

ACCEPTED  
Riga Stradins university  
Student union  
22nd april year 2020  
Council meeting No.45-2-4P

## **Internal Rules of Procedure of Rīga Stradiņš University Student Union Students House at 3 Palasta iela, Riga**

### **General provisions**

1.1. All students of Rīga Stradiņš University (hereinafter RSU), as well as other persons involved in organising events of RSU Student Union (hereinafter RSU SU) and their interest groups shall have the right to use RSU SU Students House at 3 Palasta iela, Riga by prior agreement with the authorised representatives of RSU SU.

1.2. RSU SU Students House offers premises with a total area of 183 m<sup>2</sup>, comprising 3 sanitary facilities, a conference hall, a kitchen and a cloakroom area.

### **2. Making reservations**

2.1. In order to organise events planned in advance, it is necessary to make a reservation of RSU SU Students House.

2.2. The reservation can be made at RSU SU office at 16 Dzirciema iela, Riga, Room C-213, on week days from 9:00 to 16:00 by filling in an application form or on RSU SU website in the section “Students House” (<https://sp.rsu.lv/studentu-maja/>), applying for a reservation and then filling in the application form at RSU SU office or on the site at the Students House before the beginning of the reservation.

2.3. In order to make a reservation, it is necessary to specify the name, surname, phone number and e-mail address of the person who makes the reservation and the reason for the reservation. The data obtained will be used only for information and communication purposes and will not be passed on to third parties.

2.3.1. If no contact information is provided, the reservation will not be confirmed.

2.4. A person who makes a reservation may also reserve technical equipment (projector, sound system, etc.) by completing a separate technical support application form.

2.5. Information on availability of premises and reservation arrangements can be found in RSU SU office ( 16 Dzirciema iela, Room C-213) by calling +371 67 409 159 or writing to [studentumaja@rsu.lv](mailto:studentumaja@rsu.lv) .

2.6. The person making the reservation shall assume responsibility for the order and cleanliness in the premises of RSU SU Students House, undertake to comply with the rules of procedure and not to damage the equipment of RSU SU Students House.

2.7. The reservation of RSU SU Students House shall be free of charge.

2.8. In the event of any damage to RSU SU Students House, the person responsible for the reservation (the person making the reservation) shall cover the damage caused by signing the certificate for covering the losses and paying the invoice issued by RSU SU.

### **3. Use and storage of the door lock chip**

3.1. The door lock chip should only be used by the person who has signed RSU SU door lock chip handover certificate.

3.2. It is prohibited to hand over the door lock chip to third parties.

3.3. The user of the door lock chip shall be entitled to use it only for the purposes of the respective reservation.

3.4. The user of the door lock chip shall be responsible for the premises of RSU SU "Students House" at 3 Palasta iela

from the moment the door lock chip is received until it is given back.

3.5. It is prohibited to use the door lock chip to allow unauthorised persons to enter the premises outside the time of the reservation.

3.6. When leaving the premises, the user is obliged to activate the alarm according to the procedure

specified by the representative of RSU SU.

3.7. It shall be the responsibility of the user of the door lock chip to ensure that the door lock chip is carefully stored and protected

from mechanical or electronic damage.

3.8. Loss of the door lock chip:

3.8.1. In case of loss or theft of the door lock chip, the Head of RSU SU Social Direction

should be notified immediately.

3.8.2. In case of loss of the door lock chip, RSU SU shall have the right not to hand out the door lock chip repeatedly.

#### **4. Cleanliness and order in the Students House**

4.1. Each person who has made the reservation shall be responsible for maintaining cleanliness and order in the premises of the Students House.

4.2. If disorder, untidiness or any damage is detected when entering the premises, it is requested to record them and notify the Head of RSU SU Social Direction about them.

4.3. In the event that something is spilled, strewn over or otherwise soiled, the person of the reservation must clean it before leaving the premises.

4.4. In cases where you have run out of toilet paper or paper kitchen towels, you are required to replace them.

4.5. It is required to take out the waste and replace the waste disposal bags at the end of the reservation.

4.6. When using dishes and kitchenware, they must be washed after use and the kitchen surfaces must be wiped off.

4.7. The equipment used must be placed in the conference hall, at the door of the warehouse, after use.

4.8. The arrangement of the furniture must be as original after the reservation has ended.

4.9. Outdoor footwear is required to leave in the cloakroom and indoor footwear is required to use in the premises.

4.9.1. If the request is not taken into account, the actions referred to in paragraph 4.3 must be followed.

4.10. Anyone who uses the premises shall have the right to use rugs.

4.10.1. If it is detected that a rug needs to be washed, or if it is damaged, it is required to notify the Head of RSU SU Social Direction.

4.11. Smoking and electronic smoking devices shall be prohibited in the premises of RSU SU Students House and 10 metres from the entrance referring to the law ‘‘Law on the Circulation of Tobacco Products, Plant Smoking Products, Electronic Smoking Devices and their Liquids’’ accepted by

## **Safety at RSU SU Students House**

5.1. Naked flames (e.g. candles) shall be prohibited in the premises of RSU SU Students House.

5.2. Damaged devices shall not be used.

5.3. Call 01 or 112 in the event of a fire and report to the Head of Social Direction.

5.4. Upon leaving RSU SU Student House, the following must be done:

5.4.1. The windows must be closed,

5.4.2. Check that the activities referred to in paragraphs 4.3; 4.4; 4.5; 4.6; 4.7 and 4.8 are complied with;

5.4.3. Activate the alarm in accordance with the procedures specified by the representative of RSU SU or wait for the arrival of the representative of RSU SU;

5.4.4. Check that the door is closed.

## **Final provisions**

6.1. Anyone must follow the internal rules of procedure of RSU SU Students House in the premises of RSU SU Students House.

6.2. In case of non-compliance with the rules, the authorised representatives of RSU SU shall have the right to reprimand and prohibit further reservations.

6.3. The Rules of Procedure of RSU SU Students House must be located and displayed in the premises of RSU SU Students House and on the website [sp.rsu.lv](http://sp.rsu.lv).

6.4. Riga City Council Binding Regulations No. 80 of 19 June 2007 “Public Order Regulations in Riga” shall be binding on all visitors to RSU SU Students House.

6.5. RSU regulations “Internal Rules and Regulations for Studies” approved by Rīga Stradiņš University Senate as of 15 May 2018 shall be binding on all visitors to RSU SU Students House.

6.6. If there are any questions, please contact the Head of RSU SU Social Affairs by calling: +371 27727419 or +371 67 409 159 or writing to [studentumaja@rsu.lv](mailto:studentumaja@rsu.lv).