



PÁZMÁNY PÉTER CATHOLIC UNIVERSITY

PÁZMÁNY PÉTER UNIFIED DORMITORY HOUSE RULES

The present Dormitory House Rules (hereinafter: House Rules) lay down the rights and obligations of the residents of the Pázmány Péter Unified Dormitory (hereinafter: Dormitory), the rules for living together and the health, accident, and fire safety regulations that ensure the normal use of the Dormitory, and the rules for staying in the Dormitory.

1. The rights and obligations of Dormitory residents

- 1.1. All residents of and guests in the Dormitory must abide these House Rules.
- 1.2. The rules for moving in to the Dormitory shall be applied in the manner specified in the dormitory notice of admission.
- 1.3. By moving in to the Dormitory, residents accept the PPCU Organizational and Operational Rules and the Dormitory House Rules, and they undertake to follow, and have others follow, the written and unwritten rules and norms of living together and to display conduct that is in keeping with Catholic Christian values and the spirit of the PPCU.
- 1.4. Dormitory residents are required to sign the “Dormitory Contract”, participate in accident, fire, and work safety training, and to read, follow, and have other follow the House Rules.
- 1.5. The rights granted in connection with Dormitory membership are non-transferrable.
- 1.6. The Dormitory Director prepares the room assignment for residents, after consulting the heads of Colleges for advanced studies, and/or the Mentors, and, if possible, but non-compulsorily, taking into consideration the requests of the resident. Unilateral changes to the room assignment result in disciplinary proceedings.
- 1.7. Changes to room assignment are permitted in justified cases only, with the agreement of all residents of all rooms involved, and with the consent of the Dormitory management. Changes to room assignments may be requested using the “*Request for Room Change*” (Szobacsere kérelem) application, which forms Annex 1 to the House Rules.
- 1.8. At the initiative of the dormitory management, in extraordinary circumstances, or when the optimal use of the available space in the Dormitory so requires, residents may be required to switch rooms.
- 1.9. Dormitory residents may turn to the dormitory management with comments and recommendations regarding the Dormitory community and all issues and rules involving the Dormitory.
- 1.10. The PPCU Students’ Union (EHÖK) shall provide interest representation for students living in the Dormitory.
- 1.11. Students wishing to terminate dormitory membership shall notify the Dormitory Director in writing. If the student legal status is terminated, the University shall also be authorized to terminate the dormitory contract with reference to such fact, in line with point 17 of the contract. Dormitory membership shall end as of the last day of the month following the month of the submission of notice or termination.
- 1.12. At the time of the termination of dormitory membership, the resident shall return the dormitory room emptied of any personal belongings, clean, and ready for moving in. In accordance with the Handover Report and inventory attached to the dormitory contract, students are fully liable for missing or damaged inventory items, insofar as such damages exceed that of resulting from normal use.

- 1.13. The resident is required to provide full reimbursement for any damages caused to the residential rooms and connecting rooms, the common areas, and the furnishings thereof, in accordance with the provisions of the Handover Report and inventory.
- 1.14. Any items left in the Dormitory by the resident after the termination of dormitory membership can be taken over within 30 (thirty) days. After the above deadline has passed, the Dormitory shall be authorized to dispose of or destroy such items.

2. Rules for residential rooms

- 2.1. Residents are jointly and severally liable for the order and cleanliness of the residential room and the connecting rooms, for their furnishings and appliances, and for safekeeping those and using them as intended.
- 2.2. Residents are required to report any faults, damages, deficiencies, and defects in the residential rooms or the dormitory building to the dormitory management without delay. The report is filed at the dormitory reception desk using the dedicated notebook.
- 2.3. When temporarily leaving the dormitory, the door must be locked, the windows must be closed, and any electronic devices must be switched off and – if possible – unplugged (with the exception of the refrigerator). The damages arising from a failure to observe the above qualify as damages caused by the resident, for which the resident is obligated to provide reimbursement.
- 2.4. Residents clean the rooms themselves and are responsible for their cleanliness. The dormitory management and the building caretaker are entitled to check the orderliness of rooms on dates agreed on with residents in advance, or without prior notice. If the cleanliness of the room fails to meet hygiene and orderliness requirements, the residents are issued a written warning. If the room is found to be unsatisfactory on three consecutive occasions, the residents may be excluded from the Dormitory following the fourth occasion.
- 2.5. Dormitory residents may only bring their own electronic devices in to the Dormitory with permission. When bringing their own electronic devices, residents must complete the form “Device Permit” (Eszközbehozatali engedély) attached as Annex 2 to the House Rules and submit it to the reception desk for approval by the dormitory director. The designated employee of the Operations Department will apply a sticker used for the purpose, which certifies the origin of the device.
- 2.6. The following electric appliances are PROHIBITED in dormitory residential rooms (for reasons of fire safety and accident prevention): grills, electronic sandwich makers, oil cookers, and hot-plates. No other device or equipment that may be dangerous from the aspect of fire and accident safety may be used. If any of the above electric appliances are found in the residential room during an inspection, the dormitory resident will receive a written warning and the appliance will be immediately removed from the building.
- 2.7. Any electric device in the residential room must be used as intended and in line with the applicable shock protection, work safety, and fire safety rules and regulations.
- 2.8. In extraordinary situations, representatives of the PPCU may enter the residential room without prior notice to the resident, including during the absence of the resident (e.g. to check normal use, mitigate damages, threat of fire, threat and accident prevention, etc.). In all other cases, the PPCU representative may enter the residential room at a time agreed on with the residents to perform the repair or other necessary works. If the resident is not present at the allotted time to grant access, at least two persons shall be present on behalf of the PPCU.
- 2.9. Smoking (including e-cigarettes and waterpipes), keeping pets, storage of materials harmful to health, and all hazardous activities are strictly PROHIBITED in residential rooms! The use of candles and incense is prohibited!

2.10. Residents are responsible for keeping residential rooms clean and for emptying waste containers as necessary. Trash shall be collected according to the rules of separate collection and shall be placed in the selective waste containers in the courtyard at least twice a week. It is prohibited to place any trash in common areas!

3. Rules for communal areas

3.1. The following qualify as communal rooms and areas:

- a) community room;
- b) study room;
- c) shared kitchen;
- d) shared laundromat;
- e) foyers on floors;
- f) courtyard and sports field;

3.2. Residents are jointly and severally liable for the order and cleanliness of the communal rooms and areas and the connecting rooms, for their furnishings and appliances, and for safekeeping those and using them as intended.

3.3. The person causing any damages to communal rooms and areas shall be liable for providing reimbursement for such damages if it can be proven that the damages were caused by them, and it is recorded in the report; if the perpetrator cannot be identified, the damages will be settled jointly.

4. Receiving guests

4.1. Dormitory residents may receive a maximum of 2 (two) guests from 8:00 am until 10:00 pm. The resident receiving the guest is required to receive the guest in person upon arrival and to report the arrival and departure time of the guest at the reception desk. Guests are permitted in residential rooms with the consent of all residents only. The resident receiving the guest bears moral and material liability for the guest. The House Rules are binding for all guests.

4.2. Guests and visitors are PROHIBITED from spending the night in the dormitory. In case of a violation, the residents may be held liable in the framework of disciplinary proceedings, and the facts will be recorded in a report.

4.3. Only residents with valid dormitory contracts may be in the building between 10:00 pm and 8:00 am.

5. Dormitory provisions

5.1. In the interest of the relaxed rest of the residents, the hours between 10:00 pm and 7:00 am are quiet hours, which is extended to the entire daytime period during the exam period. All loud activities that may disturb the peace of residents are prohibited during quiet hours.

5.2. Only posters and announcements stamped by the Dormitory Director may be posted in the Dormitory. All materials in rooms must be posted to the cork boards: it is PROHIBITED to glue, tape, nail, or screw anything, or to cause any damages, to the walls. It is PROHIBITED to use tape, blue tack, needles, thumb tacks, nails, or screws.

5.3. Smoking and the use of devices imitating smoking is PROHIBITED in the entire area of the Dormitory. Smoking is permitted only in the designated area.

5.4. It is strictly PROHIBITED to bring or use drugs in the Dormitory.

5.5. Weapons, objects qualifying as weapons, and all objects dangerous to public safety are prohibited in the Dormitory. The prohibition also applies to all weapons and objects used for self-defence, sports, hobbies, traditional heritage re-enactment, etc.

5.6. The dormitory management is entitled to enter and act in the residential room in case of a suspicion of a disciplinary offence, emergency, or other disturbance. In absence of management, the building caretaker or the employee providing reception services to the PPCU has authority to act.

- 5.7. Residents may use the machines, electrical appliances, furniture, and other equipment in the Dormitory, as well as their own devices, at their own personal and material liability. This liability is especially applicable to compliance with property protection, fire safety, and work safety requirements.
- 5.8. Any emergencies, disturbances, and faults must be reported without delay at the reception desk or the building caretaker. Attempts shall also be made to eliminate those and to eliminate the risk of accidents.
- 5.9. It is PROHIBITED to remove any equipment, furnishings, or objects that form part of the dormitory inventory from the building!
- 5.10. Residents are responsible for the professional operation of their own devices and for the safekeeping of their money and belongings. The University does not assume liability for any personal items in residential rooms.
- 5.11. It is PROHIBITED to place any objects (e.g. clothes rack dryers, shoe cabinets, etc.) along any escape routes (hallways, stairwells), as they impede traffic in case of a fire.
- 5.12. No vending, commercial, business, or other activities requiring a license (e.g. gambling) are permitted in the Dormitory.

6. Services

- 6.1. The dormitory operator provides for the cleaning of the common areas and the (daily) removal of waste from the Dormitory.
- 6.2. Dormitory residents can wash and dry their clothes using the provided facilities.
- 6.3. Due to the increased risk of infection and mass food poisoning, it is PROHIBITED to keep or improperly store unwashed dishes and food leftovers in the kitchen or residential room.
- 6.4. Mail arriving to Dormitory residents will be available at the reception desk. The reception desk will not take delivery of shipments requiring payment on delivery or deliveries by courier.
- 6.5. The duvets, pillows, and blankets in the rooms may only be used with covers. The resident shall provide the necessary covers, which is a condition for moving in to the Dormitory. If required, the operator can provide residents with duvets, pillows, and blankets.
- 6.6. All rooms have free WiFi access. The resident hereby acknowledges that the operator may restrict or limit access to certain websites and the downloading of content. Unauthorized interventions involving the Dormitory's IT and communications systems, and causing any damages thereto, results in disciplinary proceedings.
- 6.7. Residents are provided the possibility of borrowing an iron, which is available at and has to be returned to the reception desk.

7. Permitting student events

- 7.1. For the purposes of the House Rules, event means any student religious, educational, scientific, music, dance, sport, and/or cultural event held for a purpose specified in advance, involving a communal area in the Dormitory, held and organized at the given place and time.
- 7.2. Events at the dormitory, especially events that end after 8:00 pm, may be held in the Dormitory with the prior written permission of the Dormitory Director.
- 7.3. The request for permission shall include the exact location, the start and end times, the sphere of attendees and the expected number of participants, and the name of the Dormitory resident assuming liability for the event (hereinafter: Organizer).
- 7.4. The Organizer is obligated to remain at the event venue for the whole duration of the event to manage the event and maintain order.
- 7.5. The Organizer assumes liability for organizing security-related tasks, for compliance with safety and fire safety rules, for preventing damages, for damages caused, for investigating any damages caused, and for seeking out the perpetrators of damages at the event held in the Dormitory. The above apply to the entire event area and to the entire duration of the event.

- 7.6. Any disorder at the event (including violations of rules, damages, and cleaning and other costs) is primarily the responsibility of the person who caused the disorder. If the identity of the person causing the disorder cannot be determined, the Organizers shall be held jointly and severally liable therefor.
- 7.7. The Organizers are required to clean the rooms used as the venue for the event within 2 (two) hours of the end of the event and to return everything to the state prior to their use.
- 7.8. The Organizers bear material and moral liability for the visitors to the event venue.
- 7.9. As regards the use of communal rooms and areas, events held by the colleges for advanced studies, the volunteer groups in the Dormitory, and the Organizers who were first in reporting their need by submitting an application are given priority.

8. Work Safety Rules – Based on the requirements of Act XCIII of 1993 on Occupational Safety and the related legislation

- 8.1. The resident (and the resident's guest) is obligated to:
 - 8.1.1. be familiar with any information and knowledge provided in the interest of safety and to use those with appropriate safety;
 - 8.1.2. display the expected refined conduct in line with the provisions of point 1.3 of the House Rules and to uphold discipline, order, and cleanliness (littering is prohibited both in and around University and Dormitory buildings!);
 - 8.1.3. comply with the Dormitory House Rules and the PPCU safety requirements;
 - 8.1.4. immediately report any illnesses, injuries, and accidents;
 - 8.1.5. provide for the correct use of the devices and appliances in the Dormitory (electrical/gas stoves, washing machines, irons, hair dryers, hot-plates in shared kitchens, microwave ovens, etc.);
 - 8.1.6. not arbitrarily turn off, remove, or modify any safety equipment.
- 8.2. Only standard, certified lights may be used for lighting purposes. It is prohibited to remove lamp shades and glasses and to affix anything thereto. It is prohibited to alter or repair any aspect of lighting equipment: any faults must be immediately reported to the reception desk.
- 8.3. Any interference (dismantling, installation) regarding the electrical and other wiring network is prohibited. Any work involving the electrical network and any repairs to any appliances in dormitory rooms (including residential rooms) may be carried out by the authorized electrical repairmen only! This applies to even the smallest of tasks, such as replacing light bulbs.
- 8.4. It is prohibited to extend the cords of electronic devices. Only standard extension cables (with shock protection) may be plugged in to electrical outlets.
- 8.5. Only standard, safety, undamaged devices in their original factory condition may be plugged in to the electrical network. For reasons of fire safety and shock protection, it is prohibited to use electrical cookers, space heaters, irons, and other heaters, with the exception of double-insulated or portable devices (e.g. hair dryers, hair curlers, entertainment electronics), which must be used as intended.
- 8.6. High-power appliances for cooking (e.g. deep fat fryers, barbecues) may only be used in designated areas and under constant supervision. It is PROHIBITED to use these devices without supervision.
- 8.7. High-value appliances may be brought inside the Dormitory at the user's own liability. The Dormitory and the respective operator do not assume any liability for damages to electrical devices. Any furnishings in addition to those provided in residential rooms may be used with permission only (see Annex 2).
- 8.8. Only those electric equipment may be used that have CE certificates, as clearly indicated on the device in question.
- 8.9. It is DANGEROUS AND PROHIBITED to use the Dormitory's window sills – especially outdoor window sills – for storage. It is STRICTLY PROHIBITED to throw anything out of the window!

- 8.10. Objects (e.g. posters) may be attached to the external walls and windows of the Dormitory with the permission of the Dormitory Director only.
- 8.11. It is PROHIBITED to perform any activities in the rooms that may cause a fire, accident, or explosion.
- 8.12. The safety instructions and instructions for use shall be closely followed when using household appliances. All dangerous appliances shall be reported to the dormitory management. In addition, all residents are obliged to immediately report to the reception desk even minor events (accidents, activities involving fire, electrical malfunctions, damage to property, damages endangering the physical safety of others).
- 8.13. With the exception of assistance dogs, no animals (dogs, cats, birds, hamsters, etc.), including aquariums or terrariums, are allowed inside or may be kept in the Dormitory, even temporarily.
- 8.14. No materials, objects, technologies, or animals that endanger public safety may be kept or used anywhere in the Dormitory and its buildings.
- 8.15. It is strictly PROHIBITED to endanger the safety of anyone (e.g. climbing out of the building, using any construction, operational, or educational materials or equipment for any other purpose than intended)! (This includes causing damage, throwing objects, etc.)
- 8.16. All accidents, injuries, and illnesses that occur in the Dormitory must be reported without delay to the dormitory caretaker or, in the absence thereof, to the PPCU employee providing the reception service, and the event has to be recorded in the accident log at the reception desk.
- 8.17. First-aid kits are located at the reception desk.
- 8.18. All Dormitory residents and persons authorized to enter the Dormitory are responsible for complying with the provisions of the House Rules.

9. Closing provisions

- 9.1. The dormitory management, in cooperation with the building caretaker, monitors compliance with the Dormitory House Rules.
- 9.2. In case of a violation of any of the House Rules, the Dormitory resident will be subject to disciplinary proceedings and the PPCU Disciplinary Committee may decide to exclude the resident from the Dormitory.
- 9.3. Familiarity with these Rules does not replace knowledge of the provisions in relevant work and fire safety legislation and the applicable University rules and regulations.
- 9.4. The Dormitory House Rules will enter into effect on the day following promulgation after agreement with the University Students' Union.

Annexes:

Annex 1: "Request for Room Change" application form

Annex 2: "Device Permit" form

Budapest, month: September day: 1., 2024.

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Pázmány Péter Catholic University
Rep.: Dr. Norbert András Mátyus
Dormitory Director

Seal

10. Amended Rules for the Balkán utca (Bihari utca) Building

- 10.1 These Rules only apply for the Building at 1/F Balkán utca (8. Bihari utca), Budapest – 1107.
- 10.2 Cooking facilities are provided in the common kitchen.
- 10.3 The hot-plate in the shared kitchen may only be used under constant supervision.
- 10.4 Residents have the possibility to park in the courtyard of the dormitory for a maximum of four times a month for a period not exceeding forty-eight hours after prior notification and authorization - with the written permission of the dormitory director and notification to the concierge service.
- 10.5 The Dormitory operates a 24-hour reception service. The PPCU employee providing the reception service is responsible for the orderliness and safety of the Dormitory and is entitled to check the identity of persons entering and exiting the Dormitory.

11. Amendments for the Barat St. Zsófia Magdolna Member Dormitory

- 11.1 These Rules only apply for the Barat St. Zsófia Magdolna Member Dormitory (19. Múzeum utca, Budapest – 1088).
- 11.2 In the building of PPCU, adjoining the dormitory, operates a 24-hour reception service. The PPCU employee providing the reception service is responsible for the orderliness and safety of the Dormitory and is entitled to check the identity of persons entering and exiting the Dormitory.