

*/Translation from the Lithuanian language/*

APPROVED by  
Order No V-49  
of 25 July 2023 of Director of  
UAB “Kooperacijos paslauga”

**UAB “KOOPERACIJOS PASLAUGA”  
INTERNAL RULES OF HOSTEL**

**SECTION I  
GENERAL PROVISIONS**

1. The Internal Rules of Hostel (hereinafter referred to as the Rules) of UAB “KOOPERACIJOS PASLAUGA” (hereinafter referred to as the Landlord) shall establish the internal order of the hostel of UAB “KOOPERACIJOS PASLAUGA” (hereinafter referred to as the Hostel).

2. By concluding the Residential Lease Agreement (hereinafter referred to as the Agreement), each Tenant confirms that he/she is familiar with the Rules, undertakes to comply with the Internal Rules of the Hostel and not to violate the rights and legitimate interests of other Tenants. The Rules are published on the Landlord’s official website and are considered an integral part of the Agreement.

3. The Tenant is also responsible for making guests or other persons visiting the Hostel at the Tenant’s invitation aware of these Rules.

4. Ignorance of the Rules does not exempt Tenants from liability for non-compliance with the Rules.

**SECTION II  
ACCOMMODATION AT THE HOSTEL**

5. The Tenants are accommodated at the Hostel on working days from 8.00 a.m. to 3.00 p.m.

6. Before accommodation at the Hostel the Tenant must pay the payment for the first month and the deposit in the specified amount within 5 (five) working days after confirmation of reservation of the accommodation at the Hostel.

7. Upon arrival for accommodation the Tenant must have an identity document with him/her and sign the documents provided.

8. The Deed of Transfer and Acceptance of Residential Premises shall be signed by the Landlord and the Tenant, and claims for defects and deficiencies not mentioned in the Deed of Acceptance shall not be accepted later.

9. The Tenant shall confirm by signature that he/she has received a set of keys which includes one room key and one access control key - touch memory button. One set of keys must be kept at the Hostel administration. In case of loss of the set of keys, the Tenant shall immediately inform the Hostel administration and shall pay a fine of the amount specified in the Annex to the Rules.

10. In case of loss of the key set, access to the Hostel will only be possible during the working hours of the Hostel administration.

11. It is forbidden:

11.1. to pass your own set of keys to third parties;

11.2. to make duplicate keys;

11.3. to make changes to existing locks and related mechanical parts.

12. If the Tenant submits a written request to the Hostel administration and receives written permission, the Tenant shall be allowed to use his/her own furniture and other equipment during the term of the Agreement. The Landlord shall not be liable for the Tenant's personal belongings or other property left in the room or in the common areas.

13. In case of reconstruction, repairs or reorganization of the Hostel, in order to rationalize the use of premises, to save energy resources and improve utility services, in case of conflicts between the Tenants, in order to ensure compliance with the requirements of hygienic norms, the Hostel administration may move the Tenant from one room to another after informing the Tenant. Such transfer should be made without impairing living conditions.

14. If the vacancy in a room occurs and no Tenant is placed in the vacant room within one month, if the other Tenant in the same room does not wish to pay for the whole room, the Hostel administration may transfer the Tenant from one room to another by notifying the Tenant of this in writing in advance.

15. When moving out of the Hostel, the Tenant must pay all fees, vacate the premises and confirm by signature the transfer of orderly residential premises and inventory. The Tenant must take away all personal inventory. If the Tenant fails to remove the personal inventory, the Hostel administration has the right to remove and utilize of the Tenant's personal inventory at its own expense, and to cover the costs of its removal and/or utilization from the advance payment (deposit).

16. If the Tenant does not move out, he/she shall be evicted under procedure established in the laws of the Republic of Lithuania.

17. The Agreement may be prematurely terminated if the Tenant violates the Rules or does not fulfil the conditions of Agreement including non-fulfilment of financial obligations.

18. In case the Tenant moves out on his/her own discretion and without written notice to the Hostel administration, the fee shall be charged until expiry of Agreement or until proper notification.

### **SECTION III RIGHTS AND OBLIGATIONS OF THE HOSTEL TENANT**

19. The Tenant shall have the right to:

19.1. submit remarks and offers regarding improvement of living and rest conditions, order and tidiness in the Hostel, repair of auxiliary premises and residential rooms in the Hostel, as well as improvement of quality;

19.2. request assistance and support from the Hostel staff, call emergency phone numbers, and, if needed, to police;

19.3. use kitchens, WCs and showers without limitation except for the time of sanitary maintenance; in these premises the Tenants are not provided with soap, paper towels, and toilet paper;

19.4. enter and exit the Hostel freely at any time of the day;

19.5. accept guests at the Hostel from 10.00 a.m. till 10.00 p.m., whereas on Fridays, Saturdays and on the eve of officially declared days-off (holidays) guests may stay until 00.00 a.m. The Tenant who has guests is jointly responsible for their behaviour and actions. The guests cannot stay alone in the room. If the administrator receives a written complaint from the roommates or other Tenants of the Hostel regarding the visiting hours or misconduct of the guest, the administrator may restrict the visiting hours of the guest(s) or impose penalties;

19.6. submit the written request regarding guest's stay overnight to the Hostel administration in advance. The guest may stay overnight if there are vacant places and such stay is prepaid;

19.7. improve living conditions at his/her own expense, repair or alter premises and equipment of the Hostel, provided that the written request is submitted and approved by the Hostel administration. The expenses of Tenants spent on improvement (repair, altering) of the premises, property or equipment of the Hostel shall not be reimbursed.

20. The Tenant must:

20.1. respect and not violate rights and legitimate interests of other Tenants;

20.2. make on time payments for lease at the Hostel, pay fees for additional services, penalties and other fees;

20.3. compensate for damages;

20.4. maintain cleanliness and tidiness in the rooms as well as in the premises of common use in accordance with the requirements of sanitary hygiene;

20.5. adhere to the generally accepted norms of conduct, in accordance with the laws of the Republic of Lithuania make no noise (from 10.00 p.m. to 7 a.m. in the Hostel and from 7.00 p.m. to 7 a.m. nearby the Hostel), as well as use musical equipment, headphones or any inventory in a manner that does not interfere with the work and rest of the residents in the Hostel and surrounding houses;

20.6. independently familiarize and comply with the fire safety requirements;

20.7. protect and save the inventory, equipment and other property in the room, on the premises of common use and within the Hostel's area;

20.8. use energy resources efficiently;

20.9. ensure that when leaving the room or premises of common use or leaving the Hostel for a longer period of time, the light, the tap and unused electrical appliances are turned off (the refrigerator must be turned off and cleaned);

20.10. immediately inform the Hostel administration or register in the book of malfunctions of the Hostel, in case he/she breaks or damages or notices the malfunction of the inventory, equipment and other property of the Hostel;

20.11. allow the employees or administration of the Hostel to enter the room at any time of the day if it is necessary to ensure compliance with the Rules, to accommodate new residents, assess condition of the rooms, perform emergency repairs or in the event of an emergency;

20.12. allow the ambulance workers or police officers to enter the room at any time of the day if it is necessary to ensure compliance with the Rules or in the event of an emergency;

20.13. notify the administration or other employee of the Hostel about the actions of the Tenants contradictory to the Rules or about other violations;

20.14. compensate for damages in accordance with the estimate provided, when the Hostel administration draws up a report on the damage caused by the Tenants;

20.15. on request of the Hostel administration, to come to their office in agreed time;

20.16. The Tenants of the Hostel shall be materially liable for the impairment of premises, engineering equipment and inventory except for the normal depreciation. The damage caused by flooding the premises with water or other impairment of premises or inventory, liquidation of relating consequences and the losses shall be reimbursed by the Tenant due to which fault it happened. The amount of damage shall be established according to the estimate of the Administrator. If it is not possible to identify the offender, the losses for such damage shall be recovered from all residents of that room, floor or all residents of the Hostel.

21. The following is prohibited in the Hostel:

- 21.1. to smoke in the premises of Hostel;
- 21.2. to possess, consume, produce and distribute alcoholic beverages;
- 21.3. to possess, consume (without the doctor's prescription), produce or distribute narcotic or psychotropic substances;
- 21.4. to accommodate guests without permission or fail to check them out on time;
- 21.5. to allow visits of the guests intoxicated with alcohol or psychotropic substances;
- 21.6. to make noise from 10.00 p.m. till 7.00 a.m. in the Hostel and from 7.00 p.m. till 7.00 a.m. at surrounding areas outside the Hostel;
- 21.7. to use pyrotechnical devices or explosives;
- 21.8. to leave domestic waste taken from the room, dirty dishes or personal inventory in the areas of common use;
- 21.9. to keep pets;
- 21.10. to keep guns and explosive substances in the room and in the Hostel's territory;
- 21.11. to keep tools and devices with internal-combustion engine, oil, fuel or other flammable liquids in the room and in the Hostel's territory;
- 21.12. to move to another room on Tenant's own discretion;
- 21.13. to move the Hostel's inventory, to rearrange furniture in the rooms and premises of common use on Tenant's own discretion;
- 21.14. to cause damage to the equipment and inventory in the Hostel and its territory;
- 21.15. to pollute or devastate the Hostel's internal premises or yard;
- 21.16. to move out of the Hostel without informing the Hostel administration;
- 21.17. to perform any repair or altering works of Hostel premises or equipment on Tenant's own discretion;
- 21.18. to attach antennas, posters or other items on the doors, windows or walls, which can decrease the condition of residential premises;
- 21.19. to use additional heating and cooling devices in the rooms, whereas the total power of household appliances should not exceed 2 kW for one room;
- 21.20. to use Hostel's premises for economic or commercial activities;
- 21.21. to use the bed provided to the resident without bed linen and covers;
- 21.22. to act disrespectfully, to threaten or insult employees, Tenants and guests of the Hostel;
- 21.23. to keep bicycles, scooters or storage items in rooms, balconies or other common areas;
- 21.24. to pour or throw flammable liquids, poisonous or chemically hazardous substances, household goods, food waste, etc. into the sewage disposal system.

22. After using the common kitchen, WC and shower areas, Tenants are obliged to tidy up after themselves and not to leave any food leftovers or other rubbish. Failure to comply with this obligation may result in a fine as set out in the Rules.

23. Tenants must avoid noise, unwanted odours, dust, maintain a friendly atmosphere and be respectful towards other Tenants and other persons.

24. Tenants must maintain cleanliness and tidiness by periodically tidying the Leased Room and not leaving rubbish or other items. The Tenant undertakes to sort household waste and to dispose of all rubbish only in the containers provided.

25. The Tenant is not allowed to block the entrances to the courtyard of the Hostel. It is strictly forbidden to park cars on the lawn, pavement or to block the cars of other persons.

26. Cars parked in the courtyard of the Hostel must be in good working order and must not leak oil or other liquids.

27. The Landlord shall not be liable for the safety of any car left in the courtyard of the Hostel or for any loss or damage caused by theft of the car, for damage to the car or any other loss.

28. Tenants who use the parking lot of the Hostel are prohibited from:

28.1. allowing other persons to park cars;

28.2. repairing, washing or cleaning cars in the courtyard;

28.3. using faulty car alarms and leaving car engines running.

#### **SECTION IV**

#### **RIGHTS AND OBLIGATIONS OF HOSTEL EMPLOYEES**

29. The Hostel employees shall have the right to:

29.1. enter the room of the Tenant after knocking on the door;

29.2. unlock the door without permission and enter the room of the Tenant when it is necessary to ensure the compliance with the Rules, to accommodate new tenants, evaluate the condition of room, perform urgent repair works, in case of emergency and when the Tenant is absent or does not allow to enter the room; if the Tenant is absent, he/she has to be informed about it by e-mail or by phone;

29.3. in order to ensure cleanliness and tidiness of the rooms, the Hostel administration shall have the right to inspect the rooms;

29.4. if household waste, dirty dishes or other personal equipment is found in the common areas, Tenants must be warned to remove the household waste, dirty dishes or other personal equipment immediately in order to ensure cleanliness and tidiness and to ensure compliance with sanitary hygiene standards. If, after the warning, this is not removed, the Hostel administration shall

have the right to remove the inventory itself and to apply disciplinary measures. If the owner of the household waste, dirty dishes or personal equipment cannot be identified, the equipment shall be removed without warning the owner and, if identified, disciplinary action shall be taken;

29.5. impose notifications and warnings to the Tenants regarding violations of the Rules and remove the Tenants from the Hostel for violations in accordance with the procedure established by these Rules;

29.6. perform other functions in order to ensure the compliance with requirements of the Rules.

30. The Hostel employees must:

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

30.2. provide information and consultations to the Tenants regarding the matters related to accommodation and living conditions in the Hostel.

## **SECTION V**

### **FEES**

31. The Tenant must pay the following fees:

31.1. the fee for accommodation at the Hostel, fees for chosen additional services, penalties;

31.2. other fees applied.

32. The rates of lease payment shall be estimated following the order of the Director.

33. The amounts of fees for additional services, penalties and other fees shall be approved by the Order of the Director.

34. In case the Tenant grossly violates the Rules or terminates the Agreement without giving one-month notice about it, the deposit shall not be refunded.

35. The lease payment must be paid until the 10<sup>th</sup> day of the current month at the latest. If the Tenant moves into the Hostel after the 10<sup>th</sup> day of the month, the monthly lease payment must be paid until the last calendar day of the current month.

36. The damage has to be compensated within 30 (thirty) calendar days after delivery of the payment receipt for damage caused.

37. The debt for lease payment, additional services, compensation of damages and penalties has to be covered within 3 (three) working days after receipt of the warning-notice regarding the debt.

38. The Tenant may pay for longer period in advance.

39. If the Tenant leaves the Hostel for a period exceeding one month, the Hostel administration has to be notified thereof in writing and the payment for that period has to be made.

**SECTION VI**  
**LIABILITY FOR VIOLATION OF THE RULES**

40. The disciplinary measures and/or removal from the Hostel shall be imposed for violation of the Rules, non-fulfilment or improper fulfilment of the obligations. There may be imposed the following disciplinary measures:

- 40.1. warning;
- 40.2. fine (the rates are specified in Annex to the Rules);
- 40.3. removal from the Hostel.

41. If the Tenant is removed from the Hostel, the Tenant shall vacate the room within 7 (seven) calendar days; when the Tenant is removed from the Hostel for gross violations, the Tenant shall vacate the room in 1 (one) calendar day.

42. The Tenant which is removed from the Hostel shall not be allowed to enter the Hostel.

43. The Hostel administration shall inform the Tenant about the imposed disciplinary measure and, if possible, introduce the Tenant with it under signature.

**SECTION VII**  
**FINAL PROVISIONS**

44. The Rules shall be amended, supplemented or annulled by the Order of Director.

45. The Rules shall be published on the website.

46. The Rules are executed in Lithuanian and English.

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Annex to  
Internal Rules of the Hostel

**RATES OF FINES  
FOR VIOLATION OF INTERNAL RULES OF THE HOSTEL**

<b>No</b>	<b>Violation of the Rules</b>	<b>Fine in case of single violation</b>	<b>Fine in case of repeated violation</b>
1.	Loss of key	EUR 10	EUR 20
2.	Loss of or damage to a touch memory key	EUR 10	EUR 20
3.	Littering or failure to comply with the rules of order in the common premises and territory of the Hostel	EUR 50	EUR 100
4.	Noise making	EUR 50	EUR 200
5.	Smoking outside designated areas/premises	EUR 50	EUR 100
6.	Improper use of electrical appliances	EUR 50	EUR 100
7.	Accommodation of third parties and pets in rooms without the approval of the Hostel administration	EUR 100	EUR 200
8.	Dismantling of the fire alarm detector and other fire safety violations	EUR 100	EUR 200
9.	Failure to come to the Hostel administration upon request	EUR 50	

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