

Dormitory Rules

There is a receptionist at the dormitory 24/7. Phone +372 511 6262

- You will receive your key card upon arrival. The card opens the front door until 11 pm, the door to your floor, to the apartment and to your room.
- All residents use **the main entrance** only to enter and leave the dormitory. You have to use your card every time you are going out or coming in.
- **The quiet hours are from 11 pm to 07 am.** It is not allowed to go to other rooms or stay in common areas during these hours. During quiet hours the main door is closed!
- **You will receive a Wi-Fi password at the reception desk.** You are not allowed to download large files (movies, games, videos, etc.) or create network extensions (modems, switches, network devices, etc.).
- **Smoking** (including chewing tobacco, snuff, hookah or similar, electronic cigarettes) is not allowed in rooms or on the school grounds. Smoking is permitted only in the smoking area outdoors from the age of 18.
- **Energy drinks** are not allowed.
- It is prohibited to consume, acquire or distribute **alcohol or drugs** in the dormitory or on the school grounds and you must not have prohibited items/substances in your room. If in doubt, the administrator has the right to use a breathalyzer and/or call the police if you are intoxicated. Your school will also be contacted and problems will be reported.
- You will be given a clean room in the dormitory. Keep the room tidy every day and empty your trash cans if needed. If you need trash bags, please ask administrator. We have cleaning day on **Wednesdays** –a vacuum cleaner and other cleaning equipment are available at the lounge. Staff of dormitory check the rooms.
- Guests are not allowed
- After cooking, always check that you have turned off the stove and microwave and kitchen is clean after you.
- Every time you leave your room, turn off the lights, close the windows and make sure that the electrical equipment is unplugged and the door is locked.
- You are responsible for the room and therefore, when you check out, you will need to collect your personal belongings and clean the rooms (room, kitchen and washroom) before you vacate the room. Trash should be taken to a designated place. The dormitory key card must be returned to the reception desk. Damage to the property of the dormitory must be compensated.

- The staff of the dormitory have access to your room during your stay and they are required to inspect the room.
- If you are not spending the night at the dormitory, inform the administrator beforehand and say when you plan to return. Minors must have parental consent.
- Pillows, blankets, bed linen and towels are in your rooms, but they are the property of the dormitory. **Do not throw used towels on the floor** - this is not a hotel. Bed linen is changed every two weeks.
- If you need to wash your clothes, ask for more information at the reception. A washing machine and dryer can be used.
- You are not allowed to enter the dormitory in workwear – clothes must be changed in the workplace.
- You must not install any electrical equipment (including a speaker) without the permission of the administrator. Open flames / candles are not allowed in the dormitory.
- Do not open fire exits or make fire alarms go off without cause. If you make a fire alarm go off for no reason, you will have to pay €32.
- If you feel unwell, you must notify the administrator. Contact your administrator for first aid supplies and further instructions. If you use medication every day, make sure that you have enough of it.
- The staff of the dormitory is not responsible for things stolen from the rooms.
- Adhere to the accepted ethical principles and rules of behaviour – be polite with other residents and staff of the dormitory, do not shout or listen to loud music, do not disturb other residents' sleep, etc.
- **Before you leave the dormitory, please bring used bed linen and clean the room. The room must be in the same condition as when you moved in.**
- In the event of a fire, a fire alarm sounds and all residents of the dormitory must leave their rooms immediately. If you discover a fire, call 112 immediately and notify the administrator. Each floor has two exits. There are fire extinguishers on each floor and evacuation plans on the walls. Please be aware of your evacuation routes. Evacuated residents must gather and wait on the game court in front of the dormitory until they are given further instructions.
- Please contact the administrator if you have any questions or concerns. If you violate these rules, the head of the dormitory has the right to cancel your accommodation in the dormitory. In this case, you will still be charged for the accommodation for the entire period for which your reservation was made.