

## **INTERNAL RULES OF PROCEDURE OF THE DORMITORY OF PANEVĖŽIO KOLEGIJA / STATE HIGHER EDUCATION INSTITUTION**

### **I. GENERAL PROVISIONS**

1. The Internal Rules of Procedure of the Dormitory of Panevėžio kolegija / State Higher Education Institution (hereinafter – the Institution) (hereinafter – the Dormitory) (hereinafter – the Rules) regulate internal order in the Dormitory and define the rights, duties, and responsibilities of persons who enter into residential lease agreements with the Institution or complete the Dormitory registration form (hereinafter – Tenants), as well as the rights, duties, and responsibilities of Dormitory staff (hereinafter – Lessors) in the Institution dormitory.

2. The Institution seeks to create a comfortable, favourable, and safe living environment in the Dormitory for Tenants and for meeting their personal needs.

3. Dormitory rooms may be double or triple occupancy.

4. During the study period, the Dormitory accommodates full-time, part-time (session-based), and extended studies students of the Institution, as well as students from foreign higher education institutions arriving under exchange programs. If there are available places, students of other higher education institutions and former Institution students may also be accommodated. Applicants, participants of professional development and retraining courses, and other persons may be accommodated as guests.

5. Quiet hours in the Dormitory are from 10:00 p.m. to 7:00 a.m.

6. In order to ensure the safety of Tenants, the exterior doors of the Dormitory are locked from 10:00 p.m. to 6:00 a.m.

7. Unauthorized persons are not allowed into the Dormitory, except for persons assisting Tenants in moving into or out of the Dormitory. Such persons must be met by the Tenant at the entrance and signed out upon departure.

8. If the Dormitory administrator or security guard suspects that Dormitory Tenants or persons visiting them are intoxicated or under the influence of narcotic or psychotropic substances, they are not allowed to enter the Dormitory.

9. Tenants are personally responsible for the safety of their personal belongings located in the rented premises.

10. When concluding a residential lease agreement in the Dormitory, each Tenant is informed in writing and by signature of the Dormitory's internal rules, fire safety and electrical safety regulations, as well as hygiene and sanitation requirements, which they must comply with.

### **II. PROCEDURE FOR ALLOCATION, USE, AND VACATING OF THE DORMITORY**

11. Tenants (students, former students) with whom Dormitory accommodation agreements are concluded must, prior to moving into the Dormitory, submit a written application to the Dormitory administrator requesting accommodation in the Institution Dormitory.

12. Tenants (students of part-time session-based and extended studies, participants of professional development and retraining courses) must reserve available places with the Dormitory guards before moving into the Dormitory.

13. Tenants (students from foreign higher education institutions arriving under exchange programs and other persons) must, prior to moving into the Dormitory, submit an application (proposal) to the Director of the Institution requesting accommodation in the Institution Dormitory.

14. Based on an application approved in the information system or a written application, the Dormitory administrator accommodates the Tenant in the Dormitory.

15. Tenants are accommodated in the Dormitory for the period specified in the information provided. The accommodation period may be extended upon agreement between the student and the Dormitory administrator.

16. Persons wishing to reside in the Dormitory during their studies must submit an application for accommodation in the Dormitory and coordinate it with the Dormitory administrator.

17. The Tenant signs a lease agreement or completes the Dormitory registration form, submits photographs, and receives a Dormitory permit and a room key.

18. Tenants make copies of room keys at their own expense.

19. Upon completion or termination of studies, the Dormitory lease agreement becomes invalid. The Tenant must settle all payments and hand over to the Dormitory administrator the living premises in proper condition, along with the inventory, permit, and keys.

20. The Tenant must notify of the termination of the agreement no later than the deadline specified in the accommodation agreement prior to moving out, and must arrange a time for the handover of room property and settlement of accounts. The Tenant must leave the room tidy and clean.

21. During reconstruction, renovation, rearrangement, or reorganization of Dormitories, with the aim of more efficient use of premises, improvement of utility services, and saving energy resources, Tenants may be relocated from one room to another or from one Dormitory to another.

22. Tenants are provided with furniture. With the consent of the Dormitory administrator, the use of personal furniture is permitted. The administration is not responsible for personal belongings or other property left in the room. It is strictly prohibited to arbitrarily move Dormitory inventory from one room to another or to carry out any repair or modification works to Dormitory premises or equipment.

23. Dormitory Tenants clean and maintain their rooms, sanitary facilities, and other premises assigned to them. Common-use areas—kitchens, corridors, balconies, work and recreation rooms—are maintained and cleaned by a cleaning company. Tenants must dispose of food waste and other garbage from rooms, kitchens, balconies, and other premises themselves by taking it to the containers. It is strictly prohibited to leave waste or garbage removed from rooms in common-use areas or other places within the Dormitory. Where possible, waste must be sorted.

24. In accordance with orders of the Director of the Institution, Tenants must compensate the Dormitory for any damage caused (to damaged premises, equipment, furniture, inventory, etc.).

### **III. RIGHTS AND OBLIGATIONS OF DORMITORY TENANTS**

25. Tenants have the right to:

25.1. enter and leave the Dormitory at any time of day;

25.2. submit comments and proposals regarding the improvement of living and leisure conditions, staff performance, order, and cleanliness in the Dormitory;

25.3. seek assistance and support from Dormitory staff and call general emergency services;

25.4. use kitchens, sanitary facilities, and showers without limitation, except during sanitation and maintenance periods;

25.5. use laundry services 24 hours a day;

25.6. improve their living conditions at their own expense by carrying out repair or improvement works to Dormitory premises and equipment, subject to agreement with the Dormitory administrator. Tenants are not compensated for improvements or repair works carried out to Dormitory premises, property, or equipment.

26. Tenants may, at the times specified in the Rules, receive assistance when moving into or out of the Dormitory. Persons accompanying the Tenant must present an identity document, which is recorded in the guest registration log. Responsibility for the guests' place of stay and duration lies with the Tenants of the room in which the guest is registered.

27. The Tenant must:

27.1. respect and not violate the rights and legitimate interests of other Tenants, and treat them and Dormitory staff with respect;

27.2. pay accommodation fees in the Dormitory on time;

27.3. compensate for damage caused;

27.4. present the Dormitory permit to Dormitory staff upon request;

27.5. clean and tidy shared kitchen equipment after use, and maintain cleanliness and order in rooms and common areas in accordance with sanitary and hygiene requirements;

27.6. comply with socially accepted standards of conduct: not create noise, not disturb the work and rest of persons living in the Dormitory or neighbouring buildings, and not violate the rights of other Dormitory Tenants (Article 488 of the Code of Administrative Offences of the Republic of Lithuania – “Disturbance of Public Peace”);

- 27.7. independently familiarize themselves with and comply with fire safety requirements;
- 27.8. notify the Dormitory administrator in writing within 3 (three) working days of the termination of studies or expulsion from the Institution;
- 27.9. upon moving out of the Dormitory after completing or terminating studies, pay all outstanding fees and vacate and hand over to the Dormitory manager the living premises in proper condition, along with the inventory, room keys, and Dormitory permit;
- 27.10. protect and take care of inventory, equipment, and other property in rooms, common-use areas, and the Dormitory territory;
- 27.11. use energy resources economically;
- 27.12. ensure that when leaving rooms or common-use areas, or when leaving the Dormitory for a longer period, lights are switched off, unused electrical appliances are unplugged, water taps are turned off, etc.;
- 27.13. immediately inform Dormitory guards if Dormitory inventory, equipment, or other property is broken or damaged, or if any malfunction is noticed;
- 27.14. allow, at any time of day, unhindered access to the rented premises for police, fire safety, energy, and hygiene inspection officials, as well as repair personnel and Dormitory staff, when necessary to ensure compliance with the Rules or in the event of an emergency;
- 27.15. compensate for losses in accordance with the cost estimate provided after an official report on losses caused by the Tenant has been drawn up by the Department of Property Management and Supply;
- 27.16. immediately inform the Dormitory administrator or guard of any actions that contradict the Rules;
- 27.17. upon receiving an invitation, attend a meeting with the Dormitory administrator at a time agreed by both parties;
- 27.18. familiarize themselves with these Rules and undertake to comply with them, as well as independently familiarize themselves with and comply with other internal legal acts of the Institution and the laws and legal acts of the Republic of Lithuania;
- 27.19. comply with lawful instructions of Dormitory staff that do not contradict these Rules.
- 28. The following is prohibited in the Dormitory
  - 28.1. smoking in the Dormitory buildings and on the territory;
  - 28.2. storing, consuming, producing, or distributing alcoholic beverages;
  - 28.3. storing, consuming, producing, or distributing narcotic or psychotropic substances;
  - 28.4. arbitrarily admitting or accommodating persons not registered in the guest log;
  - 28.5. allowing visits by persons under the influence of alcohol or psychotropic substances;
  - 28.6. using pyrotechnics or explosives;
  - 28.7. leaving household waste, dirty dishes, or personal items removed from rooms in common-use areas, or storing furniture, bottles, or other items on Dormitory balconies;
  - 28.8. keeping animals;
  - 28.9. bringing bicycles, scooters, batteries into the Dormitory or charging them;
  - 28.10. arbitrarily moving to another room;
  - 28.11. arbitrarily transferring or rearranging Dormitory inventory from one room to another;
  - 28.12. changing or installing additional door locks without the consent of the Dormitory administrator;
  - 28.13. damaging equipment or inventory in the Dormitory or on its territory;
  - 28.14. moving out of the Dormitory without informing the Dormitory administrator;
  - 28.15. arbitrarily attaching antennas, posters, or other objects to doors, windows, ceilings, or walls that may deteriorate the condition of the living premises;
  - 28.16. using additional heating, ventilation, cooking, or other electrical appliances in rooms, except refrigerators;
  - 28.17. damaging elevator interiors or using the elevator with more persons than indicated in the elevator usage instructions;
  - 28.18. engaging in illegal activities on the internal internet network;
  - 28.19. parking vehicles in areas not designated for parking, blocking entrances to the Dormitory, or creating obstacles that prevent emergency and other services from accessing the Dormitory quickly and safely.

#### **IV. RIGHTS AND OBLIGATIONS OF DORMITORY STAFF**

29. Dormitory staff have the rights to:

29.1. enter a room when necessary;

29.2. when necessary, the Dormitory administrator, guard, or another authorized person may enter the living premises. If Tenants refuse to admit them, Dormitory staff have the right to enter the living premises using spare keys or special means. In such cases, any material damage caused shall be compensated by the Tenants who refused to admit the Dormitory staff member to the living premises;

29.3. carry out room inspections in order to ensure cleanliness and order in the rooms;

29.4. order cleaning services, having first given prior written notice to the room Tenants using the premises, if during cleanliness and order inspections it is established that cleanliness and order in the room, sanitary facilities, hallway, or kitchen do not meet sanitary and hygiene standards. The invoice for cleaning services shall be issued to the Tenant or Tenants of the room(s) using the premises;

29.5. if Dormitory staff find garbage, household waste, dishes, or other personal items removed from rooms in common-use areas, they shall, in order to ensure compliance with cleanliness, order, and sanitary hygiene standards, warn the Tenants and require the immediate removal of such garbage, household waste, dishes, or other personal items. If, after a warning, the items are not removed, Dormitory staff (or cleaning company employees) have the right to remove the items and apply disciplinary measures to all Tenants of that floor, as provided for in orders of the Director of the Institution. If the owner of the household waste, dishes, or personal items cannot be identified, Dormitory staff (or cleaning company employees) have the right to remove the items without prior warning to the owner, and to apply disciplinary measures once the owner is identified;

29.6. deny entry to the Dormitory to Tenants who fail to present a permit or an identity document;

29.7. impose penalties on Tenants for violations of the Rules in accordance with the procedure established by these Rules or by orders of the Director of the Institution;

29.8. perform other functions to ensure compliance with these Rules.

30. Dormitory staff must:

30.1. respect and not violate the rights and legitimate interests of Tenants;

30.2. provide information and consult Tenants on matters related to accommodation and living in the Dormitory.

#### **V. DORMITORY FEE**

31. The Dormitory rental fee is determined in accordance with the prices approved by the order of the Director of the Institution, taking into account the Dormitory's location, condition of the premises, and living comfort.

#### **VI. LIABILITY FOR VIOLATION OF RULES**

32. Penalties for violations of the Dormitory Internal Rules are imposed in accordance with orders of the Director of the Institution.

33. A Tenant who loses the right to reside in the Dormitory must settle all accounts and vacate the Dormitory within the deadline established by the Dormitory administrator.

34. In exceptional cases, if a student removed from the Dormitory fails to return the inventory and vacate within 5 days after the specified deadline, or continues to stay unlawfully in the Dormitory and violates the rules, the Dormitory administrator has the right to propose to the Director that the former Tenant be expelled from the Institution.

#### **VII. EFFECTIVENESS AND AMENDMENT OF THE RULES**

35. These Rules are established in accordance with the applicable laws and regulations of the Republic of Lithuania and the Statute of the Institution.

36. These Rules come into effect, are amended, or repealed by the order of the Director of the Institution.