

DORMITORY TENANCY AGREEMENT

Regarding dormitory accommodation, the following agreement is concluded by and between the Directorate of Sales and Services (hereinafter: **ÉSZI**) at Budapest University of Technology and Economics (hereinafter: **BME**) (1111 Budapest, Műegyetem rkp. 3-9.), represented by ÉSZI's director, Mr. Ákos Zoltán Németh,

and

Name (with readable capital letters): Room number:

Faculty:

Neptun code: Phone number: E-mail address,

student at BME (hereinafter: **Tenant**).

1. Dormitory Accommodation

- 1.1. BME provides the Tenant with dormitory accommodation at Óbudai Diák Hotel (hereinafter: **Dormitory**) for the fall term 2024/25, until 31 January 2025 at the latest. If the Tenant does not receive a place in the dormitory in the following semester, and does not move out by the aforementioned date, the Tenant will be considered unlawfully residing in the dorms, and until the forced eviction, will be issued a monthly fee of 50.000 Hungarian forints for each month that they remain in the dorm. Penalty to be charged for every started month and paid in the Neptun system.
- 1.2. The conditions of moving into the dormitory are the following:
 - 1.2.1. the Tenant has been accepted to the Dormitory, and has also received a formal letter of acceptance;
 - 1.2.2. the Tenant has signed this Dormitory Tenancy Agreement;
 - 1.2.3. the Tenant has taken over the room according to the current inventory;
 - 1.2.4. the Tenant has no arrears of dormitory remuneration or special procedure-related fees (due to late payment of dormitory fees), and does not owe BME any money;
 - 1.2.5. there are no finalized disciplinary decisions against the Tenant, which might deprive him/her of his/her place.
- 1.3. The dormitory room is chosen by ÉSZI, the accommodation is provided by the Dormitory.
- 1.4. The Tenant is prohibited from transferring his/her place and the associated services to others. Changing places within the Dormitory is only possible in justified cases, after obtaining written permission from the director of ÉSZI. For obtaining this permission, the concerned parties have to make a written statement on accepting the change. Changing places without permission always entails a disciplinary procedure. The Tenant acknowledges that in case he/she transfers or rents the room to third parties or provides them with a right to use it—depending on the gravity of the offence—he/she might be excluded from using any dormitory accommodations. Furthermore, any university allowances and any forms of financial support related to dormitory accommodation—especially housing allowances—might be withdrawn from him/her, in addition to a disciplinary procedure.

2. Rights and Obligations of the Tenant

- 2.1. The Tenant must be granted:
 - 2.1.1. usage of the accommodation, usage of the furniture, tools, and services in the rooms provided for students as part of the Dormitory's basic service as well as usage of the furniture, tools, and services in the common rooms and areas as part of the Dormitory's basic service;
 - 2.1.2. the remedy of any technical deficiencies in the rooms, which arose under normal conditions of use;
 - 2.1.3. conveyance of mail and phone calls (if there is a landline in the room of the Tenant).
- 2.2. The Tenant has the right:
 - 2.2.1. to use the services provided in exchange for dormitory remuneration;
 - 2.2.2. to move into another room, if the director of ÉSZI previously agreed to it;
 - 2.2.3. to welcome guests in the Dormitory, in accordance with the House Rules;
 - 2.2.4. to use his/her own, valuable devices (TV, DVD, hi-fi, computer, etc.) in accordance with the House Rules;
- 2.3. The Tenant is obliged:
 - 2.3.1. to keep his/her room clean, and make cleanliness controls possible;
 - 2.3.2. To maintain cleanliness in the kitchens and other common areas;
 - 2.3.3. to follow the House Rules;
 - 2.3.4. To follow the instructions of the Dormitory staff and the International Mentor Team upon dormitory related issues;
 - 2.3.5. Show respect to the staff of the Dormitory, the members of International Mentor Team, and fellow tenants of the Dormitory;
 - 2.3.6. to exercise his/her rights in accordance with their essential function—any misuse is considered as a failure to fulfil his/her obligations;
 - 2.3.7. to pay any fines or additional costs incurred by him/her;
 - 2.3.8. to leave the dormitory within 8 days after completing the necessary administrative tasks if his/her right to accommodation expires. In case the Tenant has a residence permit, he/she has to report the change in address to the competent regional aliens' department of his/her new accommodation within 3 days after moving out of the Dormitory.
- 2.4. If the Tenant violates the House Rules or the Fire Protection and Occupational Safety Standards, BME—and especially ÉSZI—has a right to initiate a disciplinary procedure against him/her.

3. System Policy of the Dormitory, Rules of Cohabitation

- 3.1. The House Rules appended to this Agreement (Appendix No. 1, hereinafter: **House Rules**) contain the rules of operation (“System Policy”) and the rules of cohabitation.
- 3.2. Tenants who lived in the dormitory and obtained penalty points during their stay will receive sanctions on their next dormitory application. If they have 1 to 9 points, 10% of the penalty points will be subtracted from their CCI average in the application process. Applications of tenants with 10 or more penalty points won’t be accepted.
- 3.3. Tenants who reach 15 penalty points during their stay will have to move out of the dormitory with immediate effect.

4. Available Services at the Dormitory for Remuneration

- 4.1. BME provides Tenants who have paid dormitory remuneration following services:
 - 4.1.1. furniture and utensils in the Tenants’ room;
 - 4.1.2. usage of bathrooms and toilets;
 - 4.1.3. cold and hot running water in the sanitary facilities;
 - 4.1.4. appliances for cooking and heating food in the kitchens;
 - 4.1.5. heating in the Dormitory if appropriate for the weather conditions;
 - 4.1.6. electricity for the devices allowed by the House Rules and used by the Tenants on the territory of the Dormitory—as defined by the House Rules—, especially in the Tenants’ rooms;
 - 4.1.7. appliances for washing clothes;
 - 4.1.8. cleaning of the common rooms and sanitary facilities;
 - 4.1.9. usage of elevators.

5. Termination of the Agreement

- 5.1. This Agreement shall be terminated if:
 - 5.1.1. the period defined in point 1.1 expires;
 - 5.1.2. the Tenant signs a written withdrawal from his/her accommodation on the day specified in the statement—by doing so, the Tenant acknowledges that with the permission of the director of ÉSZI, an allowance might be granted him/her as an aid for finding a new rented accommodation;
 - 5.1.3. the disciplinary decision imposing the withdrawal of the accommodation has become final;
 - 5.1.4. the student status of the Tenant has been terminated;
 - 5.1.5. the Tenant receives accommodation in a different dormitory—with a new contract according to the rules of the other dormitory—in which case this Agreement is terminated on the day of the move, according to the decision of the director of ÉSZI.
- 5.2. The obligations contained in this Agreement apply until the claim for dormitory accommodation expires.
- 5.3. The claim for dormitory accommodation expires in every case on the date the Tenant moves out of the Dormitory. The Tenant acknowledges that he/she has to take his/her personal property, household effects, other belongings, and possessions with her when he/she moves out. If the Tenant fails to do so, BME shall issue a notice to remove his/her personal effects with a time limit of 15 days. If the Tenant fails to act upon the notice, BME is entitled to the sale or use of chattels, or to remove them from the territory of the Dormitory without any further claims from the Tenant. BME is entitled to recover any costs from the Tenant, which arose while managing the personal effects left on the territory of the Dormitory. The Tenant acknowledges that BME has no compensation liability with regard to any personal effects left on the territory of the Dormitory.

6. Other Provisions

- 6.1. By signing this Agreement, the Tenant declares to have received the room key, to have read the Dormitory Tenancy Agreement and the House Rules, and to consent to be bound by them. The Tenant enters into the Dormitory Tenancy Agreement knowingly.
- 6.2. The Tenant may use the IT network, in accordance with its separate rules.
- 6.3. For issues not regulated in this Agreement, the provisions of the legal regulations in effect and the provisions of the university regulations shall apply. Rules applicable to Tenants can be found on the official website of BME.
- 6.4. Other services available at the Dormitory:
 - 6.4.1. any other services (apart from the basic ones) are listed in the House Rules of the Dormitory.

Appendices:

Appendix No. 1: System Policy and House-Rules

Appendix No. 2: Penalty Point System

The appendices will be forwarded to the Tenant’s e-mail addresses provided in this document and can also be found at the reception of the Dormitory in printed form.

Budapest,, 2024

Budapest University of
Technology and Economics

Tenant

Clause:

I acknowledge by my signature below that the House Rules of the Dormitory contain the rules of its operation and the rules of cohabitation, and that I have read and accepted these rules along with the penalty point system established by ÉSZI, and consent to be bound by them.

I state by my signature that I have received the key to my dormitory room and the access card—if there is one belonging to my accommodation.

Regarding any guests my roommate(s) want to welcome, I declare that:

☐ I give my consent

☐ I do not give my consent.

Budapest,, 2024

Tenant

SYSTEM POLICY

AND

HOUSE-RULES

ÓBUDAI DIÁK HOTEL

SPECIAL EDITION FOR THE STUDENTS OF BME

Operating Manual and House Rules

1. [Definitions](#)

The Operation Manual and House Rules presented here was established as the House Rules for the building located at 1037 Budapest, Nagymihály Street 1-9.

The primary goal of the operations is to provide the housing, learning, and social needs of the residents at the highest level by providing high-quality services.

“Operator”: **“Lakhatás a Jövőért Alapítvány” Foundation**, located at 1037 Budapest, Nagymihály Street 1-9.

“Building”: Building located at 1037. Budapest, Nagymihály Street 1-9.

“used area”: means the areas of the Building which can be used by the residents and guests according to the Operation Manual.

“housing unit”: refers to the rooms designated for living.

“operational area”: refers to the designated areas in the Building used by workers to provide basic services. The operational areas can be found mainly in the basement and the ground floor, or the dedicated rooms of the residential levels.

“resident”: refers to the student housed here, who has an ongoing relationship with the operator.

“worker”: refers to the persons working here as the contracted employees of the **Lakhatás a Jövőért Foundation**, or its subcontractors.

2. [Operation of the Óbuda Student Hostel](#)

The principle of the operation is the fool-proof operation based on the co-operation of the Operator and the residents.

The Contact Person from the side of Operator is:

Name: Szendrei Krisztina

Postal address: 1037 Budapest, Nagymihály utca 1-9.

E-mail: info@odh.hu

3. Tasks of the Operator

The Operator provides the full range of operations and as a part of it the full range of maintenance. The emphasized tasks are listed below:

- The supply of electricity, operating hot and cold water. The operating and maintenance of energy transmission units.
- Heating supply at 20° C using the installed engineering units. In case of any irregularity immediate actions to solve the problem.
- Providing the operation and maintenance of the Building. The high level operation of the Building to prevent quality deterioration.
- Providing the up-to-date status of The Occupational Safety Regulations, The Fire Safety Regulations, and The Environmental Action Plan and control of the fulfilment of the specifics registered in them.
- Disposal of waste materials, including selective collection. The delivery of the Property Protection Concept on the whole of the Building, the definition, coordination and control of the in house regulations of the property protection.
- The operation of the Access Control System.
- The investigation of the damages in the Building and the personal properties together with the Police.
- The control of the implementation of the Maintenance Plan of the Building.
- Publishing the Occupational Safety Regulations and Accident Prevention Regulations.
- The publishing The Fire Safety Regulations and The Fire Alarm Plan.
- Administration of the residents' check in and moving in.
- Monitoring compliance with the House Rules, especially checking the legitimacy of staying indoors.
- Conducting disciplinary proceedings in case of misdemeanour done by the residents.

The operator is liable to provide the energy-saving operation of their own units implemented in the Building.

4. Operating Rules

5. Entry into the building, opening hours, delivery of goods.

The building can be divided into two basic parts from operational aspects:

5.1.1. Released areas

Released areas are those areas, which can be used by the residents regulated by this Operating Manual.

5.1.2. Operational areas

Operational areas are the areas of the building used by the workers (Operator). The operational areas can be found mainly in the basement and the ground floor or the dedicated rooms of the residential levels.

5.1.3. Opening hours

The services are available 24 hours a day.

5.1.4. Guests receiving time

Guests can stay at the hotel between 8-21 o'clock as "daytime guest". Out of this period, guests' stay in the hotel is available only in that case, when the co-resident accepts it, the "night guest" is recorded on the on-line system with detailed data (the night fee must be paid in that case, when the guest will not sleep in the hostel, as well). The guest must not disturb neither the co-resident nor the other residents, the guest receiver has full responsibility for the guest both morally and financially.

5.2. Internal movement in the Building

5.3. Entry and exit order

The Operator provides the designing, operating and controlling of the entry and exit regulations, and the fulfillment of the property protection liability.

The entry permissions of the residents are valid up to withdrawing.

The occasional entry permissions are belonging to specified persons, are suitable for identification of persons, proving the legal and registered stay.

5.3.1. Entry and exit regulations

During entry or exit all residents and workers are required to produce an identification document on request to the representative of the Operator to identify his/her person.

5.3.2. The licensing and withdrawal of entry permissions

The entry permissions are licensed by the Operator for the residents and the workers. For getting a resident entry permission a valid Property Service Contract is required. The entry can be refused in case of any debt from the resident's side against the Operator.

The residents can move into the hostel on a defined date at the beginning of the semester.

When enrollment (concluding the contract) –if it does not match to moving in- precedes the moving in can be done on the predefined days between 8-18 hours.

The entry, and the validity of the entry permission can be controlled any time.

5.4. Entry into the Building and responsibility.

5.4.1. Entry and exit of the guests and partners

All the guests can be received only with the full responsibility of the residents. One resident at one time is allowed to receive only one guest, the guest must not disturb the co-resident, or anybody else in the Building. The Operator is entitled to refuse the entry of the guest when he/she is heavily intoxicated or is under the influence of mind-altering agents, too noisy, or against of any points of the House Rules. In case of these reasons the Operator is entitled to call him/her for departure and when this is not enough to ask the assistance of the Police.

The representatives of the bureaus and other partners being in official contact with the Operator (eg. Postman) can enter into the Building as clients.

Especially dangerous for public safety tools are not permitted to take into the Building.

5.4.2. Guarding and key management of the living rooms, office spaces and public spaces.

The doors of spaces are locked with key. The conservancy has key to all spaces, the usage of these keys can be done only under controlled circumstances. The Operator can enter in any living room for the control purpose.

To install any other locking system is prohibited, or in case of a special situation it can be done only with the permission of the Operator.

The Operator provides the key to all residents against a receipt note on the basis of the moving-in list with obligation to return. The replacement of the lost or damaged key must be asked from the Operator. The residents must refund the costs of the lost, or damaged keys or the lock change because of safety reasons. At the end of the service relationship the resident must return the key to the Operator.

5.4.3. Other safety obligations.

The workers and residents are required to prevent the occurrence of incidents or emergency and co-operate in the manner and to the extent expected from them.

The workers and residents must not prevent the measures of the Operator to provide the safety of the users (residents) of the Building inasmuch it is not threaten their limb, and at the same time to co-operate in the manner and to the extent expected from them.

All the workers and residents are responsible for the preservation and proper use of equipment of the devices being in the property of the Operator and keep the rules being in the Operation Manuals.

The Operator is entitled to cancel the entry permission, temporary cancel of the permission, and after the investigation, terminate immediately and extraordinary the service relationship in case of the extremely high damage, intentionally causing damage or damaging repeatedly of all workers and residents.

The workers and residents must report all technical errors either on the on line interface or at the Reception. In case of fire- or risk accident or the events happening you must report it immediately at the Reception, mentioning the place and the short description of the event.

Persons staying in the Building must keep the Occupational Safety Regulations, The Fire Safety Regulations and the standards of human coexistence, to help the counterparts in case of injury, accident and report it to the Reception to start the necessary intervention.

Bringing pets into the Hostel is strictly prohibited, this violation is considered serious disciplinary offense.

5.4.4. Fire safety

The workers and the residents must not take in or store such material, perform activities causing fire or increase the fire safety rating in any spaces of the hostel, particular for local exothermic equipment (eg. stoves, electric ovens, gas, and electric heaters). The fire safety rules and the rules of the Fire Service must not be violated. These regulations are listed in The Fire Safety Regulations.

The Operator is entitled to check regularly the keeping The Fire Safety Regulations, and in case of breach report to Fire Service. In case of finding equipment listed above the Operator is entitled to collect and store it, or deliver to the administration for destruction.

The workers and the residents staying in the Building must provide in the spaces using by them, in the public spaces and emergency exits the free movement.

The fire alarm system and the fire extinguishers must not be barricaded or unjustified used, and the fire safety equipment limited in operation.

Everybody must keep the regulations written in The Fire Safety Regulations and The Fire Alarm Plan. These regulations must be published for the workers and the residents staying in the Building.

The Operator is entitled to evacuate the entire Building in case of a fire alarm test.

Smoking and using open flame is strictly prohibited in the entire Building. Violation of the rules is a serious disciplinary offense.

Smoking is permitted on the rear courtyard and in the terraces appointed on every levels.

To throw out cigarette stubs or any other flammable things from the smoking areas is strictly forbidden and dangerous, which lead to an immediate refusal of access to the Building.

5.4.5. Rules of the property delivery in and out.

The residents moving into the Building are allowed to deliver in and use only such an equipment (computer TV etc.) which power consumption is not more than 500 Watts. Big power consuming equipment (wash machine, air condition, electric heater, immersion heater) are not allowed to deliver in.

The properties of the Operator can be delivered out of the Building only against the signed and stamped delivery document of the inventory owner person, or his/her accredited.

6. Use of the Building

6.1. Use of the living rooms.

6.1.1. Rules of the moving in.

The rules of the moving in are as follows:

- That resident is allowed to move into the student hostel who:
 - o was admitted into the student hostel,
 - o has a Service Relationship with the Operator,
 - o accepts the regulations listed in the Service Relationship and Operating Manual and House Rules.

These documents can be found at the reception.

- After the administrative procedure the resident and the representative of the Operator check the living room's status and the facilities according to the Status Tab. The Status Tab is a certification for the resident about the former state at the takeover. This state of the room must be retained in the future. The resident and the representative of the Operator list the deficiencies can not be eliminated immediately on the duplicate of the Status Tab. The elimination of the deficiencies must be recorded on the Status Tab as well. In case of a multi

bed room only one of the residents can take over the room, his/her signature is compulsory for the other residents as well. The repossession of the room will happen according to the Status Tab at the time of moving out or elimination of the service relationship.

- In the period of moving in the residents and the assisting persons are allowed to pass in the hostel without limitation keeping the safety and property protection rules.
- The Operator provides reliable number of assistants to help the moving in observing the safety of the residents' property and the Buildings equipment.

6.1.2. Use of the living rooms.

The co-residents must keep the rules of human coexistence, and be regard to each other. The primary goal of living here is the learning, any other activities (listen to music, receiving guests) must not disturb the other co-residents. In case of serious or repeatedly problems the Operator is entitled to terminate immediately and extraordinary the service relationship.

The Operator provides the full range of operations and the maintenance of the Building. The furniture and equipment located in the living rooms the residents must use only according to their intended purpose, maintain consistency, which they belong to their personal financial responsibility towards the Operator.

The damages caused by not intended purpose must be reimbursed by the residents. The report of damages (naming the possible responsible person) and the repair will be done by the Operator, the counter value paid by the resident.

The cleaning of the living rooms is done by the residents. The Operator is entitled to control the cleanliness regularly, even so the residents are not at home.

If the cleanliness of the living room is acceptable, the Operator will call the attention of the residents to clean the room within one day. Inasmuch the Operator entitled to order the forced cleaning for cost of the residents according to the determined fare rate. . In case of serious or repeatedly problems the Operator is entitled to terminate immediately and extraordinary the service relationship.

The Operator provides the necessary cleaning equipment for the residents. The equipment can be found at the reception and after use, bat maximum after 4 hours must be replaced it back to the reception.

Equipment disturbing others or makes the quiet stay in the living room impossible is prohibited taking in.

The decoration of the walls, furniture can be done on the following way:

Fixing pictures, posters on walls, windows, doors or any laminated surfaces can be done only with plasticine (Pritt Fix-it). In case of any damage caused by fixing the repair will be done by the Operator, the counter value will be paid by the resident.

All kind of decorations (paintings, tags, bores, etc.) changing the original status of the living rooms are strictly prohibited, and the repair will be done by the Operator, the counter value paid by the resident.

All damages occurring in the living rooms can be repaired only by the Operator. All any interventions , made by the residents could entail claim damage in case of causing damages or direct hazard.

In case of absence the living rooms must be locked, because the Operator does not take the responsibility for the properties being placed there.

6.1.3. Rules of the moving out.

In case of moving out from the living room during the semester the resident has to inform the Office personally or by phone one day before the required date. It can be done in office hours, 8-16h on working days.

The moving out does not modify the service relationship.

The rules of moving are the same as the rules of moving in.

In case of moving out the representatives of the Operator check the basic and technical status of the living room, the existence and cleanliness of the equipment listed on the Status Tab filled in at the moving in and modified during service. All the revealed damages will be listed on the Status Tab. The Operator will do the reparations. The costs of the reparations will be paid by the resident according to the Operating Manual and House Rules. When one resident moves out from a multi bed room, the responsibility area of the resident(s) remaining there must be determined and listed on the Status Tab.

6.2. Use of the common areas.

The Operator is responsible for the cleaning and maintenance of the common areas. The common areas are all required to be used for their intended purpose, avoiding to violate the rights of others. To place any equipment in the staircases or gangways preventing the move is dangerous and strictly prohibited. The Operator is entitled to remove immediately without any notice things placed so.

The rules of decorations in the common areas are the same as in the living rooms with an addition, in case of any decoration one must get the permission of the Operator.

All damages, occurring in the common areas can be repaired by the Operator only. Any intervention done by residents the Operator may bring an action for damages.

There are a few common areas in the Building for free use of the residents on the basis of the House Rules. The operator provides the operation, maintenance, cleaning on these areas. The residents are obliged to take care on the order and cleanliness. The aim of the common areas to serve as a dayroom, the furniture placed there must not be removed into the living rooms.

A conference room can be booked for a pre-arranged time.

6.3. Use of the kitchen

You can find a kitchen on every level, installed with equipment for free use. The cooking, the working heater or oven must be kept always under personal control.

After use, everyone is required to clean the heater, worksheet, to provide a clean kitchen for the next resident.

The Operator does not take responsibilities for the properties, left in the kitchen, things stayed there will be treated as waste by the Operator.

6.4. Smoking

The smoking and open flame is strictly prohibited in all closed space of the Building.

Smoking and using open flame is strictly prohibited in the entire Building. Violation of the rules is a serious disciplinary offense.

Smoking is permitted on the rear courtyard and in the terraces appointed on every levels.

To throw out cigarette stubs or any other flammable things from the smoking areas is strictly forbidden and dangerous, which lead to an immediate refusal of access to the Building.

6.5. [Washing facility](#)

A laundry room can be found in the Building, where Operator provides washing facility against payment.

6.6. [Bike storage facility](#)

There is bike storage facility in the basement.

Taking the bike through the Building is prohibited, the basement can be reached through courtyard. The bikes stored anywhere else will be removed (even though with cutting the lock).

7. [Financial responsibility](#)

All the residents has full financial responsibility on all areas of the Building.

The full financial responsibility of the residents expands on the living rooms, used common areas, and the damages caused by the received guest.

The refund of damage's value equals with the new purchase value of the equipment.

8. [Information facilities](#)

A few information surfaces can be found in the Building, helping the orientation and information collecting of the residents and guest. Advertisements can be placed only on these surfaces.

9. [Services in the Building](#)

9.1. [Cleaning](#)

The cleaning of the living rooms is done by the residents.

The Operator provides the necessary cleaning equipment for the residents. The equipment can be found at the reception, without fee, with registration. After use, bat maximum after 4 hours must be replaced it back to the reception.

The residents are obliged to manage the selective waste collection in their living rooms and the collected items can be placed into the receptacles on all levels. The nonselective collected waste materials must be placed in the containers. The waste material bags must not be place in the gangways, in case of any contamination it must be removed immediately.

9.2. [Disinfestation](#)

The Operator, based on of the building's environmental conditions and nature activities in the Building provides differentiated intensity of insect and pest control.

PENALTY POINT SYSTEM

Cause of Penalty Points		Comments	Penalty Points
Serious violation of the Fire Protection Standards			
1.1	Starting a fire	Whether it was a deliberate act or not, this entails a disciplinary procedure.	disciplinary procedure
1.2	Deliberately raising a false fire alarm		a fine of HUF 100,000 7–10
1.3	Covering smoke alarms and fire alarms		8
1.4	Unjustified usage or vandalization of manual fire alarms	In the case of vandalization, the fine corresponds with the costs of repairing/replacing the alarm.	a fine of HUF 100,000 10
1.5	Bringing potentially flammable or explosive tools or devices to the dormitory—or the areas outside the building, belonging to the dormitory—or storing them there without permission	E.g. pyrotechnic devices, gas cylinders, etc.	disciplinary procedure (10)

1.6	Doing work or reparations, which require permission and might pose a fire hazard, without permission		disciplinary procedure (10)
1.7	Refusing cooperation during evacuation drills	E.g. refusing to leave the building, not following orders, etc.	10
1.8	Emptying or damaging portable fire extinguishers	Including the removal of security pins and seals	fine (replacement costs) 6
1.9	Using or damaging wall fire hydrants or any of their parts		fine (replacement costs) 6
1.10	Causing issues in the electric system by using equipment prohibited by house rules (e.g. non-EU standard extension corde, electric stove, kettle, freezer etc.)		fine (repairation cost) 2-10

Violation of the Fire Protection Standards			
1.12	Raising a false fire alarm	E.g. causing smoke in a room equipped with a smoke detector	5
1.13	Taking off, damaging, or covering the signs showing fire escape routes		4

1.14	Damaging any other fire protection tools or devices	Damaging hose reel cabinets, damaging or wedging fire doors, etc.	fine (replacement costs) 4-6
1.15	Smoking in prohibited areas		a fine of HUF 100,000 7
1.16	Using kitchen appliances outside the kitchen	As stated in the House Rules	4-6
1.17	Using tools or devices that are not in accordance with fire protection or contact safety guidelines		5
1.18	Narrowing escape routes	Escape routes cannot be used over their full width for a prolonged time	3-6
1.19	Failure to attend the obligatory training course on fire protection		5
1.20	Ignoring the fire alarm	Failure to take the necessary steps upon noticing the fire alarm	5

Violation of public health rules			
2.1	Bringing pets to the dormitory illegally or keeping them there illegally		2-5
2.2	Failure to report insects (especially bed bugs) or pests		4

2.3	Failure to clean, despite having received a written notice	24 hours after at least one of the roommates has received a written notice	costs of the forced clean-out 4
2.4	Regular complaints against the cleanliness of the room	Regular call-outs to clean the room or bathroom have to be made during the announced general cleanliness controls	6
2.5	Inappropriate storage of food, inappropriate management of leftovers and rotten food	The rule has to be followed both in the rooms and in the kitchen. It applies to rotten food kept in the fridge and outside of it as well.	2–5
2.6	Failure to keep the kitchens and dining areas clean	Failure to clean up after cooking or eating, when the amount of dirt and grime exceeds the average, etc.	4
Violation of the general rules of cohabitation			
3.1	Violating the noise ordinance	Complete silence is always required between 22:00 and 07:00! Disturbing the peace of others intentionally, regardless of the time of day	3
3.2	Impolite behaviour (not worthy of a university student)	Not striking the right tone with the doormen, the cleaning staff, the caretaker, the mentors, or fellow students, etc.	2–7
3.3	Refusing room controls or ID-checks		5

3.4	Causing disorder and leave rubbish in the common rooms	If the offender cannot be identified, it is the person responsible for the room who gets penalty points.	4
3.5	Violating parking and bicycle parking rules		4
3.6.1	Changing the lock		Disciplinary procedure (15)
3.6.2	duplicating the key without permission		8
3.7	Transforming or remodelling a room without permission		fine (restoration costs) 2
3.8	Bringing tools or devices, which require permission, illegally to the Dormitory	This applies to any other tools or devices which require permission, and which do not violate the Fire Protection Standards	4–6
3.9	Engaging in economic or commercial activities—which require permission—without permission. (selling things, gambling, etc.)	It is not required to obtain permission to sell one's notes, textbooks, personal belongings, chattels (e.g. used TV, computer, etc.), and so forth.	10
3.10	Violating poster placing rules		3
3.11	Incorrect usage of any of the Dormitory's appliances or furniture	Unnecessary expropriation of or restriction on commonly used appliances or furniture (chairs, tables, baking tins, microwaves, etc.) (I.e. appliances or furniture are not in the room they belong in, or taking them into one's own room.)	fine (restoration costs) 2–4

3.12	Failure to report damage	In cases which require restoration or replacement	2
3.13	Incorrect usage of the community room		1-3
3.14	Aggressive or denying behaviour towards any tenant staff or BME mentor.	Physical abuse, Fight with anyone in the dormitory	disciplinary procedure 5-10
3.17	Burglary, theft, stealing	Theft or stealing personal belonging of any other dormitory residents or employee, or of any equipment belonging to the dormitory.	5-10 disciplinary procedure
3.16	Occupying the washing machine without a prebooked appointment after the first violation.	If the tenant fails to comply with the mandatory washing appointment booking rule, after the first violation, the raised penalty point will be given each time.	3
Violation of the rules of moving in and out			
4.1	Moving without permission		8
4.3	Providing false information during the dormitory admission procedure, deceiving the mentors or the Dormitory		10
Disciplinary offences regarding entering the building			

5.1	Transferring the key or the magnetic card to others		6
5.2	Failure to register overnight guests	Night: between 24:00 and 06:00	5
5.3	Exceeding the number of overnight stays without paying for them	Exceeding the number of overnight stays without paying for them	5
5.4	Having guests in the room without the consent of the roommates, causing complaints	Having guests in the room without the consent of the roommates, causing complaints	4
5.5	Occupying someone else's bed or an empty bed (not only by guests)	Occupying someone else's bed or an empty bed (not only by guests)	7
5.6	Circumvention of the access control system	E.g. by letting others come in through the magnetic gate, jumping over the gate	6
Vandalism, causing damage			
6.1	Caused deliberately or by negligence	E.g. decorating or sticking decoration on windows with heat or sun protection foil is considered as vandalism, even if there is no visible damage on the foil	fine (restoration costs) 4-8
6.2	Littering	E.g. leaving a garbage bag in the corridor or the kitchen	3
Main disciplinary offences regarding internet usage in the dormitory			

7.1	Connecting to the network or intervening in it with forbidden devices (additional routers, signal boosters, cable access)		4
7.2	Using the network at the expense of others (blocking or disabling others, removing the cable or wire)		8
7.3	Using Torrent sites (up-and downloading data)		2

In case the disciplinary offence cannot be traced back to the offender, all of the roommates receive punishment.

REPORT: PENALTY POINTS

Dormitory:					
Name of the person responsible for disciplinary action (mentor/employee):					
Name and contact details of the offender:		Neptun code:		Faculty:	
Name and contact details of the host or hostess (if there is one):		Neptun code:		Faculty:	
Name / ID card number/address of the witness:					
Short description:					
Number of penalty points according to the Disciplinary and Compensation Standards:				points	

Budapest, __ ____, 20__

Witness

Person responsible for disciplinary action

I acknowledge that I have committed a violation and accept the penalty points. I assume liability for the compensation of the damage—for the costs of repairing or replacing the damaged items or the empty fire extinguishers.

In the event that the Penalty Points Report is not accepted and signed by the tenant, Section 4.1.4. (Forced eviction) will take effect from the System Policy and House-Rules.

Budapest, __ ____, 20__

Offender

I have read the report above. I am aware that I have received ____ penalty points determined for my guest due to his/her violation of the rules. I offer joint and several guarantees for the damage caused by my guest, in accordance with the Disciplinary and Compensation Standards of BME.

Budapest, ____ _____, 20____

Host/Hostess