

REVISED
by Rector's Order No. ISAK 75/B
of 21 May 2020

APPROVED
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LITHUANIAN SPORTS UNIVERSITY DORMITORY RULES AND REGULATIONS

I. GENERAL PROVISIONS

1. Lithuanian Sports University Dormitory Rules and Regulations (hereinafter referred to as the Rules) regulate the rules of conduct of residents and guests of the dormitories of Lithuanian Sports University (hereinafter referred to as LSU) located in Perkūno al. 3 and Aušros g. 42 A, Kaunas.
2. Dormitory Administrator shall be responsible for the efficient organization of dormitory activities, accommodation and removal of residents (hereinafter referred to as the Residents) (order formation and data transfer to the interested persons) as well as order and observance of the rules in the dormitory.
3. Housing at the dormitories shall be assigned to LSU students, unclassified students and probationers in accordance with the procedure laid down by LSU. Housing at the dormitory located at Perkūno al. 3 and Aušros g. 42 A may be assigned to other natural persons, if there are vacancies left after satisfying accommodation needs of LSU students, unclassified students and probationers.
4. Dormitory rooms shall have rented place of residence.
5. Before entering into an Accommodation Agreement (hereinafter referred to as the Agreement), each Resident shall confirm with his/ her signature that he/ she is familiar with the Rules and fire safety requirements, and therefore all Residents shall comply with the Rules and fire safety requirements. Failure to know the Rules and fire safety requirements does not exempt from responsibility for non-compliance with the Rules and fire safety requirements.

II. PROCEDURE ON ACCOMODATION AT THE DORMITORIES

6. Accommodation at the dormitory shall be assigned following the procedure laid down by LSU.
7. The Resident shall be accommodated by the Dormitory Administrator in accordance with the request approved in the information system/ a written request.
8. Residents shall be accommodated from 8.00 to 12.00 and from 12.45 to 17.00 on Mondays to Thursdays; from 8.00 to 12.00. and from 12.45 to 15.45 on Fridays.
9. Prior to housing, the Resident shall pay a prepayment (deposit) and an advance payment At least 10 days before arrival. Upon arrival at the dormitory, the Resident shall have a prepayment receipt and submit two photographs (3 x 4 cm).
10. The Resident shall receive a room key (one room key must remain with the dormitory staff) and the inventory for personal use. The inventory shall be entered into the Statement of the Room, together with its faults and defects (if any). The Statement of the Room shall be signed by the Resident and the Dormitory Administrator, so the claims regarding any failures and shortcomings indicated in the Statement of the Room shall not be accepted afterwards.
11. Upon submission of a written request to the Dormitory Administrator and with his written permission, the Resident shall be allowed to use his/ her own furniture and other equipment during the period of validity of the Accommodation Agreement. LSU shall not be liable for the Resident's personal belongings or other property left in the room or shared premises.
12. The Dormitory Administrator can move the Resident from one room to another, as well as from one dormitory to another if the dormitory is being reconstructed or renovated, as well as for the purpose of accommodating first-year students together, rational use of premises, saving energy resources and improving utilities, in the course of conflict between students or in order to ensure compliance with hygiene norms after informing the Resident in writing. During the transfer, efforts shall be made not to impair living conditions.

13. In case there is a vacant place in the room with no potential Resident to be accommodated for one month and other Resident (Residents) is unwilling to pay for an additional place (places) in the room (additional 1/2 fee for the place in the room), the Dormitory Administrator can move the Resident (Residents) from one room to another, as well as from one dormitory to another after having informed the Resident (Residents) in writing. The Residents who have lived in the dormitory for a shorter period of time or the Residents who have not improved their living conditions in the dormitory room at their own expense shall be moved prior to other Residents.

14. When moving out or upon completion or termination of studies, the Resident shall pay all fees (including accommodation fee and other fees) and hand over an orderly room with the entire inventory and the key to the Dormitory Administrator. All personal inventory shall be taken by the Resident. LSU has the right to remove and dispose unauthorised personal inventory at the expense of the Resident and cover the costs of removal and / or disposal from a prepayment (deposit). Transmission is carried out from 8.00 to 12.00 and from 12.45 to 17.00 on Mondays to Thursdays; from 8.00 to 12.00 and from 12.45 to 15.45 on Fridays.

15. The Resident unwilling to move out shall be evicted in accordance with the procedure established by the laws of the Republic of Lithuania. Upon availability and with the permission of the Dormitory Administrator, the Resident may continue living in the dormitory for the current academic year after completion or termination of studies.

16. In case a student fails to move out on the time set, he/ she shall pay an amount of 7 (seven) EUR for every day of delay.

17. After concluding the Accommodation Agreement, the Resident shall carry with him/ her an identity document. In case an LSU employee or the Dormitory Administrator submits an employee certificate and asks to show an identity document, this document shall be provided.

18. The Accommodation Agreement can be prematurely terminated if a student is allowed to repeat the year, interrupts or terminates studies or if LSU expels the Resident from the dormitory for the breach of the Rules, failure to perform the Agreement, or failure to perform the Agreement in a proper way, including failure or improper performance of financial obligations.

III. DORMITORY RESIDENT'S RIGHTS AND OBLIGATIONS

19. The Resident shall have the right to:

19.1. submit comments and suggestions on the improvement of living and rest conditions, order and cleanliness in the dormitory, redecoration and improvement of the dormitory rooms and support facilities;

19.2. seek for help and support from the dormitory staff, call the general emergency numbers, the security service and the police if it is necessary;

19.3. have unlimited access to kitchens, toilets and showers (except sanitary time). Residents shall not be provided with soap, paper towels or toilet paper;

19.4. use laundry services from 7.00 to 21.00;

19.5. upon submission of a written request to the Dormitory Administrator and with his/ her permission, improve living conditions by repairing dormitory premises and equipment at the Resident's own expense. Improvement (repair) of residential dormitory facilities, property or equipment shall not be reimbursed;

19.6. elect the Dormitory Council.

20. The Resident shall:

20.1. respect the rights and legitimate interests of other Residents;

20.2. pay accommodation fee on time;

20.3. indemnify damage;

20.4. when entering the dormitory, show the dormitory guard a Resident permit;

20.5. maintain cleanliness and order in the rooms, as well as in the areas of common use in accordance with the requirements of sanitary hygiene standards. Upon violation of hygiene norms due to the fault of the Resident (Residents), the Resident (Residents) shall compensate the loss incurred by LSU or the employee;

20.6. observe generally accepted standards of behaviour in accordance with the legal acts of the Republic of Lithuania; avoid noise (from 23.00 to 6.00) in the dormitory; use musical equipment, headphones or any other equipment in such a way as not to disturb the people living in the dormitories and surrounding houses;

- 20.7. familiarize and comply with fire safety requirements;
- 20.8. inform the Dormitory Administrator in writing about termination of studies or exclusion from LSU within 1 (one) business day;
- 20.9. look after and maintain inventory, equipment and other assets in the room, areas of common use and dormitory territory;
- 20.10. consume energy efficiently;
- 20.11. if there is no kitchen on the floor where the Resident lives, register the electric cooker used in the room with the Dormitory Administrator;
- 20.12. when leaving the room or areas of common use or leaving the dormitory for a longer period of time, ensure that no light, water or electric appliances are turned on;
- 20.13. immediately inform the Dormitory Administrator or the dormitory guard if breakage or damage of the dormitory inventory, equipment and other property, or a defect of the dormitory inventory, equipment and other property is noticed;
- 20.14. allow dormitory staff enter the room at any time if it is necessary to ensure compliance with the Rules, in order to accommodate new residents, to assess the condition of the rooms, carry out urgent repairs or in the event of an emergency;
- 20.15. allow the security service, ambulance personnel or the police enter the room at any time if it is necessary to ensure compliance with the Rules or in the event of an emergency;
- 20.16. compensate for losses according to the estimate provided by the Dormitory Administrator in accordance with the act written by the Dormitory Administrator regarding the losses incurred by the Resident;
- 20.17. after having noticed the actions of other Residents that are in conflict with the Rules, immediately inform the Dormitory Administrator (dormitory guard) about the violations;
- 20.18. upon receipt of an invitation, meet the Dormitory Administrator at the time indicated;
- 20.19. familiarize with the present Rules and adhere to them; familiarize with and observe other internal laws of LSU and the laws and regulations of the Republic of Lithuania;
- 20.20. execute lawful instructions of the dormitory staff, which are not in conflict with the Rules;
- 20.21. carry out other lawful instructions of the Dormitory Administrator;
- 20.22. Dormitory Residents shall be financially responsible for the dormitory room, engineering equipment and inventory deterioration, except for normal depreciation. In case the room is flooded or any other damage is caused to the premises or equipment, the responsibility of elimination of the consequences and the loss coverage shall be taken by the Resident to blame for the damage. The amount of damage shall be determined by the estimate provided by the Administrator. If it is not possible to exactly determine the resident-in-breach, the loss caused by the damage shall be recovered from the Residents of all the room, block, housing, floor or the dormitory.
- 21. The Residents and their guests shall not be allowed to:
 - 21.1. smoke;
 - 21.2. store, use, produce or distribute alcoholic beverages;
 - 21.3. store, use, produce or distribute narcotic and psychotropic substances;
 - 21.4. give guests access to the dormitory at one's own discretion;
 - 21.5. give access to guests who are intoxicated with alcohol or psychotropic substances;
 - 21.6. make noise from 23.00 to 6.00;
 - 21.7. use pyrotechnic equipment or explosives;
 - 21.8. leave and keep dirty dishes, personal items or household waste in the areas of common use; store furniture, bottles or other things on the dormitory balconies;
 - 21.9. crowd on the dormitory balconies;
 - 21.10. keep pets or their inventory;
 - 21.11. store weapons or explosives in the room and in the dormitory territory;
 - 21.12. store tools or devices with internal combustion engines, oil, gasoline or other flammable liquids in the room and in the dormitory territory;
 - 21.13. arbitrarily move to another room;
 - 21.14. arbitrary move dormitory inventory, rearrange furniture in rooms and in the areas of common use;

- 21.15. change or install an additional door lock without a written consent of the Dormitory Administrator;
- 21.16. damage equipment and inventory in the dormitory or its territory;
- 21.17. pollute or destroy the inside of the dormitory or the yard, throw objects and trash through the windows or balconies of the dormitories, litter in the areas of common use and territory;
- 21.18. move out of the dormitory without informing the Dormitory Administrator;
- 21.19. arbitrarily perform any repairs or replacement of dormitory premises or equipment;
- 21.20. install antenna, posters or other objects on the doors, windows or walls that may worsen the condition of the living premises;
- 21.21. use additional heating, ventilation or electrical appliances with a total aggregate capacity exceeding 3 kW per room;
- 21.22. use cookers in living rooms, where the dormitory floor is equipped with a kitchen;
- 21.23. initiate a fight, participate in it or otherwise violate public order;
- 21.24. spoil the finish of the elevator, ride the elevator with more people than elevator operating instructions indicate;
- 21.25. spoil or use for other purposes fire protective equipment (sensors, fire hoses, fire extinguishers, etc.)
- 21.26. engage in illegal commercial and other activities on the internal network and the Internet;
- 21.27. interfere with other Residents using the inventory in the areas of common use;
- 21.28. park cars outside the designated areas marked at the entrances to the dormitories, disturbing fast and safe access of the rescue services (ambulance, police, fire-fighters) and cars of companies providing utility services;
- 21.29. use dormitory premises for economic or commercial activities;
- 21.30. sleep in bed without bedding or bed linen;
- 21.31. disrespect, threaten or insult dormitory staff, other Residents or guests.

IV. DORMITORY SELF-GOVERNMENT

22. The structure and functions of the Dormitory Council:

22.1. the structure of the Dormitory Council:

22.1.1. the Dormitory Council shall be composed of the elders of each floor of the dormitory and the Dormitory President;

22.1.2. only the students of LSU, the Residents of the dormitory may be elected the members of the Dormitory Council and its President. A member of the Council may be only the Resident who does not have valid remarks or warnings for violations of the Rules;

22.1.3. at the beginning of the autumn semester of each academic year, an elderly of each floor of the dormitory shall be elected by a simple majority vote by a general meeting of the Residents. This meeting shall be considered lawful if it involves at least half the Residents (50 % + 1). The Dormitory Administrator, a Student Representative or another LSU employee may attend the meeting as an observer;

22.2. the functions of the Dormitory Council:

22.2.1. ensure order in dormitories and compliance with the Rules. In the event of an incident, notify the dormitory staff and, if necessary, call the general emergency number. Each member of the Council shall be responsible for public order on his/ her floor;

22.2.2. represent the interests of the Residents and make comments and suggestions on accommodation arrangements, as well as on the improvement of living and rest conditions in the dormitory;

22.2.3. ensure that the Residents do not make noise from 23.00. to 6:00,

22.2.4. ensure that the Residents use energy resources and water efficiently;

22.2.5. ensure that the Residents do not store or consume alcoholic beverages and psychotropic substances or smoke;

22.2.6. when necessary, organize and participate in the Residents' meetings;

22.2.7. actively participate in the dormitory life;

22.2.8. hold extraordinary elections;

22.2.9. organize voluntary work outdoors at least 2 times an academic year.

22.3. A member of the Council may be re-elected by more than a half (50% + 1) of votes of the Residents of each floor.

22.4. at the beginning of the autumn semester of each academic year, the Dormitory President shall be elected by the newly formed Dormitory Council by open vote with a simple majority. A meeting shall be considered lawful if at least two thirds of the members of the Council participate in it. Any elderly of the dormitory can apply to be elected as the President. The Dormitory Administrator, a member of the Student Representative or another LSU employee shall participate in the elections as an observer.

22.5. The Dormitory President shall:

22.5.1. lead the Council and organize its activities;

22.5.2. organize and participate in the Council meetings and meetings of the Residents;

22.5.3. make comments and suggestions on the improvement of living and rest conditions, order and cleanliness of the dormitory;

22.5.4. help the Dormitory Administrator;

22.5.5. help the Residents;

22.5.6. provide relevant information to the Residents;

22.5.7. organize meetings with the new Residents in September.

V. RIGHTS AND OBLIGATIONS OF THE DORMITORY STAFF

23. Rights of the dormitory staff:

23.1. to enter the room after knocking on the door;

23.2. to independently open the door and enter the corridors or sanitary facilities of the room system units at any time, and check or repair the devices there (if at that time there are no residents). If necessary (e.g., in case of emergency), an employee authorized shall be entitled to enter living rooms. If there are no residents at that time, an employee authorized shall enter the room in the presence of a witness; the fact of the entrance shall be formalised and later introduced to at least one resident of the room. In this case, an employee authorized shall not take the responsibility for the items in the room. In case some work is planned in the room, as notified in advance, residents shall ensure that someone is present in the room.

23.3. in case there is a necessity for the Dormitory Administrator to enter the room and its residents do not let the employee in, he/ she shall have the right to enter the room using a spare key or special tools. The material damage shall be indemnified by the Residents.

23.4. in order to ensure cleanliness and order in the rooms, the Dormitory Administrator, together with the representative of the Dormitory Council (or with another dormitory employee) has the right to check the room;

23.5. to order cleaning services (after giving a note to the Resident (Residents) who use the room (rooms)) if the cleanness and neatness in the room, shower, toilet, hall or the kitchen do not meet the requirements of sanitary hygiene norms. The cleaning bill shall be provided to the Residents who use the premises;

23.6. to ensure cleanliness and order, and compliance with hygiene sanitary norms, dormitory staff members who have found household waste, dirty dishes or other personal inventory brought out of the room shall tell the Resident to dispose household waste, dirty dishes or other personal inventory immediately. If, after a warning, this is not done, the staff of the dormitory administration has the right to remove inventory and impose disciplinary measures. If the owner of household waste, dirty dishes or personal inventory cannot be identified, the staff of the administration of the dormitory has the right to remove the inventory without indicating its owner, and if he/ she is identified, impose disciplinary measures;

23.7. use an alarm button if there is disturbance in the dormitory. The amount of the invoice for the irrevocable service shall be paid by the Resident (Residents) for whom the assistance was called.

23.8. refuse entry to the dormitory Residents who do not present a permission;

23.9. interrupt the provision of internet and laundry services to the Resident who has failed to pay the accommodation fee or forfeit;

23.10. to provide comments and warnings to the Residents regarding violations of the Rules; to remove the Residents from dormitories in accordance with the procedure established by these Rules;

23.11. to perform other functions to ensure compliance with the requirements of the Rules.

24. The dormitory staff shall:

24.1. respect the rights and legitimate interests of the Residents;

24.2. provide information and advice to the Residents on the matters related to accommodation and living in the dormitory.

VI. FEES

25. The Resident shall pay the following fees in accordance with the procedures laid down by LSU and the Accommodation Agreement:

25.1. At least 10 days before arrival, all students coming for full-time studies at Lithuanian Sports University under the Erasmus + and joint study programmes, after having submitted an application and received confirmation of the housing assigned, shall pay the accommodation fee for the entire scheduled study period (or for the first semester if the student plans to live in the dormitory longer) and a deposit (an amount equal to two monthly accommodation fees). Prepayment (deposit) shall be returned to the Resident upon moving out from the Dormitory and upon termination of the Agreement within 14 (fourteen) business days after confirmation of the request for prepayment (deposit) return submitted through the system if the Resident has fully settled the payments for the dormitory and has no other obligations to LSU.

25.1.1. In case the student fails to pay the accommodation fee or the deposit on time, he/ she will not be accommodated in the dormitory

25.1.2 Full-time, Erasmus + and joint study programme students who live in the dormitory but fail to pay the accommodation fee will be notified in writing; if the student fails to fulfil his/ her obligations immediately, the student must vacate the dormitory within 5 days of receiving the notification; the accumulated arrears shall be covered by the deposit.

25.1.3 On account of a change in circumstances, i.e. if the student does not live in the dormitory for the entire planned period, or if he/ she moves out for personal reasons, the unused accommodation fee and deposit paid shall be transferred to the personal bank account specified in the request (if no case of damage to LSU property is identified). The student shall fill in an application form in the LSU information system No. 297 Request for Reimbursement of Overpaid Dormitory Fees, and No. 296 Request for Reimbursement of Dormitory Deposit.

25.2. accommodation fee and forfeit;

25.3. other fees imposed by LSU.

26. Full-time, Erasmus + and joint study programme students shall pay the accommodation fee for the whole semester (twice a year).

- The autumn semester begins on September 1 and finishes on January 31.
- The spring semester begins on February 1 and finishes on June 30.
- The first instalment shall be paid at least 10 days before arrival.
- The second instalment shall be paid at least 10 days before the beginning of the semester.
- The deposit shall be paid once, at least 10 days before arrival.

26.1. Full-time students have the possibility to write a request in the LSU information system for deferment of payment for accommodation services in the LSU dormitory if at that time documents on the issuance of a temporary residence permit in the Republic of Lithuania are submitted.

27. Damage must be compensated within 5 (five) calendar days from the date of notification of the damage.

28. In case the Resident fails to pay an accommodation fee or any other fees on time, the provision of internet and laundry services shall be interrupted and a disciplinary measure shall be imposed.

29. The debt for accommodation, compensation for damage or forfeit shall be paid within 5 (five) business days from the receipt of the debt notification notice.

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

VII. LIABILITY FOR INFRINGEMENT OF THE RULES

31. The following penalties shall apply for the breaches of the Rules: warning, reprimand and expulsion from the dormitory. Warnings and reprimands shall be imposed by the Dormitory Administrator; The Resident shall be expelled following the decision of the Committee composed of the Head of the Office of Infrastructure, Dormitory Administrator and the President of the Dormitory Council. Each warning and reprimand, depending on the severity and consequences shall be assessed by a specific weighting coefficient. If, within one year a dormitory Resident's weighting coefficient for breach of the Rules amounts to one point or more, the Dormitory Administrator proposes to expel the Resident from the dormitory. Weighting coefficients of breaches are presented in the Annex of the Dormitory Rules and Regulations. Administrative liability may be applied in addition to disciplinary penalties to dormitory Residents.

32. The Dean of the Resident's Faculty shall be informed about the disciplinary measures imposed on the Resident.

33. Upon expulsion, the Resident shall move out within 7 (seven) calendar days. The Resident expelled shall not be allowed to enter the dormitories. This provision does not apply if the Resident has been expelled due to the non-payment of accommodation fee and has already liquidated the debt.

34. According to the provision of the dormitory staff, a guest who has grossly violated the Rules shall be forbidden to visit or be accommodated in LSU dormitories following the decision of the Dormitory Administrator.

35. Reprimands, warnings and expulsion from the dormitory shall be made within 10 (ten) business days after the notification of violation of the reprimands, warnings and expulsion from the dormitory shall be registered. The Dormitory Administrator shall inform the Resident of the designated disciplinary measure. The Resident who does not agree with such a decision shall have the right to apply to the Head of the Office of Infrastructure in writing.

VIII. GENERAL PROVISIONS

36. The Rules shall be approved, amended, supplemented or recognized as invalid by the order of the Rector of LSU.

37. The rules shall be published on LSU website and on the dormitory billboard.

38. The Rules shall be written in the Lithuanian and English languages.