**ANNEX A**

**CONDITIONS AND RULES OF STAY**

**IN THE STUDENT RESIDENCE APOLLONIA** **STUDENTS HALLS LTD**

**CONDITIONS AND RULES FOR STAY IN THE STUDENT HALL**

**(SERVICES OF UNDERTAKINGS)**

# 1. Accommodation Rules

Each tenant signs a residence agreement (Rental Agreement) with the Manager, which explicitly states that he must observe the Rules of Residence in the Student Halls, which are subject to change unilaterally by the Manager, in case circumstances so require, without the right of objection to them by the tenant concerned.

The Accommodation Rules apply to all tenants and are an integral part of the accommodation agreement (Rental Agreement).

The Owner may appoint an Administrator (from now on "the Administrator") to whom he assigns specific responsibilities to facilitate the work related to the operation of the Student Halls.

# 2. Accommodation Agreement

The stay is valid for the period beginning on ……………………………… and ending on ……………….. of each academic year, for all tenants, unless there is a special arrangement approved by the Owner.

In the event of a tenant selected does not come within the specified deadline for signing the agreement and has not informed the Manager of any impediment, he is deemed to have ceased to be interested, in which case, without notice and without any right to compensation, the room is granted to a runner-up.

The Manager reserves the right to **cancel** or early termination of the residence agreement in the following cases, where the tenant is a student:

* The tenant has not enrolled in semester courses according to a certificate from the Curriculum Secretary (Department), which is sent to the owners at the end of September, at the end of the registration andaddition/removal process.
* The tenant leaves or is removed from the University Foundation according to a certificate from the Curriculum Secretary (Department).
* The tenant is not consistent with his financial obligations (down payment/rent/fine).
* The tenant does not comply with the terms of the agreement and the rules of residence (see paragraph 18).
* The tenant does not present himself within the specified time limit for receipt of the room in accordance with paragraph 4.

# 3. Room pick-up/delivery procedure

## 3.1 Room pick-up

The reception of the rooms and the entrance to the Student Halls is made by the tenants themselves, after the signing of the Rental Agreement and the form concerning the receipt of the equipment of the room.

In the event of a selected student does not come within the following week of the specified deadline for the receipt of the room and has not informed the n Owner of any impediment, he is deemed to have ceased to be interested, in which case without any notice and no right of compensation and/or claim by the Owner, the room is granted to a runner-up.

## 3.2 Delivery/Return of room ownership

Tenants are responsible for notifying the Manager two weeks before the expiry of the Rental Agreement of the exact day and time of their **departure** and time **10 am** the latest.

The rooms should be delivered in excellent condition and in any case in the condition in which they were received at the beginning of  therental. Amount of the warranty/tank shall be withheld in the event of damage, loss and unjustified damage, in accordance with paragraph 18 without limiting the Manager's claim by the tenant of any additional amount that may be required in connection with the repair of damage and/or losses and/or unjustified damage.

# 4. Keys

With the delivery of the room, each tenant receives a key to his room (security key card), which is responsible for returning at the end of the Rental Agreement and the delivery of the room to the Manager. In case the key has not been returned, the amount of **€50** is deducted from the amount of the guarantee/tank and the tenant is obliged immediately to complete the amount of the guarantee/tank to equal the corresponding amount in accordance with the terms of the Rental Agreement.

For security reasons, each tenant must immediately inform the Owner in case of key loss.

Please note that the cost of changing the entry lock is much higher than **€50** and loss of the key-entry card may result in a higher charge.

# 5. Room equipment - Service provision

Each room is equipped with the following items/amenities:

| **DESCRIPTION OF OBJECTIVE** | **Number** |
| --- | --- |
| Kitchen: withbench, trough & faucet | 1 |
| Individual Small Refrigerator | 1 |
| Individual Kitchen Cabinet for storing food & kitchen utensils | 1+1 |
| Individual Kitchen Cabinet for cleaning storage *(under the trough)* | 1 |
| Office | 1 |
| Office Chair | 1 |
| Shelves of library | 1 |
| Wi-Fi provider code | 1 |
| Personal Hygiene area with latrine, sink and shower | 1 |
| Glass shower dividers | 1 |
| Bed (size 11/2) / Mattress | 1/1 |
| Cabinet | 1 |
| Air conditioner (A/C) *(Climate hot or cold air)* | 1 |
| Fire protection sensor / smoke detector | 1 |
| Lighting/air conditioning sensor *(to save energy)* | 🗸 |
| Indoor lighting | 🗸 |
| Power points | 🗸 |
| Out-of-room corridor emergency lighting *(fire safety)* | 🗸 |
| Closed security circuit for public transit areas | 🗸 |
| Room cleaning service (after payment of the relevant fee) | 🗸 |
| Room Key | 1 |
| Fire Blanket | 1 |

Upon receipt of the room, each tenant, after checking for the correctness of the equipment indicated on it, signs the Equipment Receipt Form, i.e. the tenant must check the room, in the presence of the appointed person from the Owner, and deliver the above-mentioned form indicating any deficiencies and damage/damage to the equipment.

Upon termination of the Rental Agreement and their departure from the room, tenants have an obligation to move personal belongings and equipment and deliver the room in the condition they received it.

# 6. Tenant behaviour

Every tenant must behave decently and in a manner that does not cause nuisance and/or inconvenience and/or threaten the health and/or physical integrity of the other tenants, staff and associates of the Owner (and the cleaning crew).

If one of the tenants causes behavioural problems, then depending on the seriousness of the problem the Manager may evict the tenant and/or take any other measures (see paragraph *18).*

## 6.1 Noise

**Excessive noise is considered** harassment for other tenants. The tenants of the Student Halls must be aware and follow the **hours of apparent silence**, which are from 3:00 p.m. until 5:30 p.m. and from 11:00 p.m. to 8:00 a.m.

Beyond these hours, it is expected that the tenants of the Student Halls will observe the principles of good cohabitation and respect the privacy of the other throughout the 24 hours. For example, using high volume stereo systems is strictly forbidden. It is also forbidden the use of the laundry and dryer machine after 9:00 p.m., so as not to disturb the tenants of the rooms adjacenttothe laundry area.

**6.2 Throwing objects**

It is strictly forbidden to throw objects from windows.

## 6.3 Pet storage

It is strictly forbidden to keep in rooms or in public areas of pets.

## 6.4 Creating smoke/fumes

The use of flammable materials in the communal areas of the Student Halls as well as in the room is strictly prohibited.

## 6.5 Hosting third parties

The rules of good cohabitation in the Student Halls require some restrictions. Tenants must respect each other's right to safety, privacy, quiet hours for reading and sleeping and ensure a good living environment.

Thirdparty visits are acceptable only when taking into account all of the above. Third party visits to the Student Halls are allowed (a) between 20:00 and 24:00 on weekdays and Sundays and (b) between 20:00 and 2:00 on Fridays and Saturdays.

The overnight stay of third parties should only take place after information and permission from the owners of the Owner and/or the Manager, as long as there is accommodation available. Guests must observe the rules of residence. Tenants are fully responsible for the behaviour of their guests and are liable to pay compensation for damages and/or damages caused by them.

**7. Clean/healthy:**

Cleanliness is extremely important for the smooth and efficient operation of the Student Halls. Each tenant must bear in mind the following:

* Keep his room and public areas clean and observe hygiene rules (the supply of cleaning supplies for the rooms is the same).
* All public areas remain clean from tenants.
* Do not leave unwashed glasses/plates/cooking utensils in the shared kitchen (where available).
* Tenants must respect and follow relevant instructions from the owner's staff and/or the Student Halls Manager.
* Tenants should carefully observe the hygiene rules in the sanitary areas of their rooms and immediately report to the Administrator and/or the owners of any maintenance/operation problems.

# 8. Tenant safety and health

For the health and well-being of tenants, in the Student Halls each tenant must observe the following:

* lock the door and window of his room.
* ensure that the escape doors and floor entrance/exit doors remain closed.
* ensure that the escape lanes are clean of any objects and immediately report any related problems to the Housing Office.
* immediately inform the Administrator and/or the I.A.K. managers for the trafficking of suspicious persons to the premises of the Student Halls.
* report immediately to the Administrator and/or the managers of the Owner incidents of theft etc.
* immediately inform the Administrator and/or the owners of the Manager in the event of his illness or if another tenant suffers from a communicable disease.
* immediately inform the Administrator and/or the Owner in case of loss of the room key and/or floor entrance of the Student Halls building.
* follow safety and health guidelines and participate in safety and health information lectures organised by the Administrator and/or the Owner in cooperation with the Safety and Health Sector.

***Prohibitions:*** For the safety and health of the tenants of the Student Halls, the possession/use of the following items is prohibited:

**8.1 Electrical appliances:**

Only the following electrical appliances are allowed in each room: TV, computer, printer.

* The use of a water kettle and microwave is permitted upon completion of a relevant form and permission from the Housing Office.

It is strictly forbidden for safety reasons to have and use in the rooms toaster, radiator, electric blanket, satellite antenna and any other device.

The Administrator and/or the managers of the Owner shall have the power to request the immediate removal of such devices and to take disciplinary action against the owner. If the tenant refuses to do so in accordance with the Manager's instructions, then the Manager unilaterally has the right to remove them, without the tenant being entitled to stop the Manager from doing so.

## 8.2 Use of flammable materials/weapons/explosives/drugs

Tenants strictly prohibit the use by tenants of objects and substances that threaten their health and safety such as: flammable substances e.g. petrol, weapons, explosives, drugs and other prohibited substances.

The use of candles or any other flame-burning device or object is also strictly prohibited.

## 8.3 Bicycles

It is forbidden to store and repair bicycles and mopeds in the rooms, stairs and corridors of the Student Halls. Bicycles and mopeds must be kept in designated areas (bicycles) designated by the Administrator and/or the Owners' managers.

## 8.4 Smoking

Smoking is strictly prohibited in rooms and public areas. Each tenant has the right to ask another to immediately stop smoking in these areas.

## 8.5 Fire

It is strictly forbidden to light a fire in the premises of the Student Halls. In the case of events (see Section 17) which could include grilling, the lighting of a fire shall be permitted only with the approval of the owners and/or the Administrator.

## 8.6 Balconies and emergency exits

It is forbidden to light a fire for baking food on the balconies of the Student Halls.

The use of emergency exits except in cases of emergency is also prohibited.

## 8.7 Posting ideological symbols

It is forbidden to post any ideological symbols and flags in public view and in the public areas of the Student Halls.

# 9. Internet usage

During their stay in the Student Halls, tenants are required to use the internet in order to research and communicate with academic/administrative staff and other fellow students.

The use of the Internet must take place within the framework of Information Security. Tenants involved in prohibited activities on the internet are subject to disciplinary action and if the Manager decides to unilaterally terminate the Rental Agreement and immediately remove the tenant from the room, without the tenant having the right to refuse and/or seek damages.

**10. Use of a shared kitchen**

The kitchen is equipped with the following equipment: refrigerator (1), kitchen(1) oven (1), countertops for food preparation.

Tenants must observe the hygiene rules in the use of kitchen space and equipment and immediately report to those responsible by the Owner or the Manager any maintenance and operation problems.

Food preparation is only allowed in the communal kitchen area. Cleaning refrigerators and washing dishes and other household utensils is the responsibility of the tenants. In the shared refrigerator it is forbidden to leave edibles without indication of who they belong to.

# 11. Use of laundry space

The School's Student Halls includes a laundry room in which two (2) washing machines and one (1) dryer are operated, for exclusive use by the tenants of the Student Halls. Access to the site is controlled and is only for the tenants of the Student Halls. Tenants can according to the rules that will be communicated to them upon their entry into the Student Halls.

The person responsible for the management of the laundry area is either responsible by the Owner and/or the Administrator.

**The use and operation of washing machines or dryers after 9.00 p.m. is prohibited, so as not to harass the tenants of the rooms adjacent to the laundry area (see paragraph 7.1 and paragraph 18).**

# 12. Parking

The Student Halls have parking spaces but the Owner does not undertake to offer to all Tenants who own car parks.

In the event of a tenant complaining that he is parking his vehicle in the public areas of the Student Halls and causing nuisance to the other users of the apartment building, the Owner and/or his Manager shall be entitled to take disciplinary and other measures in accordance with paragraph 18.

# 13. Room control

Those responsible by the Owner and/or in the event of the Owner authorizing the Administrator, will periodically check the rooms and enter them for the following reasons:

* Emergencies.
* Room cleaning check.
* Maintenance and repair.
* Room and equipment safety check.
* Confirmation that the rooms are used exclusively by the beneficiaries.
* Confirmation that no items and substances that threaten the health and safety of tenants are used.

To the extent possible, admission to the rooms by authorised employees and/or associates of the Manager shall be made with the knowledge and cooperation of the tenants, except in cases of emergency and/or emergency. (Particularly, inter alia, in cases of immediate danger).

Tenants hereby authorize the Manager to carry out periodic checks and undertake to cooperate with the Housing Office and to facilitate his work.

# 13.1 Cleaning of rooms by Cleaning Workshop

The cleanliness of the room is an obligation of the tenant.

The Owner cooperates with an external Cleaning Workshop, which performs cleanings in public areas and during the dead periods of the Halls. The Owner and/or the Administrator may arrange the cleaning of the room by a Cleaning Workshop on a weekly, fortnightly or monthly basis, provided that the tenants have signed a contract and paid the relevant fee in advance.

Tenants must keep their room clean so that the general cleaning can be carried out; cleaning does not include washing glasses/plates/cooking utensils which is the responsibility of the tenants.

# 14. Financial outstandings

Tenants must pay their rent and any other financial outstanding issues (e.g. a fine for causing damage) to the Manager's Accounting Office on time. It should be noted that tenants who are not consistent with their financial obligations in accordance with a decision of the Manager:

* They are subject to unilateral termination of the Rental Agreement and/or permanent removal from the Student Halls.
* They are stripped of their right to apply to stay in the Student Hals for the next academic year.

# 15. Organisation of events

## 15.1 Approval of Events

Events in the public areas of the Student Halls should only be organised after obtaining written approval from the Owner's managers.

### 15.1.1 Organisation of Events

The following events can be organised:

* Party
* Music/poetry nights
* Lectures/discussions/workshops
* Movie viewing nights

### 11.1.2 Conditions and Conditions for organizing Events

The following terms and conditions apply to the organization of events in the Student Halls:

1. A written application must be submitted to the Owner's managers at least one week before the date of the event.
2. The event should take place within the framework of the rules of residence in the Student Halls.
3. It is not allowed to organize more than two events per week.
4. The organizer of the event has the responsibility to inspect the venue in advance and inform the Housing Office of any damages etc. in space. The organiser shall be held responsible for any damage, etc. the site that was not reported to the Owner's managers prior to the event.
5. The event organizer is responsible for cleaning the common areas after the event and restoring all furniture/equipment of the venue to its original location.
6. The organiser shall be responsible for compensating any damages arising from the event when it is not possible to identify the person responsible for the damage. Damages include repairs/replacements of furniture/equipment, cleaning and maintenance of space etc.
7. The promoter is responsible for the behaviour of the persons participating in the event and has the sole responsibility to inform and obtain permission from the Owner of any consumption of alcoholic beverages which means that in case such permission is granted they may by law be only by adult persons.
8. The Owner is not responsible for any loss and/or accident occurring during the event.
9. The Owner reserves the right to refuse to organize events at its sole discretion.
10. The Owner reserves the right to unilaterally change these terms and conditions without any notice.

## 15.2 Event time

The organization of events in the indoor and outdoor public areas of the Student Halls should take place outside the quiet hours. Events should be terminated by **11.00 p.m. at the latest.** weekdays and Sundays and no later than **12.00 p.m.** Friday and Saturday.

## 15.3 Private Gatherings

Private gatherings in a tenant's room should be organised on the basis of accommodation rules and common quiet hours or avoided. In such cases the room door should remain closed. The organization of this type of events in the communal kitchen/dining room is done with the consent of the owners.

## 15.4 Group gatherings

The group gatherings of tenants of the student dormitory should be limited to the communal areas of the Student Halls and should not extend to the rooms, corridors/stairs etc.

Group meetings in the Student Halls building should be held with the consent of the Owner's managers.

## 15.5 Outdoor events

Outdoor events should be organised by student tenants and not private individuals and with timely information to the Owners' managers.

## 15.6 Advertising events

The advertising of events on the premises of the Student Halls can be done by posting announcements, arrivals in the designated advertising areas i.e. Signs.

It is expressly forbidden to paste ads and write words and draw expressions on the inner/outer walls in accordance with paragraph 10.4.

The placement of notices in the tenants' lockers or under the doors of their rooms, is allowed only in organized student groups,and after informing the owners ofthe Owner.

# 16. Violation of residence rules/disciplinary measures

Infringement of the rules of residence results in **disciplinary measures,** which are as follows:

* Oral observation, or
* Written warning, or
* Withholding of an advance or cutting of an advance amount, or
* Unilateral Termination by the Owner of the Rental Agreement, or
* Permanent removal from the Student Halls.

Disciplinary measures shall be taken according to the seriousness of the misconduct. The oral observation and/or written notice shall be made directly by the Owners' managers.

In case of damage, loss or undue damage to the premises and equipment of the Student Halls, then the tenant is responsible for the payment of compensation equal to the cost of the damage determined by the Owner. If the damage is the result of vandalism, disciplinary action is also taken.

In case of improper behaviour, causing excessive noise and disturbing the peace, theft of objects owned by the Owner and/or other tenants, causing excessive dirt in public areasand/or rooms; with the instructions of the Owner's managers, the Accounting Office will cut off an amount from the guarantee/tank up to €100 and then the tenant must immediately complete the amount of the guarantee/tank to equal the depending on the seriousness of the misconduct and the inability of the tenant tocomply,with instructions from the Owner's managers, the Accounting Office shall withhold the full amount of theguarantee/tank. **Impurity in the rooms can lead, on the recommendation of the Owners' managers and after two written warnings, to the permanent removal of the student from the Student Halls.**

It is noted that in the case of complaints and disputes between tenants, concerning cohabitation issues and matters of inappropriate behaviour, where it is not possible to determine which tenant is responsible, the Manager's managers have the right, after oral and written warnings to the tenants, to address the matter themselves and/or to use the services of special advisers for mediation and assistance in resolving the issues arising, before reaching disciplinary measures to withhold an advance and/or remove them from the Student Halls. In such a case the decision of the owners and/or special advisers will be binding and final.

## 16.1 Removal of tenants from the Student Halls

Tenants are removed from the Student Halls permanently or temporarily, following a decision of the Manager's managers.

**16.1.1 Permanent removal of tenants**

Tenants are permanently removed from the Student Halls and cannot be selected again for accommodation in it, in the following cases:

* They lost their student status for whatever reason.
* They do not fulfill their obligations regarding the cleanliness of rooms and common areas.
* They do not fulfil their financial obligations or are not included in the admission tables announced by the Owner.
* They rent or grant to third parties their room.
* They have committed acts of disorderly conduct, vandalism and theft.
* They pose a threat to the physical and/or mental integrity of other tenants and/or staff.
* They possess, traffic and/or use drugs and other prohibited substances.

**16.1.2** **Temporary removal** **of tenants**

Tenants are temporarily **removed** from the Student Halls when:

* There is a risk to the health and safe living of other tenants

e.g. communicable disease.

In the case of exceptional serious incidents in the Student Halls, where the physical and/or mental integrity of the tenants is threatened, a decision is taken to **immediately,** permanently or temporarily remove tenants from the Owner's managers.

The ***terms and***  ***rules of*** ***residence*** in the Owner's Student Halls are up to date at the time of issue and are subject to approval or revision by the Administrator.

*Apollonia Students Halsl Ltd*

*15/09/2020*