

# 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.).
- If you are not spending the night at the dormitory, **inform** the administrator beforehand and say when you plan to return.
- The use of bed linen is mandatory, bed linen is changed every two weeks. **Do not throw used towels on the floor** - this is not a hotel.
- If you need to wash your clothes, ask for more information at the reception. A washing machine and dryer can be used, laundry detergent is provided.
- Open flames / candles are not allowed in the dormitory.
- 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.
- 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 loud music, do not disturb other residents' sleep, etc.
- 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.
- Do not open fire exits or make fire alarms go off without cause (always use ventilation in kitchen when you cook!). If you make a fire alarm go off for no reason, you will have to pay **€32**.

- Please contact the administrator if you have any questions or concerns.
- Damage to the property of the dormitory must be compensated.
- You must leave your room nice and tidy every day. This means: switch off the lights, computer and other electric equipment. Throw waste into the rubbish bin (sort!). Close the window.
- We have cleaning day on **Wednesdays** –a vacuum cleaner and other cleaning equipment are available at the lounge. Staff of dormitory will check the rooms.

**You are not allowed to:**

- Jump out/climb in through the windows
- Have alcohol in the rooms. Nor empty alcohol cans/bottles (If in doubt, the administrator has the right to use a breathalyzer and/or call the police if you are intoxicated.)
- Taking/selling /using psychedelic substances
- Drink energy drinks
- Cover surveillance cameras or smoke alarms
- Have guests
- 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
- Use any kind of violence (verbal, physical, psychological)

Violation of these rules may have consequences for your stay at the dormitory and may lead to expulsion. Your school will also be contacted and problems will be reported.

The dormitory manager has the right to check your room or personal belongings if there is a suspicion that the rules are being violated.

**Before you leave the dormitory:**

- collect your personal belongings
- clean the rooms (room, kitchen and washroom) before you vacate the room. The room must be in the same condition as when you moved in
- trash should be taken to a designated place
- the dormitory key card must be returned to the reception desk
- **please bring used bed linen to administrator**
- You will have to pay **20€** if the bed/duvet/pillow is used without a sheet/pillowcase/duvet cover
- If you lose keycard, this will cost **10€**