

## **Abstract of agreement rules and regulations in the Minin University dormitory (memo)**

1. The students are granted the right to live in the Minin University dormitory for the period of studies only. Being a student of Minin University is the only reason for staying in the dormitory.
2. The norm of living space in the room of the dormitory per person makes 6 square meters
3. The dormitory is open 24 hours a day for the students living in it.
4. The student is allowed to leave during night hours (11 pm to 06 am) only in case of having a reasonable excuse.
5. Each student has to have and carefully store the admission card to the dormitory of the established sample. It is allowed to pass to the dormitory only through the central entrance and security point.
6. Each student is obliged to pay in due time the accommodation fee for the dormitory.
7. If the tenant plans to leave the dormitory for a long time he is obliged to inform the head of the dormitory.
8. If there are objective reasons and upon the Administration resolution the tenant is to move to another room of this or other dormitory of Minin University
9. Students are offered places mainly in the dormitory which is closer to their place of study.
10. Tenants are obliged to study the main normative documents of dormitories thoroughly and put their signature to witness thereof – the Regulations for Students' dormitory of Minin University and the Internal Set of Rules for Students' dormitory.
11. The dormitory operates in compliance with the norms and principles of democratic civil Russian state, therefore, any discrimination based on gender, racial, national, religious, ideological, sectarian etc. principle is strictly forbidden, and the person acting in such a way is subject to eviction from the dormitory.
12. It is required to behave quietly, politely and mannerly in the dormitory, to avoid shouting, rude, obscene expressions and manifestations of all forms of violence and aggression. **In the period from 22.00 to 8.00 in the dormitory should be respected and maintained silence.**
13. In the dormitory drinking alcohol, being intoxicated, smoking (including hookah smoking and electronic cigarettes) is strictly prohibited, as well as drugs and being in a condition of drug intoxication.
14. Each tenant is obligated to maintain his living room clean and tidy. He also is to tidy the room daily and empty the garbage. The student is to perform wet mopping at least twice a week.
15. The monitor is elected in each room. His responsibilities are to make a duty for the students living in this room. This schedule is to be placed on the entrance door from its inner side.

16. The tenants must respect the dormitory authorities; talk with authority representatives politely, quietly and respectfully.
17. It is forbidden to cause harm to property of the dormitory: to damage furniture, walls, doors, windows and any other equipment of the dormitory. The tenant who caused the damage to the property of the dormitory is fully financially responsible for this damage.
18. The students are allowed to bring guests only within the set period of time: 6 p.m. to 9 p.m. It is prohibited to invite individuals with alcohol / drug intoxication, with unstable mentality as well as people having infectious diseases.
19. The tenant is obliged to use common areas neatly and carefully: the shower room, the washroom, the kitchen, the toilet, corridors, the rooms for training sessions, etc.
20. The tenant is obliged to make the bed daily, to keep the inhabited place clean and in order.
21. The tenant is obliged to air the room daily.
22. The tenant is obliged to report about all malfunctions to the manager at once, and also to make entry into the log book which can be found at the security point of the dormitory.
23. The place in the dormitory is provided only for accommodation, its use for commercial, religious and other purposes is forbidden.
24. The tenant is obliged to take part in cleaning the kitchen on his/her floor in accordance with the duty schedule.
25. The garbage from the room must be placed only into special containers, located in the dormitory yard. It is strictly prohibited to store garbage in the kitchen or other common areas.
26. The tenant is obliged to read information letters, placed on the notice board in the dormitory.
27. The tenant is obliged to use electricity, heating and water supply carefully.
28. The tenant who made a minor offense in the dormitory is obliged to provide to administration a written explanation on this offense. Then he is obliged to meet in due time with the disciplinary commission of University for consideration of circumstances of his offense and deciding on the measures to be taken.
29. Accommodation in any room, except that in which the tenant is given the place according to the placement order is strictly forbidden.
30. The student is obliged to apply to the head of the dormitory or the Director of the College complex on all the issues concerning accommodation which cause difficulty.

### **Fire Safety Regulations in the Dormitory**

1. The observance of norms and rules of fire safety in the dormitory is the basic requirement for tenants to guarantee health and life safety.

2. Using open fire: matches, lighters, etc. is forbidden in the dormitory. Violators of this requirement will be evicted from the dormitory.
3. Powerful appliances: microwave ovens, multi cookers, toasters, food processors, fireplaces, kettles, etc. are prohibited in the dormitory.
4. In the dormitory it is forbidden to use old (older than 10 years) refrigerators and TVs, as well as refrigerators with any faults (not tight-fitting door, wiring problems, etc.). All refrigerators are allowed in the dormitory following their inspection by the dormitory electrician.
5. It is prohibited to obstruct the escape routes with any (even small) objects.
6. The tenants should leave the dormitory using the escape routes at the first triggering of the corresponding alarm audio signal. During the evacuation you need to be calm and attentive, not to panic, and take the documents and warm clothes.
7. All the tenants are obliged to participate in educational training on evacuation of the dormitory simulating the case of fire, etc.
8. It is forbidden to put hot pans on the surface made from flammable materials (wooden, fabric, etc.).
9. It is prohibited to use tee joints and extension cords.
10. It is allowed to use mains filters providing that they have corresponding quality certificate.
11. It is forbidden to use fireworks, firecrackers, sparklers, etc.
12. It is prohibited to use garlands. The lighting is only allowed with regular lighting established by the employees of the dormitory. All the factory table lamps must be examined by the staff electrician. Lighting devices with elements made of combustible materials (pin up lamps, floor lamps, etc.) are prohibited.
13. It is forbidden to leave unattended cookers in the kitchen. If the tenant has finished cooking, he is obliged to turn off the stove.
14. One socket is allowed to plug in only one appliance.
15. It is prohibited to leave unattended plugged in electrical devices (computers, phones, printers, laptops, tablets, etc.).
16. Upon the first detection of malfunction of the appliance, outlet, etc., the student should immediately stop using it and call the dormitory electrician.
17. **All violators of the fire safety requirements in the dormitory will be subject to disciplinary action, up to expulsion from the University.**

**I confirm that I have read and agree with the basic rules and requirements of the Minin University dormitory**

Tenant name

Date of signature

Signature