

HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE
SCIENCES

SOMOGYI IMRE DORMITORY

HOUSE RULES

BUDAPEST
2021.

I. General Provision

1. §

- 1) The House Rules (hereinafter: House Rules) of the Mate Budai Campus Somogyi Imre Dormitory (hereinafter: Dormitory) scope extends to the Dormitory building, compliance is mandatory for all Dormitory Occupants (hereinafter: Occupants) and for all person who is in the building.
- 2) It is basic requirement for Dormitory Occupants to retain the Rules of living together, and their behavior should not offend the community.
- 3) The Dormitory admission, the removal during student year and the room schedule will be based on decision taken by the provisions of the Dormitory Regulations. The Dormitory Administrator will prepare the room schedule taking into account all request of the Occupants.
- 4) The Dormitory Occupants must conclude the Dormitory contract before moving in, in which the Occupant agrees to keep and follow all House Rules and regulations, fulfil its obligations and complies with fire safety regulations. The breach of the contract is a disclipinary offence.
- 5) The Dormitory Occupants must comply with the "Moving-In" Procedure.
- 6) All Dormitory Occupants are obliged to move into the designated room.
- 7) The Student Representative can authorize the room exchange, after the Occupants complete the Room Exchange Application Form.
- 8) At end of the school year, but latest 30th of June (if there is no other provision) the Dormitory Occupants must leave the Dormitory. To derogate from this must be authorized by the Head of Dormitory (with special permission).
- 9) The Dormitory Occupants can request to stay in the designated Dormitory, during summer holiday. The application must conclude latest 5th of June and handed to the Dormitory representative.
- 10) After the Dormitory application has been accepted for Summer Holiday staying, the Occupants must move into the designated Dormitory, offered by the Head of Dormitory, and the Occupants must sign the Dormitory Summer Contract, whereby the Occupants undertake to comply with House Rules and pay the fee.

II. Policy for rooms and common areas

2. §

- 1) In the Dormitory rooms you must follow the next rules:
 - a) At the time, the Occupant move into the Dormitory, must sign the Room Accesories List, with that take full financial responsibility for the swipe card, room key, door key, kitchen locker key and all accesories.

- b) At the time the Occupant move out, they must rearrange the room furnitures, clean the room defrost the fridge, throw away the trash and hand over the room to the designated person. Failure to complete any of mentioned above, the Occupant must pay extra fees. The Occupant must hand back the swipe card, room key, kitchen locker key to the receptionist.
- c) It is duty of the Dormitory Occupant to clean the room. They must keep tidy their room with cleaning tools which will provided to them. They must throw away the trash regularly into the designated trash area.
- d) It is prohibited to keep empty bottles and trash in the rooms and common areas! It is forbidden to throw room rubbish in the kitchen!
- e) The Occupant can be charged additonal expenses or fines as a result of failure to clean the room.
- f) For security reasons, the last person leaving the room, must ensure that all windows and doors are locked.The Dormitory and its Operator do not undertake any responsibility for the personal belongings left in the room.
- g) Policy in the kitchen and the Fire Safety procedures are obligatory for all Occupants. After using the kitchen, Occupant must clean the cooker, the sink and the kitchen worktops before leaving.
- h) Washing dishes can only be done in the kitchen, and it is forbidden in the room. Any dishes left behind in the kitchen, can be thrown away next day by the cleaners.
- i) It is forbidden to store any objects in hallway or common areas (eg. shoes, doormat, trash etc.)
- j) Ironing is only allowed in the designated area reffering to Fire Safety Rules.
- k) It is not allowed to take out any belongings of the Dormitory without permission. It is also forbidden to take out objects and furnitures from common areas to your room.
- l) You must leave all belongings of your original room if there is a room exchange.
- m) It is strickly forbidden to use own heat-generating applicances in the Dormitory rooms due to the usual contact protection status.
- n) It is forbidden to cover or intentionally damage the fire alarm system, this result with immediate termination of the contract. There is an extra charge for any damage caused by the Occupant.
- o) The condition of the rooms must be preserved. Any damage caused by the Occupant must be compensated (drawing on walls, or hanging picture, posters on the wall etc.).
- p) All rooms will be checked by the designated Dormitory coordinator once a month (if necessary every 2 weeks). During inspection if the Dormitory coordinator find an outrageously messy room, they must impose a specific penalty (based on1 st of Annex).
It is forbidden to perform a room check, without the Occupant's presence.
- q) If the Dormitory coordinator experience breach in the House Rules, (eg. too noisy, smell of tobacco etc.) inside Dormitory, they may ask to open room door and the Occupant must open it. If

the Occupant does not follow the instruction of the coordinator, penal sanction comes into effect (1st of Annex).

- r) If the Dormitory coordinator experience breach in the House Rules, (eg. too noisy, loud music etc.) outside the Dormitory, they may ask to end to the disorder. If the Occupant does not follow the instruction of the coordinator, penal sanction comes into effect (1st of Annex).
- s) Occupants are financially responsible for intended use of the Dormitory premises, and equipments. Any damage occur either intentionally or negligently will be sanctioned. If the Occupants are not willing to pay the value of the damage then compensation procedure must be carried out referring the MATE SZMSZ III/6 Discliplinary and Compensation Regulation. Within 10 days of the proceedings the polluter is liable to pay the damage.
- t) There is an interest and duty of the Occupants to report immediately if they notice any damage in the Dormitory. The report need to be send on somkoll@uni-mate.hu. The reported damage must be fixed same day or latest the next working day by Dormitory Technican. The Occupants should be present during repair time, or all valuables need to be lock. If the repairing does not take place in a short period of time, the Occupant must report to the Dormitory Coordinator.
- u) Under special circumstances, emergency situations, threat to life or physical integrity, the designated person of the Dormitory is allowed to enter the Occupant's room without notice. The Occupants must be informed of entry on written record which is placed on the wall.
- v) In addition to the above, the representative operator of the building have a right to enter to Occupant room, at any time, to maintain and check the heating system, electrical equipment, insect and pest controll or other maintanence reason.
- w) The Occupants need to adapt to cleaning and maintenance work.

2) Rules of the Club room:

It is duty for all users to maintain the order and cleanliness of the room.

Before acces to the club you must apply on the registration form, which applies to a given month. The Occupant can only sign up once a month.

The Dormitory Occupant can use the club area without registration, only if there are no previous booking. The Occupant need to pick up the key at reception before usage. The receptionist register the key collection time, the name, and room number, and notify the designated person who will hand over the room.

The Occupant must hand back the room to the designated person after usage, no later than, the next day at 12 noon of the pick up date, who will check and record any definciencies.

After all this, you need to hand the key back to the receptionist, who will register the time.

The handover must be between 9am to 3pm on working day.

The room can be used by up to 16 people until 2am. The list of participants must be collected by the person who asked the room and hand to the receptionist. It is not allowed to disturb other Occupants with loud noises or speakers.

The Occupant (who signed for the key) has to take full responsibility for the room. If any damage occur in the room, the Occupant who registered last is responsible for it.

It is forbidden to transfer the room key to the other person, smoking and taking out any furniture or equipment.

3) Rules of the Gym room:

Users of the Gym have the obligation to keep the room clean and tidy.

Before using the Gym, the key must be requested on the reception. The receptionist will register the key collection time, the name and room number.

The room can be used by up to 4 persons.

Before usage, the Occupants must check the condition of the equipment. If there is any damage or fault they need to report to the receptionist. Uncovered body part may not contact with the bench for hygiene reason, therefore the use of towels is obligatory.

The tools must be used for their intended purpose. The weights must be fixed to the bar. Weights and discs may not be placed on the bench, or thrown away. After use the tools must be returned to their original position. The operator or designated person may check randomly the gym. If they do not find appropriate room condition, then the last visitor is responsible to clean it up. Everyone shall use the equipment and the gym at own risk. The user is responsible of injuries or damage to the equipment, resulting from improper use.

Smoking, eating, consuming alcohol or being too loud are forbidden in the gym room.

4) Rules of the Table tennis room:

Users of the Table tennis room have the obligation to keep the room clean and tidy.

Before using the Table tennis room, the key must be requested on the reception. The receptionist will register the key collection time, the name and room number of the Occupant and he will give the rackets and balls.

The room can be used by up to 4 persons.

The operator or designated person may check randomly the room.

If they do not find appropriate room condition, then the last visitor is responsible to clean it up.

Smoking, eating, consuming alcohol or being too loud are forbidden in the table tennis room.

III. Basic Rules of Dormitory Conduct

3.§

- 1) To enter or leave the Dormitory, the Occupants must use their swipe card (or special request).
- 2) Section IV apply for receiving guest in the Dormitory.
- 3) Occupant with infectious disease, will be placed in a temporary designated room.
- 4) It is forbidden to make loud noise or to use any device in such a way to disturb a peace of the Occupants of the Dormitory. Compliance with the Rules of silence between 11pm to 7am and during exam period is mandatory.
- 5) Special care must be taken to keep the entrance hall, the hallways, the lounge and the rooms clean. It is forbidden to throw away trash in the hallway, the common areas or the neighborhood of the Dormitory.

- 6) Occupants can display posters only with special permission by the Head of Dormitory on the board.
- 7) To make copy of door keys are forbidden. Loosing door key must reported to the designated person of the building operator.
- 8) It is not allowed to keep animals inside the Dormitory.
- 9) In the Dormitory, gambling is prohibited referring of Act XXXIV of 1991.
- 10) Smoking is forbidden inside the Dormitory. Smoking only allowed in the designated smoking area.
- 11) Selective waste collection is mandatory (paper, plastic, communal garbage). The rubbish must be placed into container under the stairs.
- 12) Commercial sales are not allowed in the Dormitory.
- 13) It is forbidden to possess any weapons or dangerous goods which threatens life and physical integrity, throughtout the Dormitory.

IV. Receiving guest in the Dormitory

4.§

- 1) It is allowed to receive guests for Occupants every day from 7am to 11pm in either entrance hall or rooms. The visitor must wait at the entrance door until the Occupant has arrived, and then they can go upstairs after the visitor is registered by the Receptionist.
- 2) When Occupants are receiving guest in their room, the roommate must agree (only one visitor per Occupant at a time).
- 3) The visit should not disturb the lifestyle, the study and the peace of the roommate, or any work in the building. Otherwise the roommate can report to the Dormitory Coordinator, who is obliged to report to the Head of Dormitory.
- 4) The Occupant is fully responsible for the behavior of the visitor.
- 5) The Visitor must:
 - a) sign the Registration form,
 - b) keep the House Rules.
- 6) The Visitor can stay in the Occupant's room overnight if they follow the next:
 - a) The visitors can only be accepted if the roommate agrees.
 - b) Only one visitor per night for weekdays.
 - c) The Occupant can receive guest for 3 nights in each month (1 night in weekdays, 2 nights at the weekends).
 - d) The same visitor can spend maximum 3 nights in 1 month (1 night weekdays, 2

nights weekends).

- e) Hospitality fee must be paid for the visitor.
 - f) The Occupant must fill out the Guest Receiving Permission form at the reception, where the roommate must give a written consent and need to be signed by the Occupant and the visitor. The receptionist verify with its signature.
 - g) The Guest receiving Permission form is collected by the receptionist, and handed to the the Dormitory Coordinator who can randomly check the occupant and its guest.
 - h) Permission to receive guests is subject to the following conditions:
 - approval by the roommate,
 - the visitor must keep the House Rules,
 - the Occupant declares to pay the hospitality fee.
- 7) The Occupant must pay hospitality fee in that case, if its guest leave the Dormitory after 11pm or arrive between 11pm to 7am.
- 8) Receiving an unregistered guest is a discliplinary offence, and either a limitation of guest receiving prohibition and in the final case it may result in exclusion from the Dormitory.
- 9) In special circumstances (eg Freshmen Ball, New Years Eve etc.) the Head of Dormitory has a right to change the policy of receiving guest.
- 10) Any delivery by the courier must taken over outside of the Dormitory. The couriers are not allowed to enter the Dormitory.

V. Procedure against breaching the House Rules of the Dormitory

1. DISCLIPINARY OFFENCE

5.§

1. The purpose of the policy is to protect order and discipline, detention of perpetrators for disciplinary violations.
2. Against the Occupants who violates the law or not following the Dormitory policy or House Rules, guilty and gravely commits a discliplinary offense or damage, the MATE SZMSZ III.6. Student Discipline and Compensation Rules apply with the Dormitory House Rules.

2. PROVISIONS RELATING TO TORT

6.§

1. If the Occupants unlawfully cause damage to the Dormitory, then the MATE SZMSZ III.6. Report of the Hearing Officer for Disciplinary and Damages. the Civil Service Act 2011, CCIV 87/2015. (IV.9.) with derogations provided for in the Government Regulations shall be carried out in accordance with the Rules of Civil Code.

2.1. Equity

7.§

1. Depending on the Dormitory operator, the agreement of the Head of Dormitory and the Asset Management Director or require by the Operator, may authorize a reduction the amount of compensation. Taking into account the frequency of damage and circumstances, especially the degree of guilt, the Head of Dormitory and the Asset Management Director and the Operator of the building will make decision.
2. The Head of Dormitory and Asset Management Director or the Dormitory Operator, make judgement on the Equity Request immediate effect, or within 8 days. There is no appeal against the decision.

3. EXTRAORDINARY TERMINATIONS

8.§

In particular the Dormitory shall consider an Extraordinary termination if the Occupant:

- a) Intentionally or negligently damages the Dormitory and refuse to reimburse it, or failure to pay compensation, after recognition of his obligation to pay compensation,
- b) Makes alterations to the Dormitory building or furnishings without permission from the Representative of the Dormitory, and on demand does not restore the original condition on its own expense,
- c) In all cases when the Occupant violates the public, health, work, fire safety and accident prevention regulation, particularly the Rules on smoking and also violates, the university IT regulations,
- d) Places a person illegally, on his own or the places of others, who does not live in the Dormitory,
- e) Breach of the Receiving Guest in the Dormitory Policy which is written in House Rules,
- f) Fails to comply to pay the Dormitory Fee despite warning,
- g) Proven drug use in the case of consumption, possession and distribution,
- h) And if 200 point worth offence committed by the Occupants accumulate, with reference to the House Rules Annex.

In the case of Extraordinary termination, the Occupant must leave the Dormitory within 8 days, and pay the fee for duration of the contract. If the Occupant does not settle its debt before move out, they need to sign the Declaration of debt, in which it grants the payment deadline that it considers possible. If the payment is not made within a given deadline, the Dormitory go to court to enforce its claim.

In the case of Extraordinary termination, the Occupants must leave with its belongings the Dormitory within 8 days.

Budapest, 27 May, 2021

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