

Attachment No. 1

Regulations on the use of a drying device in halls of residence

1. Students of the Wrocław University of Environmental and Life Sciences, both accommodated in halls of residence and living in private accommodation, may use drying devices.
2. A student wishing to use the drying device buys a token in the reception desk of the hall of residence and pays the price set by the Vice-Rector for Student Affairs and Education. The price of the token will be set at least once per academic year based on the operating costs (power consumption and wear and tear of equipment) and applicable VAT. A student confirms the fact of making the payment by putting his/her signature on the list according to the following columns: full name, year and faculty, student ID No., payment amount, payment date and student's signature.
3. In each hall of residence receptionists bear joint material responsibility for payments.
4. Each time after the end of the shift, a receptionist hands the cash and tokens over to another receptionist who starts his/her shift. This fact should be noted in a duty roster and confirmed by signatures of both receptionist. Cash should be kept in a metal, locked cassette.
5. Receptionists accepting payments for the use of drying devices settle tokens with the manager of a hall of residence against receipt.
6. Tokens are taken out of the drying devices collectively and the minutes thereof are taken. Tokens are handed over to receptionists against receipt.
7. At least once every 2 weeks the managers of halls of residence pay to the University's account the amounts obtained from the sale of tokens (broken down into operating costs and VAT), however payments for a given calendar month must be made to the University's account no later than on the first working day of the following calendar month.
8. The amounts obtained from the sale of tokens, minus VAT, will constitute the halls of residence income.