

*Attachment to Order No. 193/2013  
of the Rector of the University of Life Sciences in Wrocław of September*

## **Rules of *ad hoc* accommodation in halls of residence of the Wrocław University of Environmental and Life Sciences**

- I. Accommodation in halls of residence is provided to (i) full-time and part-time students of the Wrocław University of Environmental and Life Sciences and other universities, (ii) individuals admitted by the Wrocław University of Environmental and Life Sciences and other universities, (iii) postgraduate students of the Wrocław University of Environmental and Life Sciences and other universities, and in the case of vacancies, also to (iv) individuals other than those mentioned above.
- II. Accommodation reservation
  1. The schedule of vacancies and accommodation reservations are supervised by the Department of Student Affairs. The Department refers all interested individuals to specific halls of residence. Each hall has its own separate referral numbering.
  2. The Department of Student Affairs forwards referrals to accommodation in halls of residence no later than 24 hours before the planned check-in.
  3. Later reservations are reported to halls of residence by phone, and current referrals are forwarded to the halls managers as soon as possible.
  4. Individuals or institutions that have booked accommodation and have not cancelled their reservation 7 days before check-in will not be able to use the accommodation again if they do not pay for accommodation they did not cancel.
- III. Order regulations
  1. The hotel day in rooms used for *ad hoc* accommodation lasts from 2:00pm to 10:00am the next day.
  2. The lights-out period lasts from 11:00pm to 6:00am the next day.
  3. The managers of /halls of residence are responsible for maintaining cleanliness in the rooms/modules.
  4. The room/module should be made available to the guest before check-in and must be vacated after the check-out.
  5. The costs of damage or loss of equipment, discovered in the rooms/modules collectively by a board, shall be borne by the guest or the institution referring to accommodation. The board consists of at least three people and is appointed by the hall manager.
  6. Individuals using *ad hoc* accommodation in halls of residence fulfil the registration obligation on terms specified in the applicable regulations.
  7. Check-in is made with the hall manager.

8. The managers of the halls of residence keep the “Register of *ad hoc* accommodation” that contains the following data on an ad hoc resident:
  - a) full name,
  - b) ID card number,
  - c) Personal ID No. (PESEL),
  - d) full address,
  - e) room number,
  - f) period of stay,
  - g) payment method,
  - h) university name, student ID No. (if a student was accommodated).

#### IV. Charges

1. The price list for *ad hoc* accommodation is set by the Vice-Rector for Student Affairs and Education, however the price of *ad hoc* room/module cannot be lower than the full cost of its maintenance.
2. The fees are collected in cash against receipt on forms available in halls of residence.
3. VAT invoices are issued by the manager of the hall of residence or the Department of Student Affairs in accordance with the necessary data provided.
4. As for accommodation paid by units of the Wrocław University of Environmental and Life Sciences, the Department of Student Affairs settles the account based on a debit note issued by the hall manager and upon request made by an ordering entity.
5. As for payments made by bank transfers, an ordering entity must first provide a document signed by relevant financial officers. VAT invoices (paid by bank transfer) for guests accommodated in halls of residence are issued by the Department of Student Affairs based on a debit note issued by the halls managers.
6. The register of VAT invoices issued by:
  - a) the Department of Student Affairs is kept by the Department of Student Affairs,
  - b) the halls of residence is kept by the halls managers.

Copies of VAT invoices are forwarded to the finance office of the Wrocław University of Environmental and Life Sciences.
7. The halls managers submit a monthly report on *ad hoc* accommodation according to a template drafted by the Department of Student Affairs within the 7th day of the next month.

Approved by: Rector  
Professor Roman Kołacz, PhD