

LABOROOMS RULES

Living with people in common accommodation brings with it a responsibility to treat others as you would like to be treated yourself. Be conscious of your flatmates and neighbours whilst you are socialising and taking part in recreational activities within your flat and please try to return to your rooms as quietly as possible if coming home late at night.

In LABORooms it is very likely that in one apartment, will live students from different countries and both sexes. On the one hand, you will be included in a community that will support education and personal growth, but on the other hand, differences of opinion will have to be settled between you in a civilized and friendly way.

Be considerate towards your fellow students, staff and neighbours by taking note of the following points:

- Keep **noise** at a level that does not interfere with the study, sleep and comfort of other residents, staff and neighbours.
- Behave with **respect and consideration** towards other residents, staff and your neighbours. This includes not using foul and abusive language, not using other residents' possessions without permission and respecting the privacy of others
- We do not tolerate any form of **bullying** or **harassment**, whether it be based on someone's faith, gender, sexuality, race, disability or other
- Quiet hours in and around the rooms/flats are from 22:00 pm to 07:00 am every day.

I. CLEANLINESS:

Because LABOrooms tenants live in proximity to each other, all residents are expected to maintain cleanliness and hygiene in their living unit. Some causes for concern would include but are not limited to a significant odor, excessive trash rotting, or spoiling food left in the open, debris covering exit ways, etc. You are responsible for the cleanliness of your own room (and bathroom if your room is en-suite and kitchen if you occupy a studio or flat). You are also responsible for cleaning shared or communal facilities after you have used them; this includes showers, toilets and kitchen facilities. Vacuum cleaners are available at each Apartment/Flat. You are responsible for the removal of rubbish to the place specified by the Laborooms Management. You are also responsible for recycling items including paper, glass, plastic, bottles and cans. Rooms and/or flats will be inspected from time to time and if areas fall below an acceptable standard for health, safety and fire regulations, then they will be closed off, brought back up to standard and a charge may be levied against resident(s) for cleaning. From each student a cleaning fee of 100 PLN is charged for the cleaning of the room/apartment at the end of the semester. This does not mean that there is to be a mess in the living room when you move out.

II. RESPECT FOR YOUR ACCOMMODATION

- You are obligated to look after your accommodation unit with care and to use it only for its intended purposes. You should also prevent the aforementioned accommodation unit from loss, damage or contamination and use technical appliances safely.
- You are obliged to use electricity, heating and water in an economic fashion. During winter, windows should be closed when you have left the room.
- When you go out for winter holidays turn off the radiator for at least 1-2 (details can be found in the Flat MAnnual), otherwise the radiator may be inflamed which could cause a heating failure in your apartment.
- Even if you do not live in a rented apartment during the holidays you are required to pay the heating cost during your absence.
 - You may not use your room for any business purposes or illegal activity
 - Pets are not allowed in your accommodation.
 - Don't tamper with any electrical equipment, gas installations/appliances or any fire-fighting equipment (without good reason)
 - Due to the fire risk, you must not use any items which may have a naked flame or produce heat, for example, candles and oil lamps, etc
 - Do not bring weapons of any kind, such as knives, airguns or swords (even if they are only ornamental)
 - All pests of any sort are to be reported to the LABORooms staff with immediate effect.
 - Bicycles may not be placed in communal areas in the building like corridors, entrance, stairways and more as they could prevent fire exist. Bicycles

may be placed in intended areas or cycle rooms. If bicycles are found to be violating any space, the caretaker will remove them. We do not accept any liability for bicycles.

III. Damage

You are undertake not to:

- Change or damage the decorative finish of the apartment or study bedroom or communal areas of the building.
- a. - Affix any notice, poster, or similar article to the walls, doors, furniture or ceilings in such a way as to mark or damage the decorative finish. The use of 'blue tac', sticky tape, drawing pins or nails is prohibited. Picture hooks supplied by the occupant, will be fitted by maintenance LABO staff on request to the room/flat. Rooms will be assessed for any/all damages beyond what a reasonable person would determine to be a result of normal wear and tear including, but not limited to, defaced plaster or woodwork, broken windows, lights, furniture, or the general deterioration of property due to misuse and room occupants will be held liable.
- b. - Cook without ensuring that mechanical ventilation is switched on.
- c. - Dispose of furniture which may have become damaged through general wear and tear
- You are obligated to pay for any damages that you cause, either through negligence, deliberate act or accident. You will also be charged for any damages that may be caused within an area over which you have sole or joint control, if the person who has caused the damage cannot be identified. Don't do it Yourself! You mustn't install services or make any

alterations/repairs to your room without getting permission from LABO manager. You must not engage any third party or contractor to do this either.

You shall:

- Keep clean and free from obstructions the drains, sanitary apparatus, shower trap, water and waste pipes serving the bathrooms and the kitchen. (Residents are advised to ensure that grease, waste foodstuffs or hair do not clog sink or shower outlets).

Guests:

- Guests can only stay in your room/flat for 3 consecutive nights during any week, 3 times per term
- Ask permission from the LABO manager (permission will not be unreasonably withheld) and check with your fellow residents/flatmates
- You are responsible for your guests whilst they are on site. This includes being responsible for (and paying for) any damage they may cause

IV. REPAIRS/WORK ORDERS, MAINTENANCE REQUEST

If the fault occurs is an emergency (Priority One), contact LABORooms Team by calling mob. (+48) 508508134.

In every other occasions contact LABORooms Team using email during the working day (Monday-Friday, 9-17).

Any repair or defect will be addressed on the following priorities:

Priority One (Emergency) – Any issue considered as a risk to the safety

of occupants and/or serious damage to the building, such as:

- Water service has burst
- Blocked or broken toilet system
- Gas leak
- Dangerous electrical fault
- Flooding or serious floor damage
- Fault or damage that will result in the injury of a person, damage to the property, or unduly inconvenience a resident of the premises

These issues will be responded to that day, and made safe within 24 hours.

- **Priority Two** (Urgent) – Any issue that affects the comfort or convenience of the occupants, such as:
 - The failure or breakdown of electrical, gas or water supply
 - The failure or breakdown of an essential service or appliances on the premises designated for hot water and cooking. These issues will be completed as soon as possible, but not later than within 3 working days .
- Damage reporting should be done each time using an email, including the time of the failure and the description of the defect.

Priority Three (Non-urgent) – Any issue not falling within previous categories. These issues will be completed on a date agreed with LABOrooms manager.

Maintain the grounds for all properties in a safe and tidy manner.

V. Behaviour, Rules & Regulations

Drugs:

The possession, use, distribution, cultivation, or sale of drugs or drug paraphernalia are illegal under the Criminal Code and are prohibited on LABO residence premises. All drug-related activities in residence are considered a health and safety concern, and LABOrooms management considers illegal drug use as a misconduct subject to discipline. Thus, where drug use is suspected and/or in progress, the following procedure will be followed:

1. Police will be contacted,
 2. Bedrooms will be searched without prior notice (as stipulated in the Residence Contract), and
 3. The student who violated this policy will be subject to legal action and immediate eviction from LABO Residence with no return of deposit.
- LABO has a legal responsibility to ensure that it does not allow its premises to be used for illegal drug activities. If you, or your guests, are involved in illegal drug activities you could be reported to the police. As you would expect, we take a particularly serious view of anyone involved in the supply of illegal drugs (this includes giving them to your friends). And remember that (despite popular misconceptions), possession and use of cannabis is illegal
 - Any matter involving illegal drugs will be reported to the police.

Smoking Policy

Smoking is not permitted anywhere in LABO Premises. Smoking is also prohibited immediately outside the entrances or open windows of LABO rooms/flats. Smoking in prohibited areas is a disciplinary offence and you may be subject to a fine. Covering smoke detectors is a criminal offence. In the interests of fire safety hookahs, shishas, and similar smoking devices are not permitted in LABO Premises. It is a disciplinary offence to have these items in

your room and you may be subject to a fine. Smoking, any signs of smoking (includes, but is not limited to: ashes, odour of tobacco smoke, and/or cigarette butts) in the LABO premises including staircase will result in immediate disciplinary action. Smoking in LABO residence is considered a health and safety concern. Thus, where smoking is suspected and/ or in progress, bedrooms will be searched without prior notice (as stipulated in the Residence Contract)

First time offence – € 50 fine

Second time offence - € 100 fine

Third time offence will result in immediate eviction and termination of contract

LABORooms is committed to providing a safe and healthy living, learning and working environment. For the well-being of students, smoking will be confined to outdoor smoking areas located at least six meters from doorways, windows and air intakes.

Inventory

You are under an obligation to return the premises in a condition equivalent to that found on taking up residence. Any damage will be the financial responsibility of the resident. You must leave furniture, furnishings and other contents of the premises in the same room as shown on the residence inventory. Fixtures and fittings should not be unscrewed from the wall and moved. Carpets and other flooring should not be pulled up.

Room Keys:

- You are obligated to look after all keys during their tenancy. The LABORooms

manager must be informed immediately if keys are lost or there is any damage to the locks.

- Loss of a room key will result in a replacement charge for a new lock, core, and key.
- Key replacement is charged at the following prices: Lost key (250 PLN), and is a non-refundable cost that the student must pay. You are forbidden from duplicating keys, installing new locks or damaging existing locks. You must not pass any keys to non-residents.
- A student may not loan and/or give his or her room key to another student for any purpose. The owner will be subjected to a fine, should it be verified that the owner intentionally or recklessly allowed a friend or a stranger to use his/her room key.

Occupancy period

Because LABORooms is a private student house and not a hotel and is committed to maintaining a high standard, the contract can only be signed for "rigid" terms:

1st semester to choose from

- A) 15th of September – 31st of January
- B) 1st of October – 31st of January
- C) 15th of September – 14th of February
- D) 1st of October – 14th of February

2nd semester to choose from

- A) 15th of February – 30th of June

B) 1st of March – 30th of June

Holiday

1 July to 14 September

All academic year

A) 15th of September – 30th of June

B) 1st of October – 30th of June

Under normal circumstances, students are not allowed to arrive earlier or stay later than the prescribed occupancy period; however, in special circumstances allowances may be approved. The availability of individual rooms can be found at www.laborrooms.com. All requests for additional time must be approved through the LABORooms office and **must** be in writing. This can be done by emailing office@laborrooms.com. Please include your name, student and your requested extension date. Requests must be submitted at least 1 month prior to your scheduled departure date. At the same time, we reserve the right to refuse to extend your stay in the room occupied so far. Your move-out will only be processed after you have physically moved out of room/flat. Upon move out you must hand your key to room/flat. Your room will be inspected for cleanliness and damages. After your room inspection, any refund will be processed.

If you want to move out of the room before the end of the term agreed in the contract, the deposit will be returned to you only if you find someone to take your place in the room who will occupy the room earlier date agreed in the contract with you. otherwise, the deposit is forfeited

EXCEPTIONS:

1. In the case of a suspected or reported health & safety violation (i.e., suspicion of drug use, suspected or reported smoking, flood, or fire) LABO staff can enter an apartment or dorm room without 24 hour notice.
2. In the event of a loud party, or other noise violation (ex. alarm clock going off when the student is not home), 24 hours notice is not required to enter.
3. Any time an LABORooms Staff member is asked by a current occupant to attend to an apartment or dorm room for any reason, 24 hours notice is not required for access. These situations could include, but are not limited to, a requested cleanliness check, complaint of an unauthorized guest, requested suite meeting, vandalism or damage assessment, etc. Please contact LABORooms Team during the working day (Mon-Fri, 9-17).
4. The LABORooms housing is paid monthly, and the calculation is based on the sum of individual meter readings for electricity, gas and water in a given dwelling and fixed fees for garbage and internet. Tables with media counts during the last billing month. LABORooms manager provides an email excel table with settlements until the 10th of each month to all residents of the apartment data. The excel tables used to calculate the amount of media are based on the current settlement rates quoted by the gas station, power plant and waterworks. The size of the account is the result of the amount of gas, electricity and water consumed by the residents of the apartment

Have a nice stay in LABORooms! And good time in Kraków!