

APPROVED  
At the Rīga Stradiņš university  
Student Union  
February 7th 2024  
Council meeting, protocol. no. 2-STP-11/2/2024

## **Internal regulations of the Student house**

### **1. General terms**

- 1.1. All RSU students, as well as other persons involved in the organisation of events of the Rīga Stradiņš university Student Union (hereinafter – RSU SU) and their interest groups, have the right to use the RSU SU Student House (hereinafter – Student House) located at Palasta Street 3, Riga, with prior agreement with the responsible representatives of RSU SU.
- 1.2. The Student House offers rooms with a total area of 183 m<sup>2</sup>, which includes 3 utility rooms, a conference room and a large hall, a lounge, a kitchen and a cloakroom area.

### **2. Making reservations**

- 2.1. To organise pre-planned events, it is necessary to make a reservation at the Student House.
- 2.2. The reservation can be made by filling out an application in the "Student House" section of the RSU SU website ([sp.rsu.lv/studentu-maja](http://sp.rsu.lv/studentu-maja)), requesting a reservation and then filling out the application form on the spot in the Student House before the beginning of the reservation.
- 2.3. To make a reservation, it is necessary to indicate the name and surname of the person making the reservation, contact phone number, e-mail, the reason and time of the reservation, including the technical time, as well as the number of visitors during the reservation, the number of the student's student ID. The obtained data will be used only for informational and communication purposes and will not be transferred to third parties:
  - 2.3.1. if any of this data are not provided, the reservation is not confirmed;
  - 2.3.2. if the reservation time needs to be changed or cancelled completely, it is necessary to inform about it by writing to [studentumaja@rsu.lv](mailto:studentumaja@rsu.lv) at least 24 hours before the reservation;
  - 2.3.3. reservation times cannot overlap and only one reservation may take place in the Student House at the same time, except by separate agreement;
  - 2.3.4. the time specified in the reservation is the starting time of the reservation and it is not possible to enter the Student House before the reservation;
  - 2.3.5. Upon arrival at the reservation, the booker must bring a valid student ID.
- 2.4. The person making the room reservation can also reserve technical equipment (projector, sound system, etc.) by writing to [studentumaja@rsu.lv](mailto:studentumaja@rsu.lv), contacting RSU SU Technical Support Administrator, or filling out the electronic technical support application form separately: [sp.rsu.lv/tehniskais](http://sp.rsu.lv/tehniskais).

- 2.5. Information about room availability and reservation procedures can be found at the RSU SU office (Dzirciema Street 16, C-213), by calling +371 27750555 or by writing to [studentumaja@rsu.lv](mailto:studentumaja@rsu.lv).
- 2.6. The person making the reservation assumes responsibility for the order and cleanliness of the Student House premises, and undertakes to comply with the rules of internal order and not to damage the Student Houses, as well as the additional equipment provided.
- 2.7. Student House reservation is free.
- 2.8. In the event of any damage to the Student House, the person making the reservation covers the damages incurred by signing the act on covering the damages and paying RSU SU in the amount of the damages delivered by invoices.
- 2.9. It is forbidden to use the Student House for commercial purposes.

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

- 3.1. The chip may only be used by the person who has signed the RSU SU chip acceptance - transfer act, and knows the door security code to turn off the alarm:
  - 3.1.1. RSU SU Board member;
  - 3.1.2. RSU SU administrators;
  - 3.1.3. another person by agreement with the Head of the RSU SU Social Affairs.
- 3.2. It is forbidden to transfer the chip to third parties.
- 3.3. The user of the chip is entitled to use it only for the purposes of the relevant reservation, to allow reservations at the request of the Head of the RSU SU Social Affairs, as well as to receive and provide access in case of need, for example, to access technical support in the Student House storage.
- 3.4. The user of the chip is responsible for the premises of the Student House from the moment the chip is removed until the moment it is handed over.
- 3.5. It is forbidden to use the chip to let unauthorised persons into the premises outside the time of the reservation.
- 3.6. It is the chip user's responsibility to ensure that the chip is carefully stored, protecting it from mechanical, electronic or any other damage..
- 3.7. Losing the chip:
  - 3.7.1. In case of loss or theft of the chip, the event must be reported immediately to the Head of the RSU SU Social Affairs;
  - 3.7.2. In case of loss of the chip, RSU SU has the right not to issue the chip again.
- 3.8. If a violation of the internal rules of procedure is detected and the user of the chip has used it incorrectly, based on the severity of the violation, the Chairperson of the RSU SU Board has the right to decide on temporary or complete confiscation of the chip.

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

- 4.1. Each person making the reservation is responsible for maintaining cleanliness and order in the premises of the Student House.
- 4.2. If there is disorder, dirtiness, or any damage upon entering the premises, report them to the Head of the RSU SU Social Affairs.

- 4.3. If anything is spilled or otherwise soiled, the booker must clean it up using the cleaning products available in the Student House before leaving the premises.
- 4.4. In cases where toilet paper or paper kitchen towels have run out, put them in the necessary places, and report to the Head of the RSU SU Social Affairs about the need to replenish stocks.
- 4.5. Take out the trash and change the trash bag after the reservation.
- 4.6. When using tableware and kitchen utensils, they should be washed and wiped, put back in cupboards, and kitchen surfaces should be wiped down.
- 4.7. After use, the used technical equipment must be placed in the conference hall, near the storage room door.
- 4.8. Street shoes should be left in the cloakroom and change shoes should be worn in the premises of the Student House.
- 4.9. Smoking and the use of electronic smoking devices are prohibited in the premises of the student house and within 10 metres of the building entrance.

### **5. Use of the Student House inventory**

- 5.1. Anyone using the premises has the right to use the blankets, folding them accordingly and putting them back in the baskets after use. If the blankets are dirty or stained, report this to the Head of the RSU SU Social Affairs to carry out their timely maintenance.
- 5.2. The furniture available in the Student House can be moved during the reservation, but the furniture arrangement after the reservation must be the same as it was originally.
- 5.3. The whiteboard may be used in the conference room at the time of booking, with prior confirmation of what markers are being used. The board must be cleared after booking.
- 5.4. The interactive whiteboard located in the main hall may only be used for its intended purpose and with writing instruments intended for its use during the reservation.
- 5.5. The table tennis table can be used by anyone during the reservation, after the reservation it must be folded and returned to the place where it was taken. It is forbidden to place food and drinks on the table tennis table. The use of the table tennis table outside of the functionality specified in its instruction manual is prohibited.
- 5.6. Bean-bags are allowed to be used for booking purposes but must be returned to where they were taken at the end of the booking. If one of the bean-bags is damaged, dirty, etc., report it to the Head of the RSU SU Social Affairs.
- 5.7. Board games placed in the conference room of the Student House may be used during the reservation and then put back.
- 5.8. Free *Wi-Fi* connection is available to all visitors of the Student House.
- 5.9. After using electrical devices, they must be pulled out of the sockets and put back in the place of collection. Also, other electrical devices should be checked and, if necessary, unplugged, except for the *Wi-Fi* router and the refrigerator.
- 5.10. After using the coffee machine, perform maintenance by throwing away the coffee grounds.
- 5.11. The inventory, which is not mentioned in clause 5 of these regulations, must be used for its intended purpose.

## **6. Student House security**

- 6.1. It is forbidden to use open flames (e.g. candles) in the premises of the Student House.
- 6.2. Do not allow the use of damaged electrical devices and sockets.
- 6.3. In case of an emergency, call 112 or the emergency numbers of other relevant services and report to the Head of the RSU SU Social Affairs.
- 6.4. When leaving the premises of the Student House:
  - 6.4.1. check and close all windows;
  - 6.4.2. check whether other internal rules relating to the end of the reservation have been met;
  - 6.4.3. turn on the alarm in the order specified by the RSU SU representative or wait for the arrival of the RSU SU representative;
  - 6.4.4. check that the door is closed.

## **7. Final terms**

- 7.1. Everyone must follow the "Internal regulations of the Student House" while in the premises of the Student House.
- 7.2. In case of non-compliance with the rules, the responsible representatives of the RSU SU have the right to reprimand and prohibit further bookings, in coordination with the Head of the RSU SU Social Affairs.
- 7.3. The internal rules of the Student House must be posted and visible in the premises of the Student House and on the RSU SU website [sp.rsu.lv](http://sp.rsu.lv).
- 7.4. Every visitor to the Student House is bound by the binding regulations of the Riga City Council No. 80 "Regulations of Public Order in Riga".
- 7.5. Every visitor to the Student House is bound by the rules approved by the senate of Riga Stradiņš University "Regulations of Internal Procedures of RSU Studies".
- 7.6. In case of questions and uncertainties, contact Head of the RSU SU Social Affairs by calling +371 27727419 or by writing to [studentumaja@rsu.lv](mailto:studentumaja@rsu.lv).

Chairperson of the Rīga Stradiņš university  
Student Union

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