

COMENIUS UNIVERSITY IN BRATISLAVA
STUDENT DORMITORY DRUŽBA
Botanická 25, 842 14 Bratislava

ACCOMMODATION RULES
OF THE STUDENT DORMITORY
DRUŽBA OF CU

Bratislava 10.03.2020

ACCOMMODATION RULES

of the Student dormitory Družba CU in Bratislava

The management of the Student Dormitory Družba of Comenius University (hereafter referred to as the “SD”) after consultation with the Committee of Dormitories and Accommodation of the Academic Senate of CU in accordance with generally binding regulations, the Special Directive of CU, Organization Regulations of CU and further internal directives of CU publishes these Accommodation Rules of the SD (hereafter referred to as the “AR”).

Article 1

Object of Regulations

The AR in accordance with generally binding regulations and the Special Directive¹ of CU regulate the rights and obligations of tenants, employees of CU and other persons while ensuring the running and maintenance of the buildings of the SD and their equipment.

Article 2

Status and Mission of the SD

1. The SD is an autonomously managed part – a multiple functional organization (building complex) of CU.
2. The SD carries out the function of an accommodational, social and educational building complex.
The mission of the SD is first of all the following:
 - a) to offer accommodation primarily to students of full-time study, internal PhD students, students of Erasmus + or other exchange programs, depending on possibilities to lecturers and employees of the SD and CU, in the hotel part to guests of CU, to employees of other organizations and societies, to external students and to the public,
 - b) to ensure conditions for individual study, physical and mental recovery of the students, support their cultural, social and sport life,
 - c) to ensure board for students and employees of the university, possibly for employees of other organizations.

Article 3

Management of the SD

1. Following Article 2 of these AR, the Director that is the head of the management of the SD is accountable to the Rector of CU.
2. The management of the SD is comprised of the Director and chiefs of departments and it holds meetings at least once a month and when necessary. At its internal meetings it discusses the questions of operation of the SD, including the selection of right methods when executing tasks and mission.
3. The Director of the SD has the rights and authorization related to a final decision that results from point 1 of this Article.

¹ Special Directive – Štatút

Article 4
Committee of Dormitories and Accommodation of the Academic Senate of CU

The Committee of Dormitories and Accommodation at the Academic Senate of CU (hereafter referred to as “accommodation committee”) fulfils mainly the following duties:

- a) takes a stand on price adjustments for accommodation of employees and students in the SD,
- b) takes a stand on proposed internal regulations of CU about accommodation capacity allocation rules of CU and assesses the criteria of accommodation allotment in the accommodation facilities of CU,
- c) fulfils duties according to the internal regulations of CU about accommodation capacity allocation rules of CU and criteria of accommodation allotment in accommodation facilities of CU,
- d) discusses proposed AR,
- e) discusses proposed accommodation contracts valid for respective academic year,
- f) takes part in checking the observance of AR,
- g) takes part in the process of imposing sanctions on tenants violating the AR,
- h) deals with tenants’ comments and suggestions.

Article 5
Accommodation

1. The distribution of accommodation capacity of the SD among the faculties of CU is approved by the accommodation committee in accordance with valid internal directives of CU regulating accommodation capacity allocation rules of CU.
2. There is no legal right for accommodation in the SD. It can be approved based on a request that is submitted by a student in a set period and in line with valid internal directions of CU.
3. Faculties in charge decide about the accommodation of their students under the terms of approved and assigned capacities by the accommodation committee.
4. The agenda concerning the accommodation of students in the SD is realized, maintained and stored by the Students’ Department of the faculty (faculty officer) and by the Accommodation Office of the SD.
5. The SD provides students with accommodation in accordance with notifications about accommodation allotment provided by the CU IT Centre with an exception of the students who were imposed a disciplinary measure - termination of the accommodation contract (hereafter referred to as the “Contract”) with the validity for the whole period of their studies at CU.
6. The SD stipulates the right to refuse accommodation in the new academic year to students who in the past were subject to disciplinary proceeding – termination of the Contract - or they did not cover relevant contractual penalties or accommodation fees in an accommodation facility of CU, even if the faculty reserved accommodation for them.
7. Accommodation in the SD is given to students for the period of one academic year from the 1st September to the 30th June of the relevant year. In July and August, the SD can provide students with accommodation according to the current price list of the SD.
8. If the student does not occupy an assigned place in the SD until the term settled by the accommodation process schedule, he/she loses the right for this place and the Director of the SD decides about its occupation.
9. The student who has the accommodation in agreement with defined terms and conditions will receive a lodging card which entitles its holder to enter the building of the SD. The lodging card is not transferable.
10. The Tenant can move from the assigned room into another only at the time and under conditions determined by the Director of the SD.
11. The Director of the SD reserves the right to move the Tenant into another room for security, hygienic and operational, or other serious reasons, as well as for the purpose of effective housing of Tenants.
12. In July and August accommodation may be provided to:
 - a) students – orphans,
 - b) foreign students,

- c) partakers of organized events and tourist accommodation,
 - d) students who are interested in accommodation in the SD during these months
- (in cases stated in points a) – d) the price of accommodation is determined by the director of the SD).

Article 6

Conditions of Providing Accommodation to Other Persons

The SD may provide accommodation during the academic year also to students of different forms of study than full-time, to employees of CU and guests of CU, possibly of other organizations on condition that the accommodation of students is not hindered or disrupted. Under-age persons and families with small children cannot be housed in the SD. Applicants whose permanent address is identical with the given faculty's seat, will not be provided with accommodation if the dean of the concerned faculty does not grant them exemption. It is the director of the SD who decides about providing accommodation in the SD to other persons. During the academic year the SD does not accept family members (spouses, children or parents) of students for accommodation in students' rooms.

Article 7

Rights and Obligations of the Tenant

1. The Tenant has these rights:

- a) to receive basic equipment in the room (bed, chair, desk, shelves, duvet, pillow, bed linen),
- b) to use all common premises of the SD including the sport area,
- c) to receive visitors in visiting hours after registering them and picking them up at the reception desk of the SD (see Article 13 of the AR),
- d) to report any violation of the regulations of the AR noticed at the SD at any time, (e.g. disturbing the quiet hours, damaging or polluting the property of the SD, etc.) in person or by phone at the respective reception on phone no. +421 2 602 99 111 (D1) and +421 2 602 99 232 (D2),
- e) to use the study rooms in both buildings for the purpose of studying,
- f) for maintenance and repair of reported damages or disorders in the apartment within the scope of technical, economical and operational possibilities of the SD,
- g) to move to another room for sufficiently justifiable reasons, in case of free capacity, at times and under conditions determined by the accommodation provider and published on the website of the SD,
- h) to receive a confirmation of accommodation for the foreign police upon request,
- i) to take an active part in the social life of the SD,
- j) to present suggestions and comments concerning all fields of life in the SD.

2. The Tenant has these obligations:

- a) to keep the regulations of these AR, the regulations of the Accommodation Contract, all security, anti-fire and hygiene regulations as well as other generally mandatory regulations,
- b) to follow the instructions of the director of the SD, of the deputy director of the SD, of the management of the SD as well as of other authorized staff of the SD,
- c) during check-in at the SD:
 - to submit their valid identity card or passport, in case of visa obligation to submit their valid visa or residence permit,
 - to submit 1 photograph 4x4cm no older than 2 years (photos are not given back to the Tenant),
 - to write true details in the Accommodation Contract,
 - to submit a signed Accommodation Contract,
 - to hand in the second part of the Lodging Card to the place determined by the staff of the SD, in case of its loss to pay the fine for issuing a duplicate of the Lodging Card,
 - to pay the price of accommodation and deposit under the terms and conditions set in the Accommodation Contract,
- d) to occupy only the room assigned to them,

- e) to report to the accommodation office any damages or missing inventory noticed in the apartment when checking in,
- f) to behave towards employees of the SD and other persons in the premises of the SD with respect to their right of public honour and human dignity,
- g) to avoid anti-social behaviour,
- h) to undergo a medical check or other medical or hygienic measures if circumstances demand it,
- i) to respect the quiet hours from 10pm to 6am in all premises of the SD. During quiet hours causing or spreading any noise is prohibited. This noise policy applies also to the lobby, hallways and the courtyards surrounding the SD,
- j) not to cause persistent noise nuisance,
- k) to maintain tidiness and cleanliness in common facilities and premises as well as in the whole residential complex of the SD,
- l) to familiarize themselves with regulations and directives concerning safety, health and fire protection and to keep them throughout the whole period of residing at the SD,
- m) to keep the studio apartment tidy and clean throughout the whole period of residing at the SD,
- n) to follow “clean yourself” instructions:
daily: throw away rubbish, keep the whole apartment and the balcony in order, keep the toilet, bathroom and the hot-plate clean
weekly: mop the floor in the room (also under tables and beds), mop the floor in the toilet, hall and the bathroom, clean and disinfect wash basins, shower stall (shower box) and the toilet, dust the room
every 3 months: clean the refrigerator and the floor under it,
- o) to make the apartment accessible to the Accommodation Provider in working days from 8am to 3pm for checks of inventory, hygiene or of the proper use of the apartment, as well as for the purpose of technical revisions or other special purposes (e.g. disinsection, change of wallpaper, painting the wall, etc.),
- p) when entering the SD to show their lodging card without being asked and in the premises of the SD upon request to the staff wearing a name badge of the SD,
- q) to protect the environment,
- r) to report to the accommodation office any shortcomings or damage noticed in the studio apartment without delay,
- s) to comply with the conditions regarding receiving visitors in terms of Article 13 of these AR,
- t) to compensate for damages caused by the Tenant and pay fines in their full amount and by the deadline determined by the SD,
- u) to save water and electricity,
- v) to protect the studio apartment against theft of personal things by closing and locking the door and not lending the keys or leaving them available to anyone,
- w) to protect the keys and the lodging card against theft,
- x) to report to the accommodation office of the SD the theft of keys to the studio apartment without delay,
- y) to avoid excessive wear, devaluation, disablement or damage of the assigned accommodation space and inventory due to their own fault or another person’s fault,
- z) before leaving the apartment to turn off all electrical appliances and the tap, switch off all lights, shut the windows and the balcony door,
- aa) to behave according to the instructions of the Director of the SD or a person of staff authorized by the Director when special occasions (like disinsection, painting the wall, construction of engineering networks, etc.) require that,
- bb) to change their bed linen every 2 weeks in the bed linen store. In case of losing, damaging or exceedingly soiling the bed linen, the tenant is obliged to pay the price for a new set,
- cc) to prevent pollution of their mattress, quilt and pillow by using their covers, or in case of non-use of quilt and pillow to store them in a plastic sack. If Tenants exceedingly soil their mattress, quilt or pillow, they are obliged to pay the price for a new mattress, quilt or pillow,
- dd) if the Tenant finds any parasitic insects in the apartment (bed bugs, lice, fleas, etc.) they are obliged to inform the Accommodation Office about this fact asap. The Tenants living in the affected rooms are supposed to follow all steps determined by the management of the SD leading

- to extermination of the parasites. All costs of the disinsection procedure (spraying, disposal of mattresses, bed linen, quilts and pillows) are covered by the tenants living in the affected room,
 - ee) to use only allowed electrical appliances in the room and the premises of the SD (see Annex No. 1),
 - ff) to respect the rules of using the SD's computer network,
 - gg) to report the loss of the lodging card at the reception desk when entering the SD and at the accommodation office without delay,
 - hh) if the Tenant loses the lodging card or it gets stolen, to get a new lodging card at the Accommodation Office within 5 days after the issue of a temporary card. Failing this will be considered a minor offence,
 - ii) after its expiry to return the temporary lodging card to the Accommodation Office.
3. Before vacating the apartment, the Tenant is required:
- a) to follow the instructions of the Accommodation Office,
 - b) to hand over to the administration of the SD a clean room and its inventory,
 - c) to give back bed-linen, keys and lodging card to the SD,
 - d) to pay any outstanding fees and fines,
 - e) to check out at the Accommodation Office.
4. Damages to apartments (caused intentionally or accidentally) are covered by the Tenants in full amount in terms set by the Director of the SD. When wallpaper or doors of the studio apartment are markedly damaged, the students are required to pay the full amount of the price for new wallpaper or door, covering all real costs.

Article 8

Rights and Obligations of the Accommodation Provider

1. The Accommodation Provider has the following rights:
- a) to enter, even without an approval of the Tenant, the premises reserved for their accommodation at any time: if life or property is in danger, in order to stop danger to public order, when removing any faults or doing a technical revision, in case of a serious suspicion of unauthorized accommodation of strange persons or in case of any other breach of these AR,
 - b) to move the Tenant out, possibly to put their belongings to a different place, if the Tenant does not vacate the room upon ending of their accommodation,
 - c) to carry out a check of observation of hygienic, safety and fire regulations as well as of the proper use of the apartment in terms of these AR and of the Contract in the presence or absence of the Tenant between 8am and 3pm on any working day. The check is carried out by a committee whose members are determined by the director of the SD, composed of minimum two employees of the SD. In case of an unsatisfactory assessment, a record of the check is written. The record includes: date and time of the check, names, surnames and signatures of the staff, the purpose of the check and the result. The Tenants will be informed about an established breach of obligations resulting from the Contract on the same day of the check of the apartment,
 - d) if receptionists or other members of staff, wearing a name badge of the SD, find out that the Tenant is violating the Contract or these AR, they are authorized to withhold the Tenant's lodging card.
2. The Accommodation Provider has the following obligations:
- a) to hand over the apartment to the Tenant in a condition that enables normal use of the apartment,
 - b) to inform the Tenant about the regulations concerning Safety, Health and Fire Protection and these AR,
 - c) to provide the Tenant with normal and undisturbed use of their rights related to accommodation in conditions laid down in the Contract and these AR,
 - d) to notify the Tenants about activities and works in the SD and its surroundings that restrict an undisturbed use of their rights related to accommodation,

- e) in emergency upon the request of the Tenant to open the door to their room 24/7 under the conditions determined by the landlord – see Annex No. 3 of these AR,
- f) to change the lock to the apartment and provide the Tenant with new keys if the Tenant loses their keys (or they were stolen); the Tenant must pay a fixed fine.

Article 9 Residence Fees

1. The Tenant is obliged to pay the residence fees and deposit according to terms set in the Contract. The accommodation fees are established for one bed (one person) for one calendar month, regardless of the real number of nights of accommodation in the current calendar month.
2. The Tenant is required (upon request) to show the proof of payment for the accommodation to the Accommodation Provider within 5 working days after the receipt of the request.

Article 10 Disciplinary Measures

1. A disciplinary measure is applicable to a Tenant who broke the rules defined in these AR or in the Contract. Disciplinary measures are imposed individually, considering the gravity, danger, character and consequences of an offence. Disciplinary measures are imposed by the Director of the SD or by an employee commissioned by him. Succession of disciplinary measures according to section 2 points a) – c) of this Article is not considered.
2. Disciplinary measures are:
 - a) a fixed fine in line with the Contract and Article 11 of these AR,
 - b) the last warning preceding the termination of the Contract,
 - c) the termination of the Contract implying the loss of the right to get accommodation in all accommodation facilities of CU during the whole period of study at CU.
3. The rights of the faculties to impose measures on their students according to their Disciplinary Order are not touched by these AR.
4. Tenants have the right to comment on their offence before the imposition of any disciplinary measure.
5. The decision about imposing any disciplinary measure on the Tenant must have a written form and must be given to the Tenant in person or sent to the address of his/her permanent residence.

Article 11 Offences and fines

1. If the Tenant breaks any regulation set out in these AR or in the Contract, they are obliged to pay fixed fines defined in this Article and in the Contract. The Tenant is not exempted from the obligation to cover any damages caused to the property of the SD by paying a fixed fine mentioned below. In case of a major offence against these AR, the accommodation provider is entitled to terminate the accommodation contract.
2. Major Offences against these AR and corresponding fines:
 - a) unauthorized accommodation in the SD of persons who do not fulfil the preconditions for accommodation defined by the director of the SD in accordance with Article 13 section 3 of these AR: a fixed fine **66 €**
 - b) enabling entrance into the SD of persons who do not fulfil the preconditions for accommodation defined by the director of the SD in accordance with Article 13 sections 2 and 3 of these AR: a fixed fine **33 €**
 - c) leaving a visitor in the premises of the SD after visiting hours (after 11 pm): **a fixed fine 33 €**

- d) falsifying the lodging card (e.g. copying, alteration) in order to enable entry into the SD to persons who do not have permission from the management of the SD or showing a falsified lodging card to the staff of the SD: a fixed fine **99 €**
- e) lending the lodging card to persons in order to enable them unauthorized entry into the SD: a fixed fine **66 €**
- f) lending the keys to the studio apartment to someone else: a fixed fine **33 €**
- g) committing crime in the premises of the SD,
- h) conscious or careless damaging or polluting the property of the SD, security and fire installations, including other forms of vandalism: a fixed fine **99 € + covering the damage costs**
- i) damage or pollute the outdoor area of the SD (e.g. pollute or graffiti the sports areas of the SD, the walls of the buildings, etc): a fixed fine **99 € + compensation for the damages**
- j) violent behaviour, physically or orally threaten the staff of the SD, another Tenant or a visitor of the SD: a fixed fine **99 €**
- k) public defamation of a nation, nationality, language, race, ethnic group, religious group or sexual orientation: a fixed fine **66 €**
- l) anti-social behaviour towards another tenant, a visitor or the staff of the SD: a fixed fine **33 €**
- m) to hinder other tenants' normal and undisturbed use of their rights related to accommodation in conditions laid down in the Contract and these AR: a fixed fine **33 €**
- n) a failure to pay the costs of accommodation in the amount and by the deadline defined in the Accommodation Contract
- o) a failure to pay a fine or compensation for a damage by the stated deadline
- p) performing any commercial activities without the agreement of the Director of the SD (production or sale of goods, using the room as a commercial office or depot, etc.): a fixed fine **66 €**
- q) distribution, keeping or using any narcotics, psychotropic substances or poisons: a fixed fine **66 €**
- r) founding, promotion or supporting sects, extremist groups or movements: a fixed fine **66 €**
- s) keeping or hiding any ranged or melee weapon: a fixed fine **66 €**
- t) throwing any objects out of windows or balconies of the SD which may threaten life and health of other tenants, visitors or employees of the SD: a fixed fine **99 €**
- u) smoking in the premises of the SD including balconies or allowing a visitor to smoke: a fixed fine **33 €**
- v) repeated storing of alcoholic drinks or their excessive use in the premises of the SD: a fixed fine **33 €**
- w) repeated disturbance of quiet hours between 10pm and 6am: a **fixed fine 33 €**
- x) repeated disturbance of other tenants with excessive noise (e.g. loud music or noisy behaviour) between 6am and 10pm: a **fixed fine 20 €**
- y) a refusal to show the Tenant's valid lodging card to the staff wearing a name badge of the SD when entering the SD or in all premises of the SD: a fixed fine **33 €**
- z) a breach of standards of hygiene or using banned electric appliances in the apartment (see Annex No. 1 of these AR): a fixed fine **10 €**; for a repeated breach: a fixed fine **20 €**
- aa) repeated committing of a minor offence or other regulations of the AR

3. Minor Offences against these AR and corresponding fines:

- a) disturbing the quiet hours between 10pm and 6am: a fixed fine **16 €**
- b) disturbing other tenants with excessive noise (e.g. loud music or noisy behaviour) between 6am and 10pm: a fixed fine **10 €**
- c) excessive use or storing of alcoholic drinks in the premises of the SD: a fixed fine **16 €**
- d) throwing any objects or rubbish (including pouring out liquids) out of windows or balconies of the SD: a fixed fine **33 €**
- e) a failure to report to the accommodation office any discovered shortcomings (e.g. dripping tap, running toilet, clogged sink or toilet) in the studio apartment without delay: a fixed fine **16 €**
- f) using the hot plate in a different place from the designated one: a fixed fine **16 €**
- g) taking away cutlery, crockery or any inventory out of the student's canteen or common premises of the SD: a fixed fine **16 €**
- h) keeping any pets or exotic animals in the room: a fixed fine **16 €**
- i) taking out mattresses or furniture to the balcony: a fixed fine **33 €**

- j) using a temporary lodging card after its expiry: a fixed fine **16 €**
 - k) a failure to report the loss of keys to the studio apartment: a fixed fine **33 €**
 - l) leaving a visitor in the premises of the SD without the Tenant's company: a fixed fine **33 €**
 - m) using roller skates in the premises of the SD: a fixed fine **16 €**
 - n) moving arbitrarily from the assigned room to another: a fixed fine **16 €**
 - o) moving or decomposing the inventory and equipment of the SD: a fixed fine **16 €**
 - p) using the Tenant's mattress, quilt or pillow without their covers: a fixed fine **16 €**
 - q) a failure to protect an unused quilt or pillow from getting dirty or dusty by storing them in a plastic sack: a fixed fine **16 €**
 - r) having a visitor overnight without the agreement of the other tenants in the room: a fixed fine **16 €**
4. If the Tenant does not pay the deposit or residence fees in the period defined in the Contract, they are obliged to pay a fixed fine in the amount defined in the Contract for each day of delay.
 5. If the Tenant does not vacate their room in accordance with these AR and the Contract by the term of the Contract expiry, they will be charged a fixed fine for each day of delay. Upon eventual handing back the room the Tenant will be required to pay residence fees for the current month.
 6. If the lodging card or room keys of the Tenant are lost or stolen, the Tenant must pay all costs defined in the Contract.

Article 12

Termination of Accommodation

1. Accommodation expires by the lapse of the contract period.
2. Tenants lose the right of accommodation if they violate good manners by a major offence or else gravely violate their obligations resulting from the Contract and the AR.
3. The accommodation of a student terminates by completing or interruption of university studies, by exclusion from studies or by the transfer of the student to another university or faculty that does not have assigned places in the SD or obtains permanent residence at the seat of the faculty. Students are obliged to report any of above changes to the accommodation office of the SD within 3 days after the change.
4. If a student does not agree with the accommodation of other students in their room, their accommodation will be cancelled immediately, and they have to leave the SD without being provided with other alternative accommodation. In justified cases the director of the SD may decide to move the student to another room (in case of vacancies).
5. After finishing or interruption of the university studies:
 - a) a foreign student (EU non-resident) can stay in the SD no longer than one month from the date when the decision about their finishing or interruption of their study is put into force,
 - b) a Slovak student and an EU resident must vacate the accommodation within 3 days after the decision about the finishing of their study is put into force.
6. If the Contract is terminated by the director of the SD according to point 2 of this Article, the Tenant is obliged to vacate the SD within 3 days from the date of the decision about the termination.
7. If the student does not move out of the SD by the determined deadline, the Director will adopt steps to their immediate displacement about which a written record will be prepared.
8. The SD informs the relevant faculty about the termination of the Contract with the student.
9. If the Contract is terminated by the Director of the SD according to point 2 of this Article, the student loses the right of accommodation in all accommodation facilities of CU during the whole period of their studies at CU.
10. The Tenant is required to hand over their room with its original inventory, keys, lodging card and bed linen to the Accommodation Provider upon ending of their accommodation at the latest. If the Tenant fails to fulfil this obligation, his/her accommodation will not be duly finished, and the Accommodation Provider will claim the charges and fines in line with the Contract until the date of the due ending of the Tenant's accommodation.

11. The Tenant is responsible for clearing all personal belongings from the accommodation before returning the room keys to the Accommodation provider. Property left behind, which has no obvious value (i.e. clothing, shoes, CD's, videos, books etc.) will be disposed of.

Article 13 **Internal Order and Receiving Visitors**

1. The SD opens at 6am and closes at midnight (12am). After this time, it usually opens every 30 minutes or every hour depending on the season and the decision of the Director of the SD. After midnight, Tenants are obliged to show their valid lodging card before entering the building.
2. Visitors during the day:
Tenants can receive visitors under the following conditions:
 - a) Visitors can be registered only between 8am and 10pm.
 - b) Visitors must check out by 11pm the latest.
 - c) Visitors can be received only on the ground floor of the SD near the reception or in the Tenant's room if all roommates of the Tenant agree.
 - d) Visitors who are evidently under the influence of alcohol, narcotics or psychotropic substances or behave aggressively and do not keep the principles of good behaviour, will not be allowed to enter the premises of the SD and they lose the right to visit the Tenant.
 - e) Visitors are obliged to announce their arrival to the receptionist of the SD and leave a card proving their identity (e.g. ISIC card or any other with a photo except their ID card, passport or health insurance card) at the reception during the whole period of their visit. The visitor must be registered in the book of visitors at the reception. Tenants are obliged to pick up their visitor at the reception. Tenants must provide their lodging card to the staff of the SD as a guarantee for the whole period of visit. Tenants are responsible that their visitors keep these AR during the whole period of their visit.
 - f) Upon ending the visit, the Tenant must accompany the visitor to the reception for the check-out. After 11pm no strangers are allowed to stay in the premises of the SD with the exception of cases according to point 3 of this Article.
3. Visitors staying overnight:
Tenants can have an overnight guest who is a university student and whose accommodation contract was not terminated in a disciplinary proceeding at any accommodation facility of CU up to a maximum of 5 nights on a free bed of the Tenant's room under conditions determined by the director of the SD. The following conditions must be fulfilled:
 - a) receiving accommodation is subject to the consent of all roommates of the tenant,
 - b) visitors who are evidently under the influence of alcohol, narcotics or psychotropic substances or behave aggressively and do not keep the principles of good behaviour, cannot stay overnight as visitors of a Tenant,
 - c) Tenants are responsible that their visitors keep all regulations of these AR during the whole period of their visit. If a visitor violates any of these AR, the Tenant may be imposed a disciplinary measure (e.g. based on a complaint of the Tenant's roommates.)
 - d) Tenants must pick up their visitors at the reception. The visitor must not be left in the premises of the SD without the company of the Tenant.
 - e) visitors can be signed in at the reception of the SD between 6 pm and 11:30 pm. The time of check-out is by 10 am,
 - f) when receiving a visitor, the Tenant is obliged to leave his/her lodging card at the respective reception during the whole period of the visit,
 - g) during check-in visitors are obliged to show at the reception their ID card or passport and leave their ISIC card at the reception throughout the whole period of visit,

- h) the payment for the whole period of stay is made before the accommodation of the visitor; the receptionist will deliver a receipt to the visitor in order to prove the realization of the payment,
- i) the visitor will get clean bed linen,
- j) the visitor is obliged to check out at the reception in the company of the Tenant.

4. Short-term accommodation of visitors in lecturers' and employees' rooms:

Tenants who have accommodation at lecturers' or employees' rooms, may receive non-students as visitors staying overnight for maximum 5 nights. The price of short-term accommodation of non-students is determined according to the valid price list. All other conditions from point 3 of this article apply for short-term accommodation at lecturers' and employees' rooms.

Article 14 Safety and Fire Regulations

1. The Tenant must comply with the ban on smoking in the whole building of the SD.
2. Tenants are obliged to familiarize themselves with the Safety and Fire Regulations of the SD as well as with its evacuation plan and fire alert directives, which are displayed on each floor of the SD near the elevators.
3. This article is part of the accommodation contract.
4. It is strictly forbidden to use any heating or electrical appliances, heaters included that are not a part of the apartment's equipment. It is also forbidden to do any activity where fire is open, to use matches or candles as a light source. Everyone who uses appliances permitted by the management of the SD is required to maintain the producer's manual and instructions. The appliance must be immediately switched off after use.
5. Any interference in the electric system in the building is forbidden.
6. The building is equipped by portable fire extinguishers that are designed for a possible anti-fire action. Everyone is required to be familiarized with their use. Fire extinguishers and fireplugs must not be damaged, moved or used for a different purpose than to extinguish fire. The access to fire extinguishers and fireplugs must be permanently free.
7. Tenants are required to maintain the electrical installation in working order and are forbidden to do any work where fire can be kindled or that requires a special qualification according to special regulations.
8. It is forbidden to damage or to remove protection and safety equipment or its components and to put them out of service.
9. Any damage to equipment or its components or a breach of these regulations must be notified by the Tenant at the reception immediately.
10. Paper, wood and textile represent highly flammable materials. A temperature above 160°C sets them on fire. The premises of the SD can contain only such an amount of flammable materials, which is indispensable for ensuring feasible accommodation conditions.
11. In case of fire it is immediately necessary to turn off electricity and to extinguish fire by using a fire extinguisher and fireplugs. If it is not possible to extinguish fire personally, tenants must report the fire according to the fire alert directives.

Article 15 Various Provisions

1. The SD is considered an academic ground. Members of the police have the right to enter the building and the whole area of the SD in conditions defined and written in the law about universities and in the Special Directive of CU. Only the rector of CU can allow entry of authorities active in crime scene investigation.
2. The Rector of CU is entitled to take extraordinary sanitary measures, including the closure of SD, in order to prevent the start and spread of infectious diseases at CU.

3. Political parties and political movements are not allowed to create their institutions or to promote their activity in the SD.
4. Mass events can be held on premises of the SD only with the approval of the Director or his representative in charge.
5. These AR adequately refer also to other Tenants in the SD and they are obligatory also for all employees who have some working relation with the SD and with CU, as well as strangers present in SD's buildings and their surroundings.
6. Questions and matters not included in this document must be settled in accordance with generally binding regulations, the Special Directive of CU and further valid internal regulations of CU.

Article 16 **Final Provisions**

1. The Accommodation Rules of SD CU from 01.09.2019 are hereby repealed.
2. These AR are valid from the day of their confirmation by the Director of the SD and are rightful from 10.03.2020.
3. The AR can be possibly modified or amended through annexes.
4. The AR include the following Annexes:
 - Annex No. 1: The list of approved appliances and banned appliances in the SD
 - Annex No. 2: Directive no. 1/2016 of the Director of the SD concerning occurrence of any parasitic insects (bed bugs, lice, fleas) in the students' rooms
 - Annex No. 3: Emergency Access to the Tenant's apartment

Bratislava 10.03.2020

Mgr. Ivan Daňo
Director of the SD Družba CU

LIST OF APPROVED AND BANNED APPLIANCES IN THE SD DRUŽBA CU

Approved:

- shaver
- hair dryer
- hair iron
- personal computer, notebook, printer
- TV, radio, CD recorder

Banned:

- heaters of all types
- private hot plate
- electric kettle
- microwave oven
- private fridge
- portable air conditioner
- all other appliances that are not mentioned as allowed



**DIRECTIVE NO. 1/2016 OF THE DIRECTOR OF THE SD
CONCERNING THE OCCURRENCE OF ANY PARASITIC INSECTS
(BED BUGS, LICE, FLEAS) IN THE STUDENTS' ROOMS**

1. If any parasitic insects occur in the room (bed bugs, lice, fleas), the Tenants are obliged to inform the Accommodation Office about this fact ASAP.
2. The staff of the Accommodation Office informs a responsible person – the head of the technical department, who will be responsible for coordinating all measures taken and for the communication with a pest control company.
3. A pest control company will be called instantly and an immediate action for exterminating the parasites will be taken.
4. The tenants living in the affected rooms are obliged to follow all instructions given by the management of the SD.
5. A proper spraying will be performed in the affected room with a subsequent placement of a smoke cartridge.
6. Immediate surroundings of the room will also undergo spraying.
7. At least 4 hours upon the application of the spraying the Tenants are not allowed to enter the room.
8. Subsequently, the Tenants may take their belongings from the affected room and the clothes must be properly washed at a high temperature.
9. A following spraying of the room will be repeated according to the need, the earliest in 10 – 14 days. A proper pest control will be performed, and the bed linen changed.
10. The maximum duration of the whole procedure (including the repeated spraying) is 3 weeks.
11. This Directive is part of the AR SD CU.

Mgr. Ivan Daňo
Director of the SD Družba CU

Bratislava, 1st September 2016

EMERGENCY ACCESS TO THE TENANT'S APARTMENT

If a Tenant gets locked out of their room, the Accommodation Provider can open their apartment upon request in the following way:

The service is provided:

- 1) Mo – Thu: 7 am – 3 pm by the maintenance staff of the SD
- 2) Fri: 7 am – 12:30 pm by the maintenance staff of the SD
- 3) on working days between 3 pm and 7 am, at weekends and during public holidays, by the reception of the SD

The Tenant must meet the following conditions:

- 1) the Tenant must submit their lodging card to the reception,
- 2) the receptionist writes down the name of the Tenant, the room number and the date to the „Book of emergency apartment access “,
- 3) the Tenant will be charged 3,30 € in working days between 3 pm and 7 am, during weekends and public holidays,
- 4) the staff of the SD will open the apartment only to the Tenant who submits their lodging card and pays the charge.