

# **Regulations for the Use of Shared Rooms in the Student Dormitories of Warsaw University of Technology**

## **§ 1**

1. These regulations define the rules for residents of a Student Dormitory (hereinafter referred to as "DS") for using shared rooms (excluding banquet halls), hereinafter referred to as "Rooms," including their equipment and adjoining toilets.
2. Each person using a Room, hereinafter referred to as the "User," as well as other individuals present in the Room, are obliged to comply with these regulations.
3. Rooms may be used any day of the week, at any time.
4. The User may only be a resident of the DS where the Room is located.
5. It is prohibited to take Room keys outside the DS premises.
6. In case of lost or damaged keys, the User must cover the cost of key duplication or lock replacement.
7. The total number of individuals present in the Room at any one time must not exceed the capacity outlined in the building's evacuation plan.
8. Rooms must not be locked while occupied.

## **§ 2**

1. Silent study rooms must not be used for hosting events.
2. If Room access is managed by the dormitory reception desk, the organizational details of this process are the responsibility of the reception in coordination with the Dormitory Council of Residents (CR).
3. Complaints or feedback regarding the reception's management of Room access should be directed to the DS Administrator. § 3

1. The CR of the DS appoints a Room Supervisor (hereinafter referred to as the "Supervisor") to manage Room access. If no Supervisor is selected, the CR Chairperson assumes the role.
2. The Supervisor may appoint a temporary deputy if needed.
3. The Supervisor reserves the right to deny Room access without providing a reason.
4. After each use, the Supervisor must conduct an inspection (hereinafter referred to as "Inspection") of the Room. The Inspection is deemed successful if the Room is in the same condition as prior to use..

## **§ 4**

1. Users must immediately inform the Supervisor of any mess or damage found in the Room. Unreported issues discovered during Inspection will be attributed to the User.
2. Users are financially liable for any damage caused during their use of the Room.
3. Users must restore the Room to its original state within the timeframe specified by the Supervisor..

## **§ 5**

1. Room reservations must be arranged directly with the Supervisor.
2. Users must provide their resident ID card to the Supervisor in exchange for the Room key.
3. The Supervisor may not issue the Room key without receiving the resident ID card.

4. Following a successful Inspection, the Supervisor retrieves the key and returns the resident ID card to the User.
5. If during two Inspections the Room is found not restored to its original state, the Supervisor may refuse further Inspections. In such cases, the Supervisor cleans the Room, and the matter is referred to the CR or the DS Disciplinary Committee if one exists. The User retrieves their ID card on the day the issue is resolved.
6. If Inspection is not possible due to damage to the Room's infrastructure or furnishings, the User must restore it to its original state at their own expense under the Supervisor's oversight.
7. In the event of unauthorized individuals entering the Room, the User must immediately inform both the Academic Guard and the Supervisor.
8. If any violation of the DS regulations is detected, Room access may be restricted by the Academic Guard or Supervisor.
9. Disputes or matters not addressed by these regulations are resolved by the DS Complex Manager in coordination with the CR..

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