

Regulations in force at the Zeitraum Student Housing in Cracow in the academic year 2025/2026 (hereinafter referred to as: "Regulations")

Expressions used in the content of these Regulations have following meanings:

- 1) *Zeitraum - Zeitraum Limited liability company with its registered office in Warsaw at 35 Wspólna st., flat 9 (00-519 Warsaw), entered in the Register of Entrepreneurs by the District Court for the capital city of Warsaw, 12th Commercial Division of the National Court Register, under National Court Register number 0000813737.*
- 2) *Student House - multilevel building located on a property in Cracow at 33 Koszykarska st. and operated by Zeitraum.*
- 3) *Lease Agreement - tenancy contract binding the Resident or his parent or legal guardian with ZEITRAUM, governed by the content of the contract and the General Terms and Conditions of the Lease, as well as the content of these Regulations.*
- 4) *Tenant - a person entitled to use the Apartment under a Lease Agreement concluded with ZEITRAUM and a student or his/her parent or legal guardian.*
- 5) *Apartment – specified in Lease Agreement room(s) rented to a specific Tenant or to no more than three Tenants in shared Apartments.*
- 6) *Administration employee - ZEITRAUM employee authorized to exercise certain ZEITRAUM rights and obligations under the Lease Agreement.*
- 7) *Reception employee - ZEITRAUM employee authorized to perform security checks on the premises of the Student House.*

These Regulations contain and specify the rules of behaviour in the Student House as well as the rules of household order prevailing therein, including those referring to other persons staying there. These Regulations apply and bind Tenants and other persons staying at the Student House. Failure to comply with the provisions of the Regulations may result: (i) for Tenants - with consequences resulting from the Lease Agreement and General Terms and Conditions of Lease, (ii) for other persons staying at the Student House - with other legal consequences, including ordering to leave the Student House area and issuing a ban on entering its premises.

I. GENERAL RULES OF BEHAVIOUR IN THE STUDENT HOUSE

Tenants and people staying at the Student House **are obliged to:**

- 1) Comply with generally accepted principles of social coexistence, including avoiding behaviour that is harmful and burdensome to other Tenants of the Student House, and other people staying there. People who have led to the emergency situation will be charged with the cost of security intervention (500 PLN).
- 2) Comply with these Regulations and the provisions of health and safety and fire protection.
- 3) Comply with the following prohibitions:
 - a. Any interference in elements of the fire protection system (especially covering fire detectors and unjustified use of fire extinguishers – penalty for interference with fire protection system is 300 PLN).
 - b. Using fire protection equipment for other purposes than intended.
 - c. Blocking fire doors.
 - d. Using household appliances and electronics in rooms that consume higher power than devices typically used in residential rooms without cooking facilities (above 500 W).

In individual cases, with the express consent of the Student House management, it will be possible to use devices with higher power consumption for an additional fee (set individually).

- e. Private electronics equipment should be registered and paid in accordance with applicable regulations to the cost and risk of the user of the device.
 - f. Performing unjustified activation of smoke detectors – this will result in charging the perpetrator with the cost of arrival of 3 fire brigade units. When the fire system in the Student House gets activated, the perpetrator will be charged with the costs of arrival of the fire department in accordance with the invoice received by Zeitraum.
- 4) Familiarize themselves with the content of rules of behaviour in the event of threatening situations, including fires, and comply with them.
 - 5) Behave properly and appropriately on the premises of the Student House, enabling study and rest of other Tenants and unhampered stay of other persons staying in the Student House in a manner consistent with these Regulations.
 - 6) Take care of the Zeitraum property and prevent its improper use.
 - 7) Maintain cleanliness and order in rooms, sanitary facilities and common areas (penalty for littering in the common areas, room and segment is 150 PLN).
 - 8) Comply with quiet hours from 10 p.m. to 6 a.m. every day (penalty for disrupting quiet hours is 150 PLN).
 - 9) Comply with Zeitraum order decisions, including Reception employees decisions.
 - 10) Restoring the room to the condition it was in at the time of check-in before moving out (returning the room in an unacceptable condition will result in an additional cleaning fee in the amount of 250 PLN).
 - 11) Use water and electricity in an economical way.
 - 12) Immediately notify the Student House administration of noticed defects and damage - it is forbidden to make repairs on your own. The Tenant is responsible for damages caused by an unreported defect/malfunction. **After moving into the Student House, the Tenant has 2 weeks to report any defects/issues in the handover protocol of the room. After that time, the Tenant is responsible and pays for them.**
 - 13) Receive guests bearing full responsibility for them. The guest is liable for any damage to the property on general terms.

II. RULES FOR RECEIVING GUESTS IN THE STUDENT HOUSE

Receiving guests in the Student House is allowed only on terms set out in these Regulations:

- 1) Visitor:
 - a) Person visiting a Tenant is obliged to present to the Reception employee a photo ID with the purpose of making an entry to the Guest Register at the entrance to the Student House.
 - b) Guest is obliged to wait at the reception desk to record his visit to the guest register by the Tenant. There is a possibility to leave the Guest's ID card or passport or any other document confirming the identity of the Guest (upon their consent) in order to make an entry in the Guest Register - in such a case there is no need for the Guest to wait at the reception desk until the entry in the Guest Register is made.
 - c) The Guest's refusal to show or leave an ID card or any other document confirming their identity excludes the possibility of entering the Student House premises.
- 2) Guest's overnight stay:
 - a) An overnight stay in a Tenant's room is possible only with the written consent of all other Tenants of the Apartment and the segment in which the Apartment is located, as well as the consent of the

Administration employee. Each night is subject to a fee, depending on the type of room and the number of overnight stays per month.

- b) Consent granted by other Tenants must be submitted to the Administration employee no later than 5 p.m. on the day of the planned overnight stay (the absence of other Tenants does not exclude the obligation to obtain permission from them - e-mail consent is required in such cases).
- c) A guest's overnight stay in a Tenant's room up to twice a month, and in single Apartments – up to five times a month, is considered an ordinary guest's overnight stay and is paid according to the daily rate. For each subsequent night, as well as for an overnight stay not reported in the manner described above, the Tenant is obliged to pay a fee equal to the double daily rate. The daily rate is determined based on the monthly fee for a place in a given room. Daily rate is calculated as 1/30 of the monthly rate for a place in a given room. The Tenant with whom the Guest is staying is responsible for paying the above fees.
- d) Zeitraum has the right to refuse an overnight stay in the event of a gross violation of the Student House rules (e.g. when the same guest is signed in by other Tenants in the segment).
- e) In the event of illegal overnight stay of a guest in the Student House (confirmed stay in the room after the statutory visiting hours of a guest who does not have consent to stay overnight), the Tenant will be charged with a fine of 150 PLN for each unreported night (in case of double and triple rooms), and with a fine of 200 PLN in case of single rooms.
- f) The Tenant is obliged to familiarize guests with Student House rules. Guest is responsible for damages to Zeitraum property and damage to Tenant's property and/or other persons staying on the premises of the Student House on general terms. If it is not possible to hold the guest liable, the Tenant will be held responsible.

III. RESPONSIBILITY FOR BROUGHT PROPERTY

- 1) Student House responsibility:
 - a) Zeitraum is not financially liable for private items and other property of Tenants or guests located on the Student House premises, including the property on which the Student House is located, unless the destruction, damage or loss of the property was caused by employees of Zeitraum or persons performing work or providing services to it on a basis other than an employment contract.
 - b) Zeitraum is not responsible for intrusion into the apartments of third parties, especially if Tenants are not closing doors of their rooms and Apartments.
 - c) Student House does not provide guarded parking spaces.
- 2) Use and exchange of bed linen:
 - a) Bed linen will be changed once a month on the day designated by Zeitraum. Tenant is responsible for delivering dirty linen to the exchange point.
 - b) At the end of the stay, Tenant is obliged to return the bed linen undamaged. Financial penalties will apply for damage, soiling and lack of bedding: destruction or absence of a pillowcase 30 PLN, destruction or absence of a duvet cover 60 PLN, destruction or absence of a sheet 50 PLN, soiled mattress 100 PLN, destruction or absence of a pillow 50 PLN, destruction or absence of a duvet 100 PLN.
- 3) Loss of keys or entry card:
 - a) Tenant is obliged to immediately report loss or theft of an entrance keycard or spare keys.
 - b) Tenant shall cover costs resulting from loss or theft of keys and cards (fee for issuing the new keycard is 60 PLN).
- 4) On Student House premises it is forbidden to:
 - a) Provide space in a room to another person, with the exception of the guest's stay in accordance with the rules set out in these Regulations.
 - b) Trade:

- i) Sell cigarettes and alcohol.
 - ii) Distribute or marketing of narcotic drugs, psychotropic substances or other psychoactive substances.
 - iii) Conduct any form of business i.e. commercial, production, entertainment or gastronomy.
- c) Organize parties:
 - i) Organizing events on the Student House premises, except for events reported to and approved by the Administration. Penalty for organizing an event illegally is 500 PLN.
 - ii) Consuming alcohol in common areas. Consumption of alcohol means: bringing, holding, pouring alcohol into dishes and drinking alcohol in common areas. Penalty for consuming alcohol in common areas is 150 PLN.
 - iii) Arrange and participate in gambling. Any organized gambling will be reported to the police.
- d) Make changes in room structure:
 - i) Destroy walls, doors, equipment in segments, rooms and common areas.
 - ii) Exchange locks in the doors of the room and make copies of keys without the permission of Zeitraum.
 - iii) Independently repair and modify devices or installations at the Student House.
 - iv) Disturb the structure of the Zeitraum premises by hammering or screwing in various elements. If the wall structure is breached, the Tenant responsible will be required to pay the repair costs.
- e) Litter:
 - i) Throwing out garbage in corridors, stairwells or in common areas (e.g., kitchens) or leaving garbage bags there is forbidden – fine for non-compliance is 150 PLN.
 - ii) Tenants are obliged to throw rubbish into designated containers, in accordance with the rules of waste segregation. Failure to comply with this rule will result in a penalty under the MPO guidelines.
 - iii) It is also forbidden to throw garbage and objects into sanitary, sewage, ventilation and technical devices that may cause their malfunction, damage or fire of the device.
- 5) Other prohibitions:
 - a) A categorical prohibition of smoking cigarettes, e-cigarettes, lqos, tobacco in all kinds of utensils in the building, including balconies. Breaking this ban may result in a fine of 500 PLN, and in the event of activating smoke detectors – cost of calling 3 fire brigades. When the fire system in the dormitory gets activated, the perpetrator will be charged with the costs of arrival of the fire department in accordance with the invoice received by Zeitraum. For smoking in the room, a fine of 1 000 PLN will be imposed to cover the total cost of refreshing the apartment from the smell and sediment caused by smoking.
 - b) Bringing in and keeping animals.
 - c) Possessing firearm or pneumatic weapons.
 - d) Placing advertisements outside the places designated for this purpose.
 - e) Bringing and storing items that may pose danger to life, health and property or cause inconvenience to other Tenants or other people staying in the Student House.
 - f) Practicing prostitution, as well as recording pornographic or obscene content.
 - g) Storing any dangerous substances: toxic, flammable, soiling, etc.
 - h) Throwing any kind of items out of building windows and balconies, including food.
 - i) Handing over Student House entrance cards to third parties to enable entering the building. Handing the card over to an unauthorized person results in a penalty of 200 PLN.
- 6) On Zeitraum premises, all Tenants are required to identify themselves upon Administration or Reception employee request.