cleaning of the accommodation area and for payment of any claims of the person being checked out;
- at the end of accommodation, the Accommodated Person is responsible for removing all belongings and personal property from the accommodation area before handing it over to the Accommodation Provider. In the event that the Accommodated Person fails to check out in accordance with the terms of the contract, he/she shall be liable to pay the Accommodation Provider a contractual penalty in the amount specified in the Accommodation Contract. If he/she fails to check out even after a notice (the notice may be made in person by verbal agreement with an employee of the SH Accommodation Department, or by telephone or e-mail), he/she shall be evicted from the accommodation areas. At the same time, the Accommodated Person is obliged to pay the administrative fee for eviction to the Accommodation Department according to the fee price list published on the SH's website www.druzba.uniba.sk. All items subject to eviction will be stored for a period of 2 months from the date of eviction for a monthly fee as per the fee price list published on the SH's website www.druzba.uniba.sk. During this period, the evicted Accommodated Person shall be notified twice in writing by registered mail to the Accommodated Person's permanent address or by email to pick up his/her belongings and to properly settle his/her receivables. At the end of this time-limit, the SH reserves the right to dispose of all stored belongings.
 - 27) The Accommodated Person is obliged to prevent excessive wear and tear, deterioration, dysfunction or damage to the entrusted accommodation area and inventory through their own fault or through the fault of another person.
 - 28) The Accommodated Person is obliged to familiarise himself/herself and comply with the generally binding legal regulations and the internal regulations of the CU and the Accommodation Provider governing health, safety, hygiene and epidemic measures, in particular those relating to the occurrence and spread of infectious diseases, and with any subsequent changes thereto.
 - 29) The Accommodated Person is obliged to follow the instructions for the use of study rooms published on the Accommodation Provider's website www.druzba.uniba.sk.

Article 6 Restrictions

- 1) The Accommodated Person may not allow non-Accommodated Persons to enter the SH or attempt illegal entry of a non-Accommodated Person into the SH through the entrance area of the porter's lodge or checkpoints without meeting the conditions for receiving visitors set by the SH Director in accordance with Art. 13 of these DR.
The Accommodated Person may not jump over, trip, or in any other unauthorised way bypass the control devices. This restriction also applies in full range to visitors and other non-Accommodated Persons.
- 2) The Accommodated Person must not allow a person not accommodated in the SH to enter the accommodation area outside the designated porter's lodges and checkpoints of the individual buildings.
- 3) The Accommodated Person is not allowed to check in or check out another person on his/her entry card for the purpose of entering or leaving the accommodation area.
- 4) The Accommodated Person may not lend the entry card to another person, as this card is non-transferable.
- 5) The Accommodated Person is obliged to return the borrowed keys within 7 calendar days, the Accommodated Person is not allowed to lend the keys to the accommodation area to

another person.

- 6) The Accommodated Person must not throw any items out of windows and balconies.
- 7) The Accommodated Person must not intentionally or negligently destroy, damage or pollute the property under the SH administration or commit any other form of vandalism (e.g. polluting the SH common areas or the SH outdoor areas, defacing sports fields or the SH building walls).
- 8) The Accommodated Person is not allowed to tamper with the property under the SH administration, in particular he/she is not allowed to remove inventory from the rooms or arbitrarily rearrange or disassemble furniture within the room, take furniture or mattresses out onto balconies, etc.
- 9) According to Act No. 377/2004 Coll. on the Protection of Non-Smokers and on Amendments and Additions to Certain Acts, as amended, and the Order of the Rector of the CU No. 3/2017 on the Prohibition of Smoking at the CU, the Accommodated Person is not allowed to smoke in all buildings and areas of the SH. Detailed information is available on the website www.soi.sk. The smoking ban applies to all forms of tobacco products and the manner of their use.
- 10) The Accommodated Person is not allowed to carry out any interference with the electrical installation of the building and electrical equipment.
- 11) The Accommodated Person is not allowed to store bicycles, furniture, clothes dryers, shoes and other personal belongings in the escape routes, i.e. corridor, staircase and vestibule.
- 12) The Accommodated Person shall not damage, remove or discard inoperative safety and protective equipment (e.g. fire extinguishers, fire hydrants, fire detectors, lift equipment, etc.).
- 13) The Accommodated Person must not carry out works which may result in fire and for which a professional qualification is required under special regulations.
- 14) The Accommodated Person shall not accumulate excessive amounts of paper and other combustible materials in the accommodation area, unless they are necessary for the Accommodated Person's studies and meeting their basic needs.
- 15) The Accommodated Person may not use matches and candles for lighting and perform activities associated with the use of open fire in the entire SH premises.
- 16) The Accommodated Person may not use the electric stove outside the designated area in the kitchenette.
- 17) The Accommodated Person may not use any private electrical appliances in the accommodation cell and in the SH premises, with the exception of the following:
 - computer, laptop
 - hairdryer / hair straightener - their use is only allowed in the bathroom
 - radio
 - table lamp
- 18) If the Accommodation Persons wish to use a private electrical appliance not listed in the preceding paragraph in one accommodation cell/room, they may agree with each other and request permission from the SH Accommodation Department for having a maximum of two additional electrical appliances (with the exception of persons staying in hotel rooms, where it is possible to request only one additional electrical appliance - an electric kettle). The Accommodated Persons shall print out the application form from the SH's website www.druzba.uniba.sk in 2 copies and hand in the completed forms to the SH Accommodation Department. The request shall be approved by the SH Accommodation Department staff. The use of additional electrical appliances is charged at the rate indicated on the application form. The Accommodated Person is obliged to place the approved application form in the accommodation cell / room in a visible place next to the inventory list.
- 19) The Accommodated Person is not allowed to plug any electrical appliances into the power

outlet in the power lath located above the desks in the room, except for a laptop, mobile phone charger and desk lamp.

- 20) The Accommodated Person is not allowed to use a private router.
- 21) The Accommodated Person may not behave or perform activities in such a way as to disturb the other SH Accommodated Persons in any way. These are mainly the night-time hours from 10:00 p.m. to 6:00 a.m. The night-time hours also apply to the entrance hall on the ground floor and the entire outdoor area of the SH.
- 22) The Accommodated Person shall not organise or participate in mass events in the accommodation area, in particular celebrations, etc., which disturb the other Accommodated Persons.
- 23) The Accommodated Person may not store, keep, manufacture, sell, mediate the sale of or consume narcotic substances, psychotropic substances or poisons and precursors in the entire SH premises.
- 24) The Accommodated Person shall not conduct any unannounced business or other commercial activity in the SH premises or use the assigned room as his/her registered office or storage area for such an activity.
- 25) The Accommodated Person may not store, manufacture, sell, mediate the sale of or keep any firearms or cold weapons and other life-threatening items in the SH premises, with the exception of items and weapons used for sports, hobby or study-related activities. For this purpose, he/she is obliged to request written permission from the SH Director and to present it when requested to do so by an authorised staff member of the SH.
- 26) The Accommodated Person is authorised to keep or breed domestic or exotic animals in the accommodation area only after mutual agreement with the roommates and on the basis of the prior written consent of the SH Director. The SH Director is authorised to revoke the granted consent at any time.
- 27) The Accommodated Person shall not allow another person to use the bed and room assigned to him/her, for a fee or free of charge, or provide his/her assigned bed to another person in violation of the Contract or these DR.
- 28) The Accommodated Person may not submit a forged document to the SH employees, provide their document to a third party for accommodation purposes or submit an altered document necessary for accommodation (e.g. Accommodation Contract, confirmation of school attendance or any other document).
- 29) The Accommodated Person may not falsify (e.g. alter, copy) the entry card in order to allow entry to the SH to persons who do not have permission for entry granted by the SH management or to present a falsified entry card to an employee of the SH.
- 30) The Accommodated Persons shall not publicly defame any nation, nationality, their language, race, ethnic or religious group, or sexual orientation.
- 31) The Accommodated Person shall not establish, support or promote sects, extremist groups or movements in the SH.
- 32) The Accommodated Person may not consume or store alcoholic beverages inappropriately in the SH premises.
- 33) The Accommodated Person may not prevent his/her roommates from exercising their rights associated with accommodation properly and without interference under the conditions set out in these DR and the Accommodation Contract.
- 34) The Accommodated Person may not enter the roofs of the buildings.
- 35) The Accommodated Person must not accumulate garbage in the assigned room, accommodation cell, on balconies, corridors and other areas of the SH.
- 36) Neither the Accommodated Person nor his/her visitor may overload the passenger transport equipment - lifts.
- 37) The Accommodated Person shall not tamper with the belongings of a roommate without the

roommate's knowledge.

- 38) The Accommodated Person is not allowed to use other than the official entrance (balconies, windows, escape exits, etc.) to enter the accommodation part of the SH.

Article 7 Rights of Accommodation Provider

- 1) The Accommodation Provider has the right to enter the premises reserved for accommodation at any time, even without the Accommodated Person's knowledge, in cases of threat to life or health, if there is a threat of damage to property, if it is to avert a serious threat to public order, if there is a reasonable suspicion that persons who are not the Accommodated Persons are staying in the premises reserved for accommodation, or due to other violations of the provisions of the DR, during the elimination of technical faults and accidents.
- 2) The Accommodation Provider has the right to evict the Accommodated Person or to store his/her belongings in the area designated for this purpose at the Accommodated Person's expense if the Accommodated Person does not hand over the accommodation area (keys, bed, room and areas used by him/her during accommodation, e.g. kitchenette, sanitary facilities) on the day of the accommodation termination.
- 3) The Accommodation Provider has the right to check compliance with hygiene and fire safety regulations and the proper use of the accommodation area in the presence or absence of the Accommodated Persons. The detected deficiencies and violations of the Accommodated Persons' obligations shall be notified to the Accommodated Persons after the inspection. The inspecting SH employee has the right to make photo documentation of the detected deficiencies. In the event of serious deficiencies being detected, the Accommodated Persons will be subject to offence measures as defined in these DR.
- 4) The SH staff member has the right to withhold the Accommodated Person's entry card if he/she finds or has reason to suspect that the Accommodated Person is violating these DR.
- 5) The SH Director is authorised to declare a ban on visits for sanitary, epidemic, emergency, or other serious reasons.
- 6) The SH Director reserves the right to provide the Accommodated Person with a bed in a room other than the one assigned to him/her, or to move the Accommodated Person to another room for health, safety, hygiene, epidemic, renovation, operational or other serious reasons, or for the purpose of more efficient use of the accommodation capacity.

Article 8 Accommodation Provider's obligations

- 1) The Accommodation Provider is obliged to hand over the premises reserved for accommodation to the Accommodated Person in a condition suitable for proper use.
- 2) The Accommodation Provider shall ensure the proper and undisturbed exercise of the Accommodation Person's rights associated with accommodation under the conditions set out in the DR and the Accommodation Contract.
- 3) The Accommodation Provider is obliged to notify the Accommodated Persons in advance about works on the SH facilities and in the SH premises that will restrict the proper use of the SH premises or the undisturbed exercise of the rights associated with accommodation under the conditions set out in these DR and in the Accommodation Contract.

- 4) If the Accommodated Persons' keys to the accommodation area are lost or stolen, the Accommodation Provider is obliged to arrange the replacement of the key insert in the respective room upon payment of a fee in accordance with the valid price list published on the SH's website www.druzba.uniba.sk.
- 5) At the Accommodated Person's request, the Accommodation Provider shall ensure, according to its operational capabilities and for a fee, emergency opening of the door for the Accommodated Person to the premises reserved for accommodation.

Article 9

Method and maturity of payment of the accommodation price and security deposit

- 1) The Accommodated Person agrees to pay the accommodation price and the security deposit in accordance with the deadlines set out in accordance with the Accommodation Contract. The accommodation price is set per bed per calendar month of accommodation, regardless of the actual number of days of accommodation in a given calendar month.
- 2) The method of payment is defined in the Accommodation Contract.
- 3) The Accommodated Person is obliged (at the Accommodation Provider's request) to immediately show the accommodation price proof of payment.

Article 10

Offence measures

- 1) A breach of a contractual obligation (hereinafter referred to as an "offence") is classified as a culpable violation of generally binding legal regulations, the internal regulations of the CU and SH, the Accommodation Contract or these DR. An offence committed by the Accommodated Person's visitor is always also the responsibility of the Accommodated (visited) Person.
- 2) Offences of the Accommodated Persons as set out in these DR may result in the imposition of an offence measure. The degree of seriousness of each type of offence or infringement and the subsequent imposition of an offence measure shall be determined individually, according to seriousness, danger, extent or consequences of the infringement in accordance with Article 11 of these DR.
- 3) The offence measures referred to in paragraph 6(a) and (b) of this Article of the DR shall be imposed by a member of staff authorised by the SH Director.
- 4) The offence measure referred to in paragraph 6(c) of these DR shall be imposed by the SH Director. In the case of an offence measure imposed by the Director, it is not possible to submit a request for a review of the imposed offence measure.
- 5) When imposing an offence measure, the sequence of the offence measure under paragraphs 6(a) to 6(c) of this Article of the DR shall not be taken into account, and any of the measures referred to in paragraph 6 of this Article of the DR may be imposed on the Accommodated Person after consideration of the intensity of the violation.
- 6) The offence measures shall be:
 - a) a contractual penalty in accordance with the Accommodation Contract and Article 11 of these DR,
 - b) the last warning prior to withdrawal from the Accommodation Contract,
 - c) withdrawal from the Accommodation Contract associated with the loss of the right to apply for accommodation in all CU accommodation facilities for the duration of the student's studies at the CU or another public or private higher education institution.
- 7) The provisions of these DR are without prejudice to the right of the CU faculties to impose measures in its disciplinary proceedings.
- 8) Prior to the imposition of an offence measure, the Accommodated Person has the right to be

- heard on the offence.
- 9) The offence measure must be imposed in writing and delivered to the Accommodated Person in the manner specified in Article 14(7) of the DR.
 - 10) The Accommodated Person on whom an offence measure was imposed pursuant to paragraph 6 (a) and (b) of this Article of the DR shall have the right to request in writing a review of the offence measure imposed within 8 calendar days of the date of its receipt. The request for a review of an imposed offence measure shall be submitted to the SH Director, and the request for a review of an imposed offence measure shall not have suspensive effect.
 - 11) The SH Director, as an appeal body, shall consider the request for a review of the imposed offence measure and, if he/she finds that it is contrary to the law, an internal regulation of the CU, the Accommodation Contract or the DR, he/she shall amend or cancel the decision; otherwise, he/she shall reject the request and confirm the imposition of the offence measure. The SH Director may, in justified cases, modify or mitigate the imposed offence measure (in particular the amount of the imposed contractual penalty). The SH Director shall decide on the request for a review of the imposed offence measure at the latest within 30 days of receipt of the request for a review of the decision.

Article 11

Types of offences and contractual penalties

- 1) In the event of a breach of the Accommodated Person's obligations under these DR and the Accommodation Contract, the Accommodated Person is obliged to pay contractual penalties for each individual breach of the obligations under these DR and the Accommodation Contract (i.e. the contractual penalties are cumulative), in the amounts set out in this Article of the DR and the Accommodation Contract. The application of the Accommodation Provider's claim for payment of contractual penalties shall be without prejudice to the Accommodation Provider's right to compensation for damage caused by the Accommodated Person to the SH's property in accordance with the current damage price list published on the SH's website www.druzba.uniba.sk. In case of a gross violation of the DR by the Accommodated Person, the Accommodation Provider is authorised to withdraw from the Accommodation Contract.
- 2) **Minor breaches of the DR; contractual penalty of EUR 50:**
 - a) Overloading of the elevator by exceeding its permissible operating capacity
 - b) Non-compliance with the rules for the use of study rooms
 - c) Non-compliance with the rules for the use of the dormitory computer network
 - d) Disturbing the night-time hours between 10:00 p.m. and 6:00 a.m. or disturbing the other Accommodated Persons by excessive noise between 6:00 a.m. and 10:00 p.m.
 - e) Arbitrarily tampering with the property under the SH administration (removing inventory from rooms, rearranging or disassembling furniture within the room, taking furniture or mattresses out onto balconies, etc.)
 - f) Arbitrary interference with the SH's electrical installations
 - g) Throwing any items out of windows and balconies (including litter and spilling liquids)
 - h) Failure to maintain hygiene, order and cleanliness in the room or accommodation cell, in the common facilities and in the SH premises, as well as in the entire SH premises
 - i) Polluting property under the SH administration (e.g. polluting of the SH common areas, the SH outdoor area, writing on the area of sports grounds or walls of the SH buildings, etc.).
 - j) Failure to cooperate with the SH employees in the exercise of their profession

- k) Failure to observe the principles of good behaviour: the Accommodated Person damages the reputation, human dignity and civil honour of the other Accommodated Persons, visitors or staff
 - l) Violation of the prohibition to access the SH roof
 - m) Use of the temporary entry card allowing entry to the SH building after its expiry date
 - n) Blocking escape routes by storing bicycles, furniture or other personal belongings in the SH corridor, stairwell or vestibule
 - o) Keeping or breeding domestic or exotic animals in the SH without the Director's written permission
 - p) Failure to immediately report any deficiencies, failures or damage found in the accommodation area, or any deficiencies relating to hygiene, the presence of bedbugs or the non-compliance of the inventory with the inventory list via email to the email address udrzba@druzba.uniba.sk
 - q) Failure to immediately report the loss of keys to the accommodation area or the entry card to the SH Accommodation Department
 - r) Refusal to present his/her valid entry card to a SH employee upon entering the SH or in the entire SH facility.
 - s) Refusal to hand over the entry card to the porter's lodge or SH employee, if the latter discovers or reasonably suspects that the Accommodated Person is violating these DR
 - t) Using a mattress, quilt, or pillow without bed linen on, or failing to place the mattress, quilt, or pillow in a protective bag when not using them
 - u) Unauthorised handling of another Accommodation Person's belongings
 - v) Inappropriate alcohol consumption
 - w) Using the electric cooker outside the designated area in the kitchenette
 - x) Accommodating visitors without the consent of roommates in the room
 - y) Leaving a visitor in the SH outside of visiting hours (after 11:00 p.m.) without registering them for short-term accommodation
 - z) Failure to accommodate to the other Accommodated Persons: preventing roommates from exercising their rights associated with accommodation properly and without interference under the conditions set out in these DR and the Accommodation Contract
 - aa) Refusal of a roommate for no obvious reason
 - bb) Receiving a visitor without the consent of the other present Accommodated Persons staying in the same accommodation cell
 - cc) Plugging any electrical appliance into the power outlet in the power lath located above the desks in the room, except for a laptop, mobile phone charger and desk lamp
 - dd) Using a private router.
- 3) **Serious breaches of the DR, contractual penalty of EUR 100:**
- a) Allowing non-Accommodated Persons to enter the SH or attempting illegal entry of a non-Accommodated Person into the SH through the entrance area of the porter's lodge or other control device without meeting the conditions for receiving visits set by the SH Director in accordance with Art. 13 of these DR.
 - b) Arbitrary moving from the assigned room to another room (even within the same accommodation cell) without the permission of the Accommodation Department
 - c) Intentionally obstructing the exercise of the SH employee's occupation for the purpose of control, preventing his/her access to a room, or otherwise interfering with the exercise of his/her occupation.
 - d) Allowing persons not meeting the accommodation conditions set out by the SH Director in accordance with Article 13 of these DR to be accommodated in the SH
 - e) Use of other than the official entrance to the accommodation area (balconies, windows,

- emergency exits, etc.)
- f) Handling open flames in the SH premises (candles, matches, grills, etc.).
 - g) Smoking in the SH premises (including e-cigarettes) or allowing a person who is visiting to smoke
 - h) Public defamation of any nation, nationality, their language, some race, ethnic group, religious group or sexual orientation
 - i) Establishing, supporting and promoting sects, extremist groups and movements
 - j) Lending an entry card or a key to the accommodation area to another person and thereby allowing unauthorised entry of another person to the SH premises or showing identity cards to the SH staff
 - k) Violation of obligations related to anti-epidemic measures
 - l) Failure to hand over the accommodation area at the accommodation termination in accordance with these DR and the Accommodation Contract no later than on the date of accommodation termination
 - m) Occurrence of an unauthorised electrical appliance
 - n) Repeated breach of an obligation listed among the minor breaches of the DR
- 4) **Serious breaches of the DR, contractual penalty of EUR 150:**
- a) Storage, possession, manufacture, sale, mediation of sale or use of narcotic substances, psychotropic substances or poisons and precursors in the SH premises
 - b) Conducting an unannounced business or other commercial activity in the SH or using an assigned room as a registered office or warehouse for such an activity
 - c) Storage, manufacture, sale, mediation of sale or possession of any firearms or cold weapons in the SH premises
 - d) Allowing another person to use an assigned accommodation place, whether for or without compensation, or providing an assigned place to another person in violation of these DR
 - e) Intentional destruction, damage to property under the SH administration, or destruction and damage to property under the SH administration under the influence of alcohol, narcotic substances and other psychotropic substances
 - f) Violent behaviour, physical threats, verbal or physical coercion towards the other Accommodated Persons, visitors or SH staff members
 - g) Throwing items out of windows and balconies of SH that could endanger the life or health of the other Accommodated Persons, visitors or SH staff members
 - h) Presenting a forged document, providing his/her document to a third party for accommodation purposes, or presenting an altered document required for accommodation (e.g. Accommodation Contract, confirmation of school attendance or any other document)
 - i) Falsifying (e.g., altering, copying) an entry card for the purpose of permitting entry into the SH to persons not authorised by the SH management to enter or presenting a falsified entry card to a SH staff member
 - j) Failure to respect the SH Director's right to move the Accommodated Person to another room.
 - k) Repeated breach of an obligation listed among the serious breaches of the DR
 - l) Cumulative breach of more than two of the obligations listed under the "Minor Violations" and "Major Violations" categories of these DR
- 5) If the Accommodated Person has not paid the security deposit or the price for accommodation within the specified time-limit, he/she is obliged to pay a contractual penalty in the amount specified in the Accommodation Contract for each even started calendar

month of delay, but at the latest when he/she checks out in the respective academic year. Otherwise, he/she loses the right to accommodation in all accommodation facilities of the CU for the entire duration of studies at the CU or at another public or private higher education institution.

- 6) If the Accommodated Person does not hand over the room after the accommodation termination in accordance with the Accommodation Contract and these DR no later than 11:00 a.m. on the day of the accommodation termination (unless agreed otherwise), he/she is obliged to pay to the Accommodation Provider the contractual penalty under the DR in the amount of EUR 100 and twice the daily accommodation price applicable at the time of the delay and calculated according to the actual number of days of delay.
- 7) In the event of loss or theft of the entry card or room keys, the Accommodated Person shall pay, regardless of fault, a fine in the amount set out in the applicable price list published on the SH's website www.druzba.uniba.sk or in the Accommodation Contract, as the case may be.
- 8) If the Accommodated Person fails to properly check out by the end of the contractual relationship or pay his/her financial receivables and contractual obligations towards the SH by the termination of the contractual relationship (any outstanding accommodation fees, damages, contractual penalty, etc.), he/she will not be subsequently accommodated in any accommodation facility of the CU, even if the Faculty has allocated accommodation to him/her in the following academic year. Any unpaid contractual obligations and damages shall be dealt with in offence proceedings in accordance with the provisions of the DR, possibly through the police or by judicial proceedings.

Article 12 **Accommodation termination**

- 1) Accommodation shall be terminated: at the end of the period for which the Accommodation Contract was concluded; or by the end of the calendar month in which the Accommodated Person ends or interrupts his/her studies at CU or another higher education institution, if this occurs earlier.
- 2) If the Accommodated Person terminates or interrupts his/her studies at the CU or another higher education institution, the Accommodated Person is obliged to inform the Accommodation Department of the SH of the fact referred to in the previous sentence no later than 3 days from the date of the change.
- 3) The Accommodation Provider is authorised to withdraw from the Accommodation Contract before the expiry of the agreed period of accommodation in the event that the Accommodated Person grossly violates good manners or otherwise grossly violates his/her obligations under the Accommodation Contract or these DR.
- 4) The SH may inform the relevant faculty at which the accommodated student is studying or the Vice-Rector for Education and Social Affairs of the withdrawal from the Accommodation Contract with the student.
- 5) In the event that the Accommodation Contract is withdrawn from by the SH Director in accordance with paragraph 3 of this Article of the DR, the Accommodated Person loses the right to accommodation in the SH and in all accommodation facilities of CU for the entire duration of studies at CU or at any other public or private higher education institution.
- 6) The Accommodated Person is obliged to hand over the accommodation area, the keys to the accommodation area and the basic equipment of the room taken over to the Accommodation Provider no later than on the day of accommodation termination (withdrawal from the contract), to pay his/her financial debts and contractual obligations towards the SH (any arrears for accommodation, damages, contractual penalty, etc.).

Otherwise, this Accommodated Person shall not be properly checked out and the Accommodation Provider shall apply the contractual penalty under the Accommodation Contract and the DR.

Article 13 **Receiving visitors**

- 1) Receiving visitors during the day - persons not accommodated in the SH
 - a) It is possible to check in/register visitors at the porter's lodge of the relevant SH block only between 8:00 a.m. and 10:00 p.m.
 - b) Visitors must be checked out at the porter's lodge of the relevant SH block no later than 11:00 p.m.
 - c) Visitors may be received by the Accommodated Persons in the adjoining areas by the SH porter's lodge on the ground floor or in their rooms (only with the consent of all roommates present in the accommodation cell).
 - d) Visitors who are obviously under the influence of alcohol, narcotic or psychotropic substances, or who behave aggressively and do not observe the principles of decent behaviour will not be allowed to enter the SH premises.
 - e) Upon arrival to the SH building, the visitor is required to announce his/her arrival to the porter's lodge staff member, present his/her valid ID card or valid ISIC for identification and registration. In addition, the visitor is required to leave his/her identification card with a photo at the porter's lodge for the duration of the visit, with the exception of his/her ID and insurance card. The Accommodated Person who receives a visitor shall pick up the visitor in person at the porter's lodge, where he/she shall hand over his/her entry card, which shall be stored with the visitor's document. The Accommodated Person is responsible for the visitor's compliance with the DR throughout the visit.
 - f) At the end of the visit, the visitor is obliged to check out at the porter's lodge of the relevant SH block, accompanied by the Accommodated Person who received the visitor. No stranger shall be allowed to stay in the SH premises after 11:00 p.m., except as provided in paragraph 2 of this Article.

- 2) Short-term accommodation of visitors in student rooms - persons not accommodated in the SH

Students accommodated in the SH may, under the conditions set out by the SH Director, provide short-term accommodation for a maximum of 5 nights on a spare bed in their rooms to students of higher education institutions who are not accommodated in the SH and on whom offence measures have not been imposed - withdrawal from the Accommodation Contract in the accommodation facility of the CU. The following conditions must be met for accommodation:

- a) the accommodation of the visitor is subject to the consent of all the roommates present in the accommodation cell of the Accommodated Person receiving the visitor and to the fact that accommodation of the other Accommodated Persons in the accommodation cell is not disturbed;
- b) visitors who are obviously under the influence of alcohol, narcotic or psychotropic substances or behave aggressively and do not observe the principles of good behaviour are not entitled to short-term accommodation in the SH;
- c) the Accommodated Person is responsible for the visitor's compliance with all the

- provisions of these DR throughout the visit. If the visitor violates these DR (e.g., based on a complaint of the other Accommodated Persons), the Accommodated Person may be subject to an offence measure;
- d) the Accommodated Person is obliged to pick up the visitor personally at the porter's lodge and must not leave the visitor in the SH premises without his/her presence;
 - e) the visitor may be accommodated between the 6:00 p.m. and 11:30 p.m.; accommodation termination is by 10:00 a.m.;
 - f) when receiving a visitor, the Accommodated Person is obliged to leave his/her entry card at the relevant porter's lodge for the entire duration of the visit;
 - g) the visitor is obliged to present an identity document (ID/Passport) to the porter's lodge employee upon arrival and to leave his/her student card (ISIC) at the porter's lodge for the entire duration of the visit,
 - h) when a visitor stays overnight, it is necessary to pay the specified fee per night and person in advance for the entire stay at the relevant SH porter's lodge;
 - i) visitors are obliged to borrow clean bed linen from the porter's lodge and use it,
 - j) at the end of the visit, the visitor is obliged to check out at the porter's lodge accompanied by the Accommodated Person and return borrowed bed linen.
- 3) Short-term accommodation of visitors in lecturers' and staff rooms - persons not accommodated in the SH:
Persons accommodated in lecturers' and staff rooms can accommodate not only students of higher education institutions, but also other persons for a short time (for a maximum of 5 nights) on a spare bed in their rooms. The amount of the fee for short-term accommodation of other persons is determined by the valid price list published on the SH's website www.druzba.uniba.sk. All other conditions from point 2 of this Article fully apply to the short-term accommodation of visitors in lecturers' and staff rooms.
- 4) Receiving visitors - persons staying in the SH in another room
- a) it is not necessary to register a visitor
 - b) receiving visitors is subject to the consent of the all roommates present in the accommodation cell of the Accommodated Person receiving the visitor and to the fact that accommodation of the other Accommodated Persons is not disturbed;
 - c) without the consent of the roommates, a student may receive a visitor only if the roommates are not present in the room at the time of the visit.

Article 14 **Miscellaneous provisions**

- 1) The SH is an academic ground. Law enforcement authorities have the right to enter the SH buildings and premises under the conditions set out in the Higher Education Act and the Statute of CU. Entry by law enforcement authorities is authorised by the Rector of CU.
- 2) In order to prevent the occurrence and spread of communicable diseases at CU, the Rector of CU is authorised to take extraordinary hygienic measures, including the closure of the SH or its part.
- 3) Political parties and political movements are not allowed to form their organisations, develop or promote their activities in the SH.
- 4) Mass events may be held in the SH premises only with the consent of the SH Director or a person authorised by him/her.
- 5) These DR shall also apply mutatis mutandis to other persons accommodated in the SH and

shall be binding on all employees who are in employment or other similar relationships with the SH and CU, as well as foreign persons present in the SH buildings and premises.

- 6) In matters not regulated by these DR, the provisions of generally binding legal regulations, the Statute of CU and other valid internal regulations of CU shall apply.
- 7) All notices or other communications in connection with these DR or the Accommodation Contract (hereinafter also referred to as "documents") shall be in writing unless specified otherwise. Documents must be delivered to the other Party by universal mail carrier or electronic mail (e-mail) or in person. Documents delivered in paper form shall be deemed to have been delivered on the date of receipt by the Party to whom they are addressed. In the event of non-receipt of a document by a Party, the document shall be deemed to have been delivered upon expiry of the time-limit specified by the postal carrier for its receipt. The document shall also be deemed to have been delivered if the Party refuses to accept it. In the case of delivery by electronic mail (e-mail), the electronic mail will be sent to the e-mail address specified in the header of the Accommodation Contract or to the e-mail address assigned to the Accommodated Person by the CU.