Onboarding

University of Lodz
Dormitory VII – HEPTAGON

UNIWERSYTET
ŁÓDZKI



Dormitory Manager and Reception Desk

The manager of University of Lodz Dormitory VII is **Sylwia Kasprzyk**.
Contact details:
Email: sylwia.kasprzyk@uni.lodz.pl
Phone: +48 (42) 66 55 190

Reception Desk – Contact Details
Email: recepcja7ds@uni.lodz.pl
Phone: +48 533 530 472

THE RECEPTION DESK OPERATES 24/7!

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Councils of Residents and the University Campus Council

The responsibilities of a Council of Residents include representing the interests of all residents of a given dormitory, particularly by initiating and reviewing draft decisions by the University authorities on matters concerning the dormitory and student welfare.
Dormitory VII Council of Residents – e-mail contact: maksymilian.wierzbowski@edu.uni.lodz.pl

The Campus Council of the University of Lodz
The Campus Council of the University of Lodz **(ROA)** represents the interests of residents living in the University of Lodz Student Dormitories. The Council comprises representatives of all the Councils of Residents.
Would you like to find out more about the role of University Campus Council? Visit the links below:
Website
Instagram

E-mail contact: roa@uni.lodz.pl
Detailed information on the Council's powers and responsibilities can be found in the Regulations of the UL Student Union's Collegiate Council.

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Laundry Rooms and Drying Facilities

Two washing machines are available.

Washing machines are available 24 hours a day. Each wash cycle costs PLN 8.

The drying room contains drying compartments equipped with fixed clothes dryers. Keys are available at the reception desk.

The laundry room and drying facilities are located on the ground floor.

Laundry rooms must be booked using the online Forms booking system. Please check the availability of drying facilities with the reception staff.

Residents may use the drying facilities for a **maximum of 24 hours at a time.**

Please remember that corridors also serve as emergency escape routes. **DO NOT leave clothes airers with laundry in the corridors!** Any items left there may be removed by dormitory staff.

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Kitchen and Rubbish Chutes

Shared kitchenettes are available on every floor.

To prevent cookware from burning and, in extreme cases, the fire alarm from being triggered or the fire brigade from having to attend, please **do not leave food unattended while cooking**.

As the kitchenettes are shared spaces, please help keep them clean and tidy, especially after preparing meals. Everyone deserves a comfortable environment in which to cook.

Please report any faults with the hobs or sinks to the reception staff immediately.

Each kitchenette is equipped with separate bins for different types of waste: bio-waste, recyclable waste, mixed waste

Waste chutes are located at the end of each corridor. As they are relatively narrow and can easily become blocked, **please do not dispose of large items**, such as pizza boxes, **through the chutes**.

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Guest Policy

Each resident may host up to **two non-resident guests at a time**, provided they have obtained the consent of their roommate(s). Guests may stay in the dormitory between **6.00 a.m. and 11.30 p.m**. Before entering the dormitory, each guest must sign the guest register, providing their full name and the room number of the resident they are visiting. Guests must also sign out before leaving the dormitory.

Failure to comply with this requirement or exceeding the permitted visiting hours (i.e. staying in the dormitory after 11.30 p.m.) will result in an additional fee of PLN 10.80 per guest.

A second violation of the visiting hours may result in a one-month ban on receiving guests. A third violation within the same academic year will result in a ban on receiving guests until the end of that academic year.

Overnight Guests

If you wish to host a guest overnight, you must: complete the relevant form at the reception desk, obtain your roommate's consent, pay an overnight stay fee of **PLN 10.80 per guest**. Payment can be made in cash or by card at the reception desk.

Each resident is entitled to host overnight guests up to **three times per month**.

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Organising Events

If you wish to organise a larger event in the dormitory (for example, a birthday party), **approval from the dormitory manager is required**.

A written request containing: names and surnames of organisers, room numbers, organisers' signatures, a declaration accepting responsibility for any damage caused by guests, must be submitted together with a guest list to the manager **no later than one day before the planned event**.

Quiet hours are in effect from 11.30 p.m. to 6.00 a.m. Any request for an exemption from quiet hours must be included in the written application.

The dormitory manager may refuse permission to organise an event without providing a reason.

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Dormitory Payments

Each resident must pay their dormitory fees into their individual bank account **by the 26th day of each month**.

Your individual bank account number can be found in **USOS**: **For Everyone → FK Payments**

Late payments automatically incur statuatory interest.

Failure to pay dormitory fees for two consecutive full months will result in mandatory eviction and the loss of accommodation rights.

Residents who pay their fees several months in advance may be eligible for a discount.
For further information, please contact the reception desk.

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Responsibility for Dormitory Property

Upon checking in, each resident accepts responsibility for the University's property.

Any damage to the room, its furnishings, sanitary facilities or other equipment must be reported within two days of moving in.

Residents are financially liable for any damage to their rooms and the equipment provided. This includes, in particular: damaged bed linen, damaged blankets, lost keys, damaged keys.

Reporting Maintenance Issues

Any faults involving the following must be reported at reception and recorded in the maintenance logbook: electrical installations, carpentry, plumbing.

Submitting a maintenance request constitutes consent for authorised staff to enter the room or residential unit, even in the resident's absence, until the issue has been resolved.

Residents are strictly prohibited from independently installing, modifying or repairing electrical, water, network, television or radio installations, altering door locks or duplicating keys.

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Parcels and Letters

All parcels and letters are delivered to the reception desk.

Please note that the reception desk cannot accept parcels sent cash on delivery (COD).

Once a parcel or letter has been received, it will be handed over to the addressee only after they have signed the delivery register to confirm receipt.

For registered letters, the postman will leave a notification slip (delivery notice).

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Internet

Internet access is available via an Ethernet connection and the eduroam Wi-Fi network.

To use a wired connection, connect your device to the Ethernet socket provided in every room using an RJ-45 Ethernet cable.

The use of personal routers connected to the dormitory network is strictly prohibited.

Any issues with network access should be reported to the network administrators.

Their contact details are available at the reception desk.

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Gym

A gym for residents is located on the ground floor of the dormitory.

The gym is open from 8:00 a.m. to 11:00 p.m. and must be booked in advance through the online Forms booking system.

Each resident may book the gym for a maximum of two hours per day.

Study Rooms and TV Room

Study rooms are available exclusively to dormitory residents and are located at the end of the corridors.

Study room must be booked using the online Forms booking system.

Each resident may use a study room for a maximum of three hours per day.

A TV room is located on the ground floor of the dormitory.

The TV room may be booked using the online Forms system or through reception. For bigger events organised in the TV room, prior approval from the dormitory manager is required.

Residents are strictly prohibited from allowing non-residents to use the study rooms or the TV room without prior approval from the dormitory manager or reception staff.

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Additional Information

Deckchairs are available for residents to borrow.

If you do not have your own bed linen, you may use the pillowcases, duvet covers and sheets provided by the dormitory. If you wish to use this option, please inform reception when checking in at the beginning of the academic year.

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Important links – QR codes

ROA – website

ROA – Instagram

Student Government Regulations

Dormitory VII Reservation System

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