Magyar Agrár- és Élettudományi Egyetem

Károly Róbert Campus

Károly Róbert Diákotthon

HOUSE RULES

The Károly Róbert Student Residence, 3200 Gyöngyös, Bene street 69. (hereinafter referred to as: dormitory) is operated by the MATE Egyetemi Szolgáltató Nonprofit Kft. (representative: Brigitta Balázs operator, hereinafter referred to as: Operator).

1.§
General Rules

(1) The House Rules apply to every resident of Dormitory, who has a legal membership of the Dormitory (hereinafter referred to as: Student), the Dormitory's every employee, and every other person or guest who stays at the Dormitory grounds.

(2) The University's Student Requirements System (hereinafter: SRS), the Dormitory Contract (hereinafter: Contract) and the General Terms and Conditions (hereinafter: GTC) determines:

a) the placement's conditions
b) the duration of the placement
c) the conditions of the membership cancelling
d) the amount of the membership fee, the payment deadline and the method of payment

2.§
Moving in and out

(1) The move-in happens at the date determined by the Student Residence Admission. It is only possible to deviate from this date, if the Dormitory Leader gives permission.

(2) Students, who got accepted into Student Residence membership are moved in by the Dormitory Leader, the Operator and the Dormitory Board according to the assignment made by the Dormitory Board. Membership is finalized, when the Student signs the Contract, by which they accept the House Rules, work regulations, fire and accident prevention regulations, public health regulations and the internet usage rules.

(3) Residents of the Dormitory must be monitor their own healths at all times, and if they detect any symptoms on themselves (coughing, shortness of breath, fever, chills, muscle pain, sore throat, newly developed loss of smell or taste, nausea, vomiting and diarrhea) they must inform the doctor specified by the university (if that is not possible, their own family doctor) immediately and follow their instructions.

(4) Violating the precautionary measures during moving in and while living in the Residence may result in the immediate ban from the area of the Students' Residence. The Manager is entitled to ban Students, who break the precautionary measures, and the Student - for the protection of other residents - cannot appeal against a ban.

(5) After filling out the photographic records the Student gets their keys to their room and the room's inventory. The inventory includes the list and conditions of the room's furnishing. The Student receives the inventory by signing it.

(6) According to 1992. LXVI. law on the registration of citizens' personal data and addresses, the Student must report their place of residence to the district office in three work-days after move-in or move-out.

(7) The change of places within the Student Hostel may only take place with the permission of the Dormitory Director and with the consent of the occupant(s) of the affected rooms. Failure to do so will result in disciplinary action. The request for changing the room form is available in the Neptun system (Administration - Item-request).

(8) The Student cannot transfer their room even temporarily, they cannot sell it. Violation of these terms result in disciplinary proceedings and ban from dormitory grounds.

(9) During move-out, room switching (or move-out because of ban from dormitory grounds) the Student account to the room inventory item by item. During the termination of the Contract they must apply the regulations in the GTC. That includes a 30 days notice and giving the correct written forms to the dormitory coordinator. Request for moving out of the Hostel can be submitted on Neptun. In case of moving out, the Student must inform the building "A's" reception 2 days prior to the date of the move-out. During move out the Student must give back the room in its original state, otherwise the Operator can order forced cleaning, which must be paid by the Student. Students' membership, who does not meet the above administrative obligations, will be seen as continuous.

3.§
Entering the Dormitory, having guests

(1) Students entering and exiting the Dormitory:
   a) The Dormitory has security service

   b) The Student must confirm their identity with a photographic ID in case the Dormitory's staff or the security service requests it.

   c) Pictures, video and sound recordings can be made at the Dormitory grounds.

(2) Having guests:
   a) It is possible for students to host guests at the Students' Residence.

   b) Everyone's considered a guest, who doesn't have a Students' Residence membership, is not the Operator, or not in employment of the company operating the Student's Residence. It is strictly forbidden for those who doesn't have a Student's Residence membership to permanently move in. Disciplinary proceedings will be initiated against those, who host a non-member overnight.

   c) It is possible to host a guest in the Students' Residence community rooms or in private rooms between 08:00 and 23:00. You'll have to provide your guest's photographic documentation at the reception of building A.

   d) The guest is obliged to follow the House Rules, which they accept by entering the Students' Residence. The guests' visit should not disturb other roommates' lifestyle, studying, rest and the work in the Residence. The hosting Student is fully responsible for their guests' behavior.

e) To have a guest stay overnight, the Students must act in accordance with the following rules:

- Roommates must give their written consent.
- During the weekdays, in one room only one guest may stay.
- A Student can only host a guest for a maximum of 3 nights (1 during weekdays, 2 during weekends) in a month.
- The same guest can only stay at a maximum of 3 nights (1 during weekdays, 2 during weekends) in a month.
- To host a guest, the Student must pay a certain fee.
- A hosting Student must fill out the „College Student's Guest Overnight Stay Application", which must be signed by the roommate(s), the host and the guest. The receptionist must certify the registration with their signature. The Application can be found here: https://kollegium.uni-mate.hu/elerheto-dokumentumok-krc
- Hosting a guest overnight without registration is considered a violation of the House Rules, and results in the limitation of the hosting rights of the Student (1 month). Violation of these rules for multiple times may result in the Student getting expelled from the Residence.
- In exceptional cases (freshman graduation, other events… etc.) the hosting rules may change. During events every Student can host one guest.

4.§
Places of service and community

(1) When a Student gets the key to a service room, it must be documented at the reception. The Student must provide their name, the time and their signature.

(2) Only those entitled to it can get the service room's keys (clubroom etc.). They must be registered at building "A's" reception.

(3) At the area of the Dormitory, the current traffic regulations are valid. Students must park at the available parking spaces. At spaces, which are marked by the "Megállni tilos" traffic sign, it is forbidden to stop or wait. The Dormitory does not provide security to the parking lot, it does not take any financial responsibilities to damages to the vehicles.

(4) At the area of the Dormitory, bicycles must be kept in their designated spaces. Bicycles found in any other area can be removed by the Operator, disciplinary proceedings can be issued against their owners. The bicycle storage can only be used by residents of the dormitory and the staff.

5.§
General community rules

(1) On the Dormitory grounds, the Students must follow the community rules. The House Rules adjust to the reasonable rhythm of life and to provide undisturbed time for study. During the semester from 23:00 to 07:00, during the exam period all through the day, rest and undisturbed sleep must be provided. Those who violate these rules will undergo disciplinary proceedings.

(2) The Operator provides regular bedclothes change:
Tuesday - Thursday 07:00 - 14:00

(3) It is possible to have coeducated rooms in the Dormitory if the Students request it.

(4) All Students must follow the general rules of personal hygiene. This includes washing their hands often with soap, usage of hand sanitizer, adherence to cough etiquette, unnecessary touching of the face. Students must use masks at all community spaces.

(5) Maintaining proper physical distance within the dormitory area is extremely important to prevent the virus from spreading. The 1.5 meter distance must be kept by everyone at all times.

(6) In common areas, such as kitchens, bathrooms and toilets, residents should adhere to the rules of distance.

(7) It is mandatory to wear a mask inside office buildings.

(8) The residents of the dormitory are obliged to use their own utensils, household utensils (plates, glasses, cutlery, etc.), textiles (clothes, towels, etc.) and keep them clean.

(9) To reduce the concentration of any pathogens indoors, ventilation must be regular or continuous.

6.§
Work, fire, accident and property protection

(1) Students receive dormitory work, fire and accident protection education at the beginning of the academic year or upon moving in, and acknowledging this is confirmed by their signature.

(2) All rooms must be used as intended. It is forbidden to bring furniture from the common areas into the rooms!

(3) It is in the interest and obligation of all Students to immediately report any defects or damages in the inventory objects and equipment of the Dormitory at the reception of the “A” Student Home Building, through the error report log.

(4) Students are required to keep the dormitory rooms and associated rooms clean with the cleaning supplies and detergents they provide. They are also obliged to ensure that waste from residential units is taken out to a waste storage facility (container) located outside

the building. If the student does not clean his / her room despite being prompted, the Operator may order forced cleaning which the student must be paying for a fixed fee. In more serious cases, the Operator may initiate disciplinary proceedings against the Student at the University.

(5) The operation of small household appliances over 200 watts brought into the dormitory is subject to the permission of the Operator. With permission, the device is recorded in the room inventory as “own device”. A compensation fee shall be paid for the operation of the device to the extent and in the manner specified by the Operator. The Operator is not financially liable for movable property marked “own property”.

(6) Furniture can only be brought into the dormitory if it is approved by the Operator. With permission, the furniture is recorded in the room inventory. The Operator is not financially liable for movable property marked “own property”. If the brought in furniture causes any damage in the Dormitory, the Student who owns the furniture is obliged to compensate. If a room inspection reveals furniture that is not on the inventory, disciplinary action may be taken against the occupants of the room. All furniture must be removed when you move out. Failure to do so may result in disciplinary action or removal at the Student's expense.

(7) The Student is personally responsible for the objects, tools and equipment received. For the condition of the room, furniture, including doors, windows, walls, equipment, the Student responsible together with their roommates. Additional facilities in the living unit, such as bathroom and toilets, every resident responsible to. It is forbidden to drill, paint, poster or wallpaper the walls of the room!

(8) The Operator, the representative of the University and the Dormitory Committee are entitled to check the condition of the rooms regularly, up to four (4) times a month, with the prior information of the Student.

(9) The Operator's representative is entitled to enter the dormitory room in extraordinary situations (such as damage prevention, fire hazard, danger of life or accident or elimination of the fault causing the above, etc.) without the Student's prior notice. The Student must be notified immediately.

(10) In addition to the above, the Operator is entitled to inspect the proper use of the dormitory room with prior notice to the Student, as well as for maintenance and building supervision reasons (such as heating, inspection, regulation of electrical equipment, repair and maintenance work, insect and pest control, etc.). to enter the dormitory room and carry out the necessary inspections and repairs there. If the Student is not in the room at the time of the activity, the Operator's representative may enter the room only in the presence of a representative of the University. Entry in the absence of the Student must be documented by keeping a visit log. He confirms his presence by the signature of the present representative of the University.

(11) Smoking is not allowed in the buildings of the Dormitory! If the student does not smoke in the designated place and this results in an extraordinary expense for the Operator (such as the disaster protection arrives at the scene upon the alarm of the fire alarm), the Student is obliged to compensate. Designated smoking areas:

- 15 meters north of the entrance to building A 'next to the sidewalk,
- 15 meters south of the entrance to building' B 'next to the sidewalk.

(12) Do not bring flammable materials, equipment, or perform activities that could cause a fire or explosion (such as cleaning clothing with flammable liquids) in the rooms. It is forbidden to use overhead radiators, radiators, hookahs, immersion kettles in the Dormitory and its entire outside area. The use of an iron in the rooms is prohibited!

(13) With the exception of a guide and assistance dog, it is forbidden to keep animals in the College!

(14) The Operator shall not be liable in any way for the valuables and objects brought in and placed by the Students living in the rooms or their guests, especially for jewelry, cash or technical items. The Operator shall not be liable for damages resulting from the disappearance of objects left unattended in the area of the Dormitory (rooms, kitchenettes, shared showers, other places)!

(15) If the Student causes damage to the Student Home due to their guilty behavior, they are obliged to compensate for the cost of the restoration. The offending Student (s) shall be obliged to pay all official fines and additional costs of the Operator incurred by the violation of the regulations by the Student in accordance with the compensation rules. Refusal to pay the compensation, or if the amount of the damage justifies it, the Operator shall initiate disciplinary and compensation proceedings in accordance with the Student Requirements System.

(16) If any damage has occurred in the room or inventory items are missing, the Students living in the room are obliged to compensate it according to the fee in to the room inventory.

7.§
Miscellaneous and final rules

(1) For the duration of a possible renovation of the dormitory, the University / Operator will provide the student with accommodation by designating another dormitory accommodation. If the student does not accept the exchange accommodation designated by the University, they are obliged to take care of their accommodation for the duration of the renovation at their own expense. The additional costs incurred by the Student in this way will not be taken over by the University / Operator. Renewal may not be impeded by the Student by not accepting the exchange placement offered by the University.

(2) The Contract shall be terminated by extraordinary termination if the Student:

a) intentionally or through gross negligence violates the House Rules, or otherwise engages in conduct that makes it impossible to maintain the right to use the space.

b) causes intentional or negligent damage to the University or the Operator and refuses to reimburse it, or fails to reimburse it without good reason after acknowledging the obligation to pay compensation.

c) carries out alterations to the dormitory building or equipment without the permission of the Operator and does not restore the original condition upon request at its own expense.

d) violates dormitory and official public health (especially smoking), fire, work and accident protection regulations, as well as the rules of use of the Internet network.

e) places a person, who is not a resident of the dormitory illegally in their room.

f) becomes unfit for community dwelling due to his or her state of health.

g) changes rooms without permission.

h) violates the rules on guests set forth in the House Rules.

i) the obligation to pay the reimbursement fee is not fulfilled in spite of the summons, nor by the deadline specified in the summons.

j) violates the House Rules.

k) behaves in a manner that is incompatible with the norms of community coexistence or with which the peace of mind of the residents of the dormitory is significantly disturbed.

(3) Letters and postal parcels received by the Student during the semester can be picked up at building A's reception. The reception is not available for the transmission of messages, the delivery of non-postal parcels, items and other tasks do not belong to it's job.

(4) No commercial, business or other licensed activities (eg gambling) may be carried out in the Dormitory without a permit.

(5) There is no medical or health care in the Dormitory. The first aid box for first aid is located at the reception of building "A". Accidents and the date of use of the first aid kit, personal and other data must be recorded at the reception.

The city medical service:
3200 Gyöngyös, Dózsa György street 18.
Phone number: 37/311-727

(6) If Covid-19 infection is suspected, the following should be notified immediately:

Dr. Eszter Tóth from Monday to Friday 13:00 to 14:00 on the following phone number: + 36 20 961 5431, from Saturday to Sunday 10:00 to 11:00 on the following Viber number + 36 20 961 5431 and the Dormitory Leader (Márk Lakatos +36 70 772 2222), who is obliged to act according to the Alarm Protocol or the doctor's instructions.

Public telephone numbers:
Ambulance: 104
Firefighters: 105
Police: 107
Emergency call: 112

(7) A dormitory event can be organized with the permission of the Operator.

(8) The Operator is entitled to publish the fee for the additional services offered by it in a separate Announcement. The policy will take effect on September 1, 2022 and until revoked.

Brigitta Balázs
managing director
MATE Egyetemi Szolgáltató Nonprofit Kft.

Mrs. Major Ferencné
hotel manager
MATE Egyetemi Szolgáltató Nonprofit Kft.

ANNOUNCEMENT

1. Own electrical equipment (except: personal computer, consumer electronics, low power consumption / less than 200 watts / household appliances) electrical consumption fee: HUF 2,000 / mont

2. Operation of own TV set with cable television service: HUF 2,000 / month

3. Laundry fee: according to the price list posted in the laundry

4. Solarium usage fee: 350 HUF / 4 minutes

5. Special fee for forced cleaning (cleaning not performed despite request): 5,000 HUF / person

6. Special cleaning fee (room handed over in an uncleaned state upon departure): 10,000 HUF / person

7. The fee for moving in and out of office hours is HUF 10,000. Office hours: weekdays 08:00 - 14:30