

## RULES OF USEING LAUNDRY/DRYER IN DORMITORY No. 4 “BALON”

Laundry/ draying - room opening hours: 8 a.m. – 10 p.m.

### 1

Booking a key to use: washing machines, automatic dryers and drying-rooms:

1. The use of washing machines, automatic dryers and drying- rooms is the right of each resident of dormitory no. 4.
2. Reservations are made at the reception.
3. Booking only one washing machine, automatic dryer and drying-room.
4. At the time of reservation should be given: name, surname and room number.
5. The key is issued at the reception after buying a chip and leaving resident card.
6. The key is issued in accordance with the schedule set out at the reception.
7. The key to drying- room and rooms with washing machines and automatic dryers may be issued only to a person registered in the room, after reservation, if the room was not fined.
8. The key is issued to a person without reservation only in case of free washing machines, automatic dryers and drying-rooms.
9. In case of resignation the reception must be informed.

### 2

Rules of using washing machines, automatic dryers and drying – rooms.

1. Each user is required to keep a clean and clean up after themselves in the drying – rooms and rooms with washing machines and dryers.
2. Before using washing machine and automatic dryer, each user should read the instructions that appear on the wall of each room with equipment.
3. Chip price does not include powder.
4. Before putting clothes in the washing machine or automatic dryer, make sure that pockets are empty.
5. Check the condition of clothing in order to avoid damage to the machine.
6. If you suspect that any part stuck in the washing machine or automatic dryer, the reception must be informed immediately.
7. After washing or drying, wait minimum 3 minutes to open the door of the machines (have blockade).
8. After washing, clean place, where you put the powder.
9. After washing or drying, the key should be return immediately.
10. All defects and irregularities should be reported at the reception before using the washing machine, automatic dryer or drying – room. Otherwise the responsibility for the damage caused will be charged the person who borrowed the key.
11. The person renting the key is automatically responsible for the equipment.

### 3

Time of using washing machines, automatic dryers and drying – rooms.

1. Absolute time of using washing machine: 2h.
2. Absolute time of using automatic dryer: 2h.
3. Absolute time of using drying – room: 24h.

4

Final provisions

1. Regulations apply to all persons who stay at dormitory no. 4.
2. Key transfer to other places than the reception is forbidden.
3. Sanctions for non- compliance with the rules:
  - a. deprived of the possibility to use washing machines for a period of one to three months.
  - b. other penalties considered individually.
  - c. incur disciplinary liability or financial.
4. Sanctions may be imposed for:
  - a. Holding the key.
  - b. Destruction or vandalism of rooms and equipment.
  - c. lack of cleanliness after using.
  - d. key issue to people, to which the penalty was imposed.
5. Fined list is located at the reception (only people from Administration can read it).
6. Council Residents and management have the right to an unannounced inspection.
7. Council Residents and the management are not liable for any damage arising from the use of washing machines and dryers or valuable items left.
8. In the event of doubt and dispute should be referred to the Council Residents and management. Decided voice has the dorm management.
9. Signature in a notebook of using the washing machines, automatic dryers and drying - rooms is tantamount to accepting the regulations.