

**Appendix No. 2 to Directive No. 21/2020
of the Director of the Institute of Physics
of the Polish Academy of Sciences
of December 7, 2020**

**REGULATIONS FOR THE GUEST ROOMS OF THE INSTITUTE OF PHYSICS OF THE
POLISH ACADEMY OF SCIENCES
for PhD students and young scientists**

§1

General provisions

1. The provisions of these Regulations apply to PhD students and young scientists of the Institute of Physics of the Polish Academy of Sciences, hereinafter collectively referred to as "Residents", living in the Guest Rooms of the Institute of Physics of the Polish Academy of Sciences in Warsaw at Al. Lotników 32/46.
2. Residing in the Guest Rooms is for a limited period.
3. The Institute of Physics of the Polish Academy of Sciences, hereinafter referred to as the "Institute", does not have any family rooms.

§2

Residence

1. PhD students and young scientists of the Institute of Physics of the Polish Academy of Sciences have the right to reside in rooms located in the Guest Rooms.
2. Residence requires the acceptance of these Regulations, the applicable Regulations and Decisions of the Director of the Institute of Physics of the Polish Academy of Sciences and legal provisions regarding accommodation facilities, the presentation of an identity document during check-in, and filling in and signing the documents necessary for the service, including a rental agreement and a residence card supplemented with personal data information.
3. The Data Controller of the Residents' data is the Institute of Physics of the Polish Academy of Sciences.
4. The Residents' data are stored and processed in the Guest Rooms database. The Residents have the right to access and correct their personal data.
5. A person applying for a room or a place in a room submits an application to the Guest Rooms Department of the Institute of Physics of the Polish Academy of Sciences, hereinafter referred to as "GRD", along with the documented status of the PhD student or young scientist.
6. Rooms or places in rooms are granted for the period of the doctoral studies or the duration of work, and persons under the age of 35.
7. Rooms or places in rooms are granted on a first-come, first-served basis, with the proviso that PhD students receiving basic statutory scholarships are allocated rooms or places in the rooms first.
8. Places are allocated in single or double rooms.
9. Accommodation in the Guest Rooms is made by a GRD employee based on a valid identity document and documents confirming the relationship with the Institute.
10. A rental agreement is drawn up for the period of residence in the Guest Rooms, specifying the subject of the rent and terms of payment.

§3

Fees

1. Fees for the use of the Guest Rooms are regulated by the Price List for PhD students and young scientists available at the reception desk and on the website of the Institute of Physics of the Polish Academy of Sciences in the Guest Rooms tab and the terms and conditions specified in the rental agreement.

§4

Rights and obligations of the resident

1. Residents of the Guest Rooms undertake to:
 - a) personally use the room or place in a room for housing purposes,
 - b) maintain the room and equipment in appropriate aesthetic condition and maintain order and cleanliness in common rooms and facilities. Common rooms and equipment should be cleaned by the residents immediately after use,
 - c) throw rubbish into designated containers,
 - d) make the room available for technical and sanitary inspections after prior appointment,
 - e) make the room available in the event of emergency failures that require their immediate removal,
 - f) comply with fire regulations and occupational safety and health,
 - g) make timely payments,
 - h) inform a GRD employee about the dates of their absence,
 - i) inform a GRD employee about the dates of their guests' stays between 10 PM and 6 AM,
 - j) hand over a cleaned room or place in a room at the end of the rental period.
2. Residents have access to a kitchen and laundry facilities.
3. Residents have access to the computer network of the Institute of Physics of the Polish Academy of Sciences.
4. Residents are entitled to a change of bed linen (once every 2 weeks) and towels (once a week).
5. Residents are financially responsible for damage or destruction of equipment and technical devices of the Guest Rooms caused by them or their visitors.
6. The Institute of Physics of the Polish Academy of Sciences is not responsible for the loss of personal and valuable belongings of its Residents and visitors.
7. The Resident takes full responsibility for the property entrusted to them and is obliged to return the entrusted property in an unchanged condition in terms of quantity and quality under proper use.
8. The Resident is financially liable for culpable damage to the premises and equipment. The Resident repairs the damage by restoring it to the previous condition or by paying an adequate amount of money to the Institute. The damage will be assessed by a commission in the form of a protocol written in the presence of the Resident and a GRD employee. The extent of the damage will be determined based on the applicable prices. The deadline for redressing the damage by the perpetrator is 7 days.
9. Residents are forbidden to make permanent outlays, changes and renovations in the room without the consent of the GRD manager.
10. Residents are not allowed to hand over a room or place in a room to third parties without the consent of the GRD manager.
11. Residents of the Guest Rooms have the option of giving up their room or place in a room to another person indicated by them - a PhD student, young scientist, hereinafter referred to as the "Authorized Person" for the duration of their absence lasting no longer than 30 days without the need to terminate the agreement referred to in § 2 Sec. 10. The Resident's absence does not release them from the obligation to pay rent for the period of absence.
12. The terms and conditions of using a room or place in a room by the Authorized Person during the Resident's absence are specified in an agreement between the Institute, the Resident, and the Authorized Person. The agreement is made in writing.
13. The Authorized Person is subject to the rules and regulations applicable to the Residents, except for concluding a rental agreement.
14. Shut the door each time you leave the room. The key to the room and the entrance card to the building should be taken with you or left at the reception during its working hours.
15. The curfew is in force from 10 PM to 6 AM.
16. Persons who do not reside in the Guest Rooms may be present in the Guest Rooms from 7 AM to 10 PM. Failure to leave the Guest Rooms by 10 PM is treated as the provision of a service for which a fee is charged in the amount specified in the price list for PhD students and young scientists. The fee is charged to the Resident who invited their Guests.

17. Smoking is prohibited in the rooms and on the premises of the entire facility, introduced under the Act of November 9, 1995, on the protection of health against the consequences of using tobacco and tobacco products (Journal of Laws of 2019 item 2182 as amended). Under Art. 13 Sec. 2 above, breach of the prohibition is punishable by a fine of up to PLN 500.
18. It is forbidden to keep animals in the room and to store dangerous and prohibited items.
19. Due to fire safety, it is forbidden to use electrical devices in the rooms that are not room equipment.
20. Breakdowns, disturbances of the peace, and other inconveniences not mentioned should be reported to the reception staff or doorkeeper.
21. Fire or other life-threatening conditions must be reported to GRD personnel, the doorkeeper or by calling 112 - the single pan-European emergency number.

§5

Loss of residence rights

1. A Resident loses the right to reside in the following cases:
 - a) being taken off the list of PhD students,
 - b) referral to a dean's leave or taking a break from studies,
 - c) termination of cooperation with the Institute or by turning 35 years old,
 - d) gross violation of these Regulations, in particular:
 - damaging the property of the Institute,
 - not complying with the rules, in particular, not complying with the curfew, the smoking ban,
 - failure to observe order and cleanliness in the room being occupied,
 - not complying with the applicable law, in particular, regarding fire regulations and OSH,
 - e) delays in paying rent lasting more than 90 days,
 - f) failure to supplement the deposit amount to the amount specified in the rental agreement,
 - g) use of the room other than in the manner specified in the rental agreement.
2. The loss of the right to reside in the Guest Rooms requires the Resident to move out within 7 days from the date of the written notification. After this deadline, the Resident will be evicted in administrative mode. The room will be emptied and cleaned at the expense of the Resident, and the items not collected after 3 months will remain in the Institute's deposit.

§6

Final provisions

1. Complaints and motions should be addressed to the Guest Rooms manager, who also decides on matters not included in these Regulations in consultation with the Director of the Institute of Physics of the Polish Academy of Sciences.
2. Disputes between the Resident and the service provider will be settled by the common court competent for the service provider.