

APPROVED by  
Order No 1 – 26  
of Director of Vilniaus kooperacijos kolegija /  
University of Applied Sciences  
of 4 November 2019

**INTERNAL RULES OF DORMITORY  
OF VILNIAUS KOOPERACIJOS KOLEGIJA / UNIVERSITY OF APPLIED SCIENCES**

**SECTION I  
GENERAL PROVISIONS**

1. The Internal Rules of Dormitory of Vilniaus kooperacijos kolegija / University of Applied Sciences (hereinafter referred to as the Rules) shall establish internal procedures for the dormitory of Vilniaus kooperacijos kolegija / University of Applied Sciences (hereinafter referred to as VKK).

2. The efficient organization of dormitory's activities, accommodation and eviction of the dormitory's residents (hereinafter referred to as the Residents), order and cleanliness at the dormitory and compliance with the Rules shall be the responsibility of Dormitory Manager.

3. Before making an agreement of accommodation at the dormitory (hereinafter referred to as the Agreement), each Resident shall confirm that he/she is familiar with the Rules, therefore all Residents must follow the Rules. Ignorance of the Rules does not exempt Residents from liability for non-compliance with the Rules.

**SECTION II  
ACCOMODATION AT THE DORMITORY**

4. The accommodation at the dormitory shall be the responsibility of Dormitory Manager.

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

6. Before accommodation at the dormitory the Resident must pay the payment for the first month and the deposit equal to one monthly payment during 5 (five) working days after confirmation of reservation regarding the accommodation at the dormitory.

7. Upon arrival for accommodation the Resident must have an identity document, the receipt for paid advance payment and deposit, and submit one document photo (3 x 4 cm).

8. The act on room's condition shall be signed by the Resident and the Director of VKK, thus, the claims regarding damages and defects not specified in the act on room's condition are not accepted later.

9. The Resident shall confirm by signature that he/she has received the set of keys which includes one key to the room and one access control key – touch memory button. One set of

keys must be kept by the Dormitory Manager. In case of loss of keys, the Resident must pay the fine of EUR 10 plus VAT for the key and EUR 10 plus VAT for the touch memory button.

10. If the Resident submits a written request to the Manager of Dormitory and receives a written permit, the Resident can use his/her own furniture and other inventory during the validity term of Agreement. VKK shall not take responsibility for personal belongings or other property of the Resident left in the room or the premises of common use.

11. In order to perform reconstruction, repair works or reorganization of dormitory, use the premises more rationally, save energy resources and improve the quality of utilities, solve conflicts between the Residents, ensure the compliance with hygiene standards, the Dormitory Manager may move the Resident from one room to another after having informed such Resident about it. Such transfer should not worsen living conditions.

12. If the vacancy appears in the room and no new Resident is found within one month, and the Resident of that room is not willing to pay for such vacancy in the room the amount equal to  $\frac{1}{2}$  of the fee fixed by the dormitory, the Dormitory Manager may move Resident from one room to another after having informed such Resident about it in writing. The transfer shall be applied firstly to the Residents who have lived at the dormitory for a shorter period or who have not used their own funds for improvement of living conditions at the dormitory room.

13. When moving out from the dormitory, the Resident must pay all fees, vacate the premises and confirm by signature the transfer of orderly residential premises and inventory. The Resident must remove his/her personal inventory. If the personal inventory is not removed, VKK shall have the right to remove and utilize the Resident's inventory on its account and cover the costs of removal and/or utilization from advance payment (deposit).

14. If the Resident does not move out, he/she shall be evicted under procedure established in the laws of the Republic of Lithuania. If the Resident has violated these Rules, he/she may also be evicted without granting any other residential premises to him/her.

15. For the purposes of making decision regarding non-refunding of the deposit and removing of the Resident from the Dormitory for violations of Rules (except for the cases when the Resident is removed immediately after he/she gets two written warnings) there shall be formed the commission of three members (Dormitory Manager, representative of Residents and representative of VKK management).

16. The agreement of accommodation at the dormitory may be prematurely terminated if the Resident violates the Rules or does not fulfil the conditions of accommodation agreement including non-fulfilment of financial obligations.

17. In case the Resident moves out on his/her own discretion and without written notice to the Dormitory Manager, the fee shall be charged until expiry of Agreement or proper delivery of notice.

### **SECTION III**

#### **RIGHTS AND OBLIGATIONS OF THE DORMITORY RESIDENTS**

18. The Resident shall have the right to:

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

18.2. request assistance and support from the dormitory employees, call emergency phone numbers, and, if needed, to police;

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

18.4. enter and exit dormitory freely at any time of the day;

18.5. accept guests at the dormitory from 12.00 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 11.00 p.m. The Resident who has guests is jointly responsible for their behaviour and actions. The guest cannot stay alone in the room. If the Manager receives a written complaint from the roommates or other dormitory's residents regarding the visiting hours of the guest, the Manager can limit the time of the guest's visit;

18.6. submit the written request regarding guest's stay overnight to the Dormitory Manager in advance. The guest may stay overnight if there are vacant places and such stay is prepaid. The Resident's request regarding guest's overnight stay may be submitted maximum three times per year from the date of signing of Agreement;

18.7. improve living conditions at his/her own expense, repair or replace premises and equipment of the dormitory, provided that the written request is submitted and approved by the Manager. The expenses of Residents spent on improvement (repair, replacement) of dormitory premises, property or equipment shall not be reimbursed;

18.8. elect the Monitor of the dormitory floor. The Monitor of the dormitory floor shall be elected by open vote in the general meeting of the Residents of that floor by simple majority of votes. This meeting shall be deemed legitimate if more than a half of the floor Residents (50% + 1) takes part in it. The Dormitory Manager can participate in the meeting as observer.

The Monitor of the dormitory floor may be re-elected by consent of more than a half of the floor Residents (50% + 1).

18.8.1. Functions of the Monitor of the dormitory floor:

18.8.1.1. to supervise order in the dormitory and ensure compliance with the Rules. In case of any accident, to notify dormitory personnel and, if needed, call emergency number;

18.8.1.2. to represent interests of the Residents and submit remarks and offers regarding improvement of the order of accommodation, living and rest conditions at the dormitory;

18.8.1.3. to supervise Residents to make no noise from 10.00 p.m. to 7.00 a.m.;

18.8.1.4. to supervise efficient use of energy sources and water by the Residents;

18.8.1.5. to supervise that alcoholic beverages or psychotropic substances are neither stored nor consumed in the dormitory as well as no smoking is allowed;

18.8.1.6. to organize and participate in Resident Meetings, if necessary;

18.8.1.7. actively participate in the dormitory's life;

18.8.1.8. to call for extraordinary elections;

18.8.1.9. to organize dormitory events.

19. The Resident must:

19.1. respect and not violate rights and legal interests of other Residents;

19.2. pay on time accommodation fees for staying at the dormitory, fees for additional services, penalties and other fees;

19.3. compensate for damages;

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

19.5. 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 dormitory and from 7.00 p.m. to 7 a.m. nearby the dormitory), 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 dormitory and surrounding houses;

19.6. individually familiarize and comply with the fire safety requirements;

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

19.8. use energy resources efficiently;

19.9. ensure that when leaving the room or premises of common use or leaving the dormitory 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);

19.10. immediately inform the Dormitory Manager or other employee or register in the book of malfunctions of the dormitory, in case he/she breaks or damages or notices the malfunction of the inventory, equipment and other property of the dormitory;

19.11. allow the employees of the dormitory or VKK management 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;

19.12. 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;

19.13. notify the Dormitory Manager or other employee about the actions of the Residents contradictory to the Rules or other violations;

19.14. compensate losses according to the estimate and the act on losses caused by the Residents delivered by the Dormitory Manager;

19.15. on request of the Dormitory Manager, to come to his/her office in agreed time;

19.16. The Residents of dormitory 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 Resident due to which fault it happened. The amount of damage shall be established according to the estimate of the Dormitory Manager. 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 dormitory.

20. The following is prohibited in the dormitory:

20.1. to smoke (to use tobacco products, heated tobacco products, electronic cigarettes and etc.) in the premises of dormitory;

20.2. to keep, consume, produce and distribute alcoholic beverages;

20.3. to keep, consume (without the doctor's prescription), produce or distribute narcotic or psychotropic substances;

20.4. to allow accommodation of guests or their stay in undue time on Resident's own discretion;

- 20.5. to allow visits of the guests intoxicated with alcohol or psychotropic substances;
- 20.6. to make noise from 10.00 p.m. till 7.00 a.m. in the dormitory and from 7.00 p.m. till 7.00 a.m. at surrounding areas outside the dormitory;
- 20.7. to use pyrotechnical devices or explosives;
- 20.8. to leave domestic waste taken from the room, dirty dishes or personal inventory in the areas of common use;
- 20.9. to keep pets;
- 20.10. to keep guns and explosive substances in the room and in the dormitory's territory;
- 20.11. to keep tools and devices with internal-combustion engine, oil, fuel or other flammable liquids in the room and in the dormitory's territory;
- 20.12. to move to another room on Resident's own discretion;
- 20.13. to move the dormitory's inventory, to rearrange furniture in the rooms and premises of common use on Resident's own discretion;
- 20.14. to cause damage to the equipment and inventory in the dormitory and its territory;
- 20.15. to pollute or devastate the dormitory's internal premises or yard;
- 20.16. to move out without having notified the Dormitory Manager;
- 20.17. to perform any repair or replacement works of dormitory premises or equipment on Resident's own discretion;
- 20.18. to attach antennas, posters or other items on the doors, windows or walls, which can decrease the condition of residential premises;
- 20.19. 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;
- 20.20. to use dormitory premises for economic or commercial activities;
- 20.21. to use the bed provided to the Resident without bed linen and covers;
- 20.22. to act disrespectfully, to threaten or insult employees, Residents and guests of the dormitory.

#### **SECTION IV**

##### **RIGHTS AND OBLIGATIONS OF DORMITORY EMPLOYEES**

- 21. The dormitory employees shall have the right to:
  - 21.1. enter the room of the Resident after knocking on the door;
  - 21.2. unlock the door without permission and enter the room of the Resident when it is necessary to ensure the compliance with the Rules, to accommodate new Residents, evaluate the condition of room, perform urgent repair works, in case of emergency and when the Resident is absent or does not allow to enter the room; if the Resident is absent, he/she has to be informed about it by e-mail;

21.3. the Dormitory Manager shall have the right to inspect the rooms together with the Monitor of the dormitory floor or, in his/her absence, with other dormitory employee or the representative of VKK management, in order to ensure cleanliness and tidiness of the rooms;

21.4. in order to ensure the cleanliness, order and the compliance with the hygiene standards, upon finding household waste, dirty dishes or other personal inventory in the premises of common use, the Dormitory Manager or dormitory employee shall warn the Residents to immediately remove the found household waste, dirty dishes or other personal inventory. If this is not done after the warning, the dormitory employees have the right to remove the inventory and take disciplinary action. If the owner of the household waste, dirty dishes, or personal inventory cannot be identified, the dormitory employees shall have the right to remove the inventory without notice to the owner and after identifying him/her to take disciplinary action;

21.5. impose notifications and warnings to the Residents regarding violations of the Rules and remove the Residents from the dormitory for violations in accordance with the procedure established by these Rules;

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

22. The dormitory employees must:

22.1. respect and not violate the rights and legitimate interests of the Residents;

22.2. provide information and consultations to the Residents regarding the matters related to accommodation and living conditions in the dormitory.

## **SECTION V**

### **FEES**

23. The Resident must pay the following fees in accordance with the procedure established in VKK and the Agreement:

23.1. the fee for accommodation at the dormitory, fees for chosen additional services, penalties;

23.2. other fees charged by VKK.

24. The amount of accommodation fee shall be estimated following the order of the VKK Director.

25. The amounts of fees for additional services, penalties and other fees shall be approved by the order of the VKK Director.

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

27. The fee for accommodation in the dormitory must be paid until the 10<sup>th</sup> day of the current month at the latest. If the Resident moves into the dormitory after the 10<sup>th</sup> day of the month, fee for accommodation in the dormitory must be paid until the last calendar day of the current month.

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

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

30. The Resident may pay for longer period in advance.

31. If the Resident leaves the dormitory for a period exceeding one month, the Dormitory Manager 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**

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

32.1. notification;

32.2. warning;

32.3. removal from the dormitory.

33. The notification shall be valid for 1 (one) year after imposition. If the Resident receives 3 (three) notifications in one year from signing the Agreement, the Dormitory Manager may give a warning to the Resident for malicious non-compliance with the Rules. The notification shall be imposed for the following:

33.1. presentation of false information;

33.2. wasting of energy resources;

33.3. moving of the dormitory's inventory or rearrangement of furniture in the rooms and premises of common use on Resident's own discretion;

33.4. untidiness in the room or premises of common use when the requirements of sanitary hygiene standards are violated;

33.5. pollution of the dormitory's internal premises and yard;

33.6. leaving of domestic waste or dirty personal inventory brought from the room in the premises of common use;

33.7. keeping of pets or their inventory;

33.8. usage of the bed provided to the Resident without bed linen and covers;

33.9. lack of control of the guests' behavior;

33.10. attachment of antennas, posters or other things on the doors, windows and walls, on Resident's own discretion, that may worsen condition of the residential premises;

33.11. using of additional heating and cooling devices, as well as household appliances, which total power exceeds 2 kW for one room, on Resident's own discretion.

34. The warning is valid for 1 (one) year after imposition. If the Resident receives 2 (two) warnings in 1 (one) year, the Resident shall be removed from the dormitory. The warning shall be imposed for the following:

34.1. using of items or inventory of other Residents on Resident's own discretion and/or appropriation of such property without their consent;

34.2. non-compliance with the procedure applied for overnight guests;

- 34.3. disturbance of silence with loud music or noise from 10.00 p.m. till 7.00 a.m., at surrounding areas of the dormitory from 7.00 p.m. till 7.00 a.m.;
- 34.4. smoking at the dormitory;
- 34.5. keeping or consuming of alcoholic beverages at the dormitory;
- 34.6. failure to pay fee for accommodation at the dormitory, additional services, other fees applied at the dormitory or to compensate the caused damage in time;
- 34.7. failure to compensate the damage in time;
- 34.8. non-compliance with the fire safety requirements;
- 34.9. allowing for guests to enter the dormitory on Resident's own discretion;
- 34.10. accommodation of unregistered guests on Resident's own discretion;
- 34.11. moving to another room without permission on Resident's own discretion;
- 34.12. performance of any repair or replacement works of dormitory premises or equipment on Resident's own discretion;
- 34.13. damage of equipment, inventory or other property which is in the dormitory or its territory;
- 34.14. failure to perform other legitimate instructions of dormitory employees which do not contravene the Rules;
- 34.15. disrespectful behavior with dormitory employees or other Residents;
- 34.16. failure to keep public order;
- 34.17. use of the dormitory premises for economic and commercial activities;
- 34.18. malicious non-compliance with the Rules.
35. Removal from the dormitory shall be imposed for the following:
  - 35.1. two warnings received in 1 (one) year;
  - 35.2. insulting of the dormitory's employees by four-letter words or obscene gestures;
  - 35.3. failure to pay in time the fee for accommodation at the dormitory, additional services, other fees applied at the dormitory, to compensate the caused damage and failure to pay the debt within 3 (three) working days after receipt of the notice;
  - 35.4. malicious or systemic damage of equipment, inventory or other property in the dormitory or its territory;
  - 35.5. malicious or systemic pollution of internal premises and yard of the dormitory;
  - 35.6. obstruction of entry to the room for dormitory employees, police or security officers in order to ensure compliance with the Rules or other legal acts;
  - 35.7. threats or abrupt behaviour with dormitory employees or Residents;
  - 35.8. use of pyrotechnical devices or explosives in the dormitory or its territory;
  - 35.9. gross violation of fire safety requirements;
  - 35.10. leaving the dormitory for a period exceeding one month or removal from the dormitory without written notification of the Dormitory Manager and without payment of accommodation fee or without returning of the inventory or vacating the room;
  - 35.11. non-fulfilment of obligations indicated in the Agreement;

35.12. keeping of tools or devices with internal combustion engine, oils, fuel or other inflammable liquids in the room;

35.13. production and distribution of alcoholic beverages in the dormitory;

35.14. keeping, consuming, production or distribution of narcotic or psychotropic substances in the dormitory;

35.15. refusal to compensate the damage incurred by VKK;

35.16. impudent behavior with other Residents, dormitory employees, police or safety service officers on duty;

35.17. gross violation of the rights of other Residents;

35.18. gross violation of fire safety requirements which had consequences;

35.19. keeping of weapons and explosive substances in the room.

36. The notifications and warnings shall be imposed by the Dormitory Manager.

37. The removal of Resident from the dormitory shall be imposed by the Director of VKK.

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

39. The Resident which is removed from the dormitory shall not be allowed to enter the dormitory.

40. Notifications, warnings and removal from the dormitory are imposed during 10 (ten) working days after notification about of the committed violation of the Rules. Notifications, warnings and removal from the dormitory are registered in the registry system of dormitory's residents. The Dormitory Manager shall inform the Resident about the imposed disciplinary measure and, if possible, introduce the Resident with it under signature. The Resident who does not agree with such decision has the right to refer to the Director of VKK in writing.

## **SECTION VII FINAL PROVISIONS**

41. The Rules shall be amended, supplemented or annulled by the order of Director of VKK.

42. The Rules shall be published on the website of VKK.

43. The Rules are executed in Lithuanian and English.

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