1. **Dormitory Services and Rules**
2. students get bedclothes and other equipment, for which they are financially responsible until they return them to the head of dormitory while checking-out;
3. bedclothes are exchanged once a month at the reception ;
4. attaching posters to the wall with glue is strickly forbidden;
5. students can change the room only after prior agreement of the building manager;
6. while entering the dorm one always should show *Identity Card* ;
7. each time you leave the room, leave the key at the reception;
8. the “Quiet hours” from 11:00 PM till 6:00 AM are in force; let your students neighbours rest;
9. in case of serious damages or reprehensible behavior student might be expelled from the dormitory;
10. dispose of rubbish regularly and only at designed places -outside the building;  **I, the undersigned, declare that I have been informed about the obligatory segregation of all municipal waste in student homes.**
11. it is requested to keep rooms, kitchen, bathroom and other common rooms clean;
12. on the Management Staff’s special requests Students are obliged to change their rooms in order to use the dorms capacity more effectively;
13. **payments for room (fees) must be made till the 15th day of each month**;
14. before leaving, please hand back the bedclothes, complete all formalities and clean up the room; in case there are room damages observed, the student will be charged for the costs of repair;
15. Deposit (OBLIGATORY and refundable) - **400 PLN (~85 EURO)** - is a single payment made by the student in each dormitory on the check-in day. Accepted payments: in cash only.  ***Reduction or loss of deposit in case of:***
* **no regular payment (fee) is made,**
* **confirmed damage to the dormitory made by the resident,**
* **the amount of the deposit to be refunded will be determined after checking the condition and cleanliness of the room.**

**II**. **Check-out procedure**

1. inform workers of the Department of International Relations as well as head of dormitory about your departure at least 5 working (not calendar!!!) days ahead; tell the dorm manager as well;
2. notice that for stays over 10 days cheaper daily rates are applicable;
3. make sure that you have paid for room in the dormitory (monthly/ daily payment; in case of any doubts about the amount of payment, please contact head of your dormitory),
4. in order to get back the deposit please contact head of dormitory;
5. leave room clean, in the condition you would like to find it yourself upon arrival; mind that room standard/ condition as well as equipment depends on users themselves;
6. please don't forget to take all of your belongings, remove all unnecessary things from the room, empty the rubbish bin into the container located outside the building;
7. give back the room key to the reception;
8. HAVE A SAFE JOURNEY! **I have read these rules and agree to follow them:**

**……………………………………………..**

***Date, Full name and a signature of the student***

**If Accommodation form is not signed by a student it means that the person disagrees to pay dormitory deposit. As a result a room in the KUT's dormitory won't be available.**