



ELTE Erdős Pál Dormitory **HOUSE**

RULES

I. General Provisions

1. The scope of the Dormitory Regulation extends to all residents of the ELTE University Erdős Pál Tagkollégium (hereinafter referred to as the Dormitory) who have a legal relationship with the Dormitory (hereinafter referred to as Residents), the Dormitory Supervisors, other employees of the Dormitory, staff of businesses operating on the Dormitory premises, as well as every person entering the Dormitory territory (hereinafter referred to as guest).
2. Any person staying in the Dormitory who violates the elementary rules of cohabitation and the Regulations may be called upon by the Supervisor to cease such behaviour and to refrain from it in the future, as well as potentially receive a warning; disciplinary proceedings can be initiated against the student. The initiation of disciplinary proceedings can be requested by the Dormitory Supervisors and the Student Committee at the Dormitory Director.
3. Ignorance of the Dormitory Regulations does not exempt from complying with them and from the sanctions that come into effect in case of violation.
4. Residents are obliged to abide by the property, labour, fire, and accident prevention rules applicable to the Dormitory.

II. Move-in and Move-out

1. Move-in takes place at the times indicated in the admission notification; deviation from this is possible with an appropriate reason and a written request. The student is obliged to notify the Directorate of such a request. Failure to do so results in the loss of the right to a place in the Dormitory.
2. Students admitted to the Dormitory, after moving in and completing registration, receive the bedding and room items according to the inventory at their own risk from the Administration Office. After moving in, students can obtain room keys at the reception. Students are personally responsible for the bedding, while all the residents





of the room collectively respond for every other item in the room. Upon moving out, the responsible individuals must reimburse the Administration Office for the value of any missing items in the room if the inventory check by the Supervisor following the announcement of the move-out finds the inventory to be incomplete.

3. Residents who have moved in are required to register a temporary address with the district municipality.
4. Students admitted to the Dormitory have priority for the same room they lived in the previous academic year at the time of submitting their admission application, provided they indicate their preference for this room in the designated system by the specified deadline.
5. Residents are obliged to get their room changes approved by the Supervisor who oversees the relevant room. Furthermore, they are required to announce these changes during opening hours at the Administration Office.
6. Anyone who has more than two months of payment arrears - according to the Academic Regulations for Students - loses their Dormitory accommodation rights.
7. Students admitted to the dorm are required to pay rent at the end of each month. That includes months in which the student moves in or moves out, regardless when that happens within the given month.
8. Upon moving out, the white photo card must be returned to the Administration Office.
9. Books borrowed from the library must be returned to the library before moving out.
10. The Dormitory is not responsible for any furniture items or other valuables brought into the Dormitory by Residents.

III. Cleaning Regulations

1. Every Resident is obliged to maintain cleanliness in their room and bathroom and to empty the trash. The Supervisors will check this – if deemed necessary by the Dormitory Director or a Supervisor, on a weekly basis – based on the university's occupational health and safety description. If they deem cleaning necessary, cleaners will clean the room on the following working day without prior announcement, which the room's occupants are obliged to facilitate. The room's occupants are obliged to pay for the cleaning of the room ordered by the Supervisors.





2. Mops and the vacuum cleaner are provided for the Residents at the reception's desk.
3. A verbal and then written warning from the Supervisor will be issued to the room's occupants if the Supervisor checks the room and finds that its condition has not changed within 7 days despite the warning. If the condition of the room does not change even after the written warning, disciplinary proceedings may be initiated against the room's occupants.
4. The cleaning staff is obligated to clean the common areas (according to the current contract) unless the Residents using the common area request in writing to waive this service. In this case, rule III./2 applies to those using the common area.
5. Any complaints or reports related to the work of the cleaning staff can be noted in writing in the designated notebook (fault report form) at the reception's desk.
6. Complaints about the cleaning staff can be addressed to the Directorate, the Administration Office, the Student Government of the Erdős Pál Dormitory (hereinafter referred to as the Student Committee), or the Supervisors.

IV. Room Order

1. Smoking is prohibited throughout the entire area of the Dormitory building, as regulated by Sections 2-4 of Act XLII of 1999. Accordingly, the designated smoking area is 5 meters away from the entrance of the Dormitory.
2. Smoking is also prohibited in the "shelters" under the windows!
3. It is forbidden to store flammable and other chemical substances in the rooms!
4. It is forbidden to keep firearms in the Dormitory!
5. It is forbidden to keep gas alarm weapons in the Dormitory!
6. It is forbidden to bring and keep animals in the building and in the rooms! An exception is made for animals brought in with the permission of the Dormitory director.
7. When leaving the rooms, the door and windows must be closed at all times. Any damage resulting from the failure to do so falls on the Resident who committed the omission.
8. It is possible to set up co-educational rooms with the permission of the Directorate and the Supervisor who oversees the room.





9. It is forbidden to use high-consumption, heat-emitting electrical appliances and open flames in the rooms, especially kettles, coffee machines, microwaves, hot plates, and steam-generating devices.
10. Bicycles must be stored only in designated areas.

V. The Reception Service

1. Entry to the Dormitory is permitted with a validated Dormitory entry card scanned by the access control system. Transferring and using another person's entry card is prohibited.
2. The use of the entry card is mandatory for entering and leaving the Dormitory.
3. Room keys can be picked up at the reception's desk.
4. When picking up a room key, the Resident is obliged to show their photo entry card. The key must be returned to the reception's desk upon departure.
5. For any item belonging to the Dormitory (e.g., iron, cleaning tools, sports equipment), the Resident picking up the item must enter their name and the date of collection in the designated form and leave their photo entry card at the reception's desk in exchange for the item. The item must be returned to the reception's desk after the activity, within 24 hours, and the Resident will receive back their photo entry card.
6. For picking up keys to the laundry, ironing, drying, and community rooms, the Resident taking the key must enter their name and the date of collection in the designated form and leave their photo entry card at the reception's desk in exchange for the key. The key must be returned to the reception's desk after the activity, at which time the Resident will receive back their photo entry card.
7. The following persons are authorized to enter the Dormitory:
 - Dormitory employees and their guests;
 - Residents and their guests;
 - Contractors and their employees in contract with the Dormitory;
 - Guests of Dormitory events.
8. Vehicle traffic is managed through the gate opening onto Közgazdász Street. The gate is closed 24/7. The reception allows incoming and outgoing vehicles. Incoming individuals must use their entry cards to prove their right to access. The gate can be opened upon request to the reception, and the Resident must accept the parking rules.





9. Parking on Dormitory premises is by permit only, as regulated by the Administration Office. Parking is available only for a fee!
10. The reception cannot transfer incoming telephone calls to the rooms.
11. It is forbidden to use the phone at the reception's desk for outgoing private conversations by the receptionists or Residents.
12. The reception is obliged to accept postal deliveries addressed to individuals, including newspapers, as long as they do not involve a payment obligation.
13. The reception is required to record any fault reports received over the phone and to notify the technician if the report is made during working hours.
14. The reception is required to maintain a guest register, noting, in addition to the guest's personal details:
 - The host's name and room number
 - The time of arrival
 - The time of departure
15. Apart from Supervisors and members of the Student Committee, Residents may enter the reception's booth only with the permission of the reception staff.
16. Comments and complaints related to the reception service can be addressed during office hours to the Directorate, the Administration Office, or the Supervisors.

VI. Guests in the Dormitory

1. The following applies to non-Residents staying in the Dormitory as guests:
 - Upon entry at the reception, they must present a student ID or other valid photo identification, which will be recorded along with the host's name and room number.
 - If a guest stays in the Dormitory between 23:00 and 6:00, they must obtain unanimous, pre-given consent from the host's roommates. It is forbidden to issue a key to a guest. The guest is obliged to pay a fee of 1000 HUF/night, which will be charged to the host in the Neptun system, and by signing, they agree to accept the applicable rules.
 - A Resident can host a maximum of three people during the day and two people overnight in the Dormitory.
 - A guest may only move around the Dormitory with the host.





- A guest may only use the access control system with the reception's permission.
 - By entering the building, the guest accepts the current valid Dormitory Regulations.
2. The host is responsible for the guest, and the contractor is responsible for their employees, including financial and moral responsibility.
 3. Dormitory employees and Supervisors can ask the guest to leave at any time if the guest's behaviour is not compatible with the Dormitory Regulations.

VII. Dormitory Fee

1. The Dormitory fee must be paid via the Neptun system by the specified deadline, unless determined otherwise by the director of the Dormitory Centre. If the payment is made after the payment deadline, a late fee must be paid according to the relevant section of the Academic Regulations for Students.

VIII. Community Space Regulations

1. Posting notices in the Dormitory area is only possible with the permission of the Dormitory director.
2. A noise regulation is in effect on the residential floors and in the Dormitory courtyard between 10 PM and 9 AM, during which time it is forbidden to engage in any loud activities that disturb residents. Such activities can take place in Building C – except for the Main Study Room and the Library – according to the Dormitory Regulations and the Rules of the Dormitory Student Union (KolHÖK). Enforcement of this ordinance is the responsibility of the Directorate and the Supervisors, who must be obeyed by those engaged in the activities.
3. The noise regulation is in effect 24/7 during the exam period.
4. The noise regulation also applies to technical work and cleaning; it must not be violated.
5. Technical work – except for urgent activities preventing accidents and life-threatening situations – should be scheduled outside the exam period.





6. It is forbidden to remove communal equipment from study rooms, kitchens, and other communal areas. The Administration Office and the Supervisors are responsible for monitoring compliance with this rule.
7. The keys to community spaces are registered at the reception's desk.
8. The specific rules for each space should be prominently posted near the space.
9. Stoves, electrical appliances, and lights must be turned off after use.
10. Faults detected throughout the Dormitory area must be reported via the appropriate fault report form at the reception's desk.
11. The gym, parquet room, reading room, club room, kitchens, and small study rooms operate under their own operational rules, which are in accordance with this regulation and the Rules of the Dormitory Student Union. Non-compliance with these rules is subject to the provisions of Chapter I of the Dormitory Regulations. The creation of specific regulations is the responsibility of the groups and individuals operating the respective facilities.
12. The elevator can only be used according to the instructions posted on or near it, and it is forbidden and dangerous to enter the elevator with more people than the maximum number of persons allowed.

IX. Events

1. Any gathering in the Dormitory building involving more than 10 people qualifies as an event.
2. To organize and obtain permission for an event, the Resident must fill out a form available at the reception's desk. This must be done at least three days before the planned date of the event.
3. The organizer is obliged to attach a list of non-Resident visitors, alongside the submitted permission form by the day before the event.
4. An event can only take place if it is approved by the signature of the Directorate, the on-duty Supervisor, and the President of the Student Committee.
5. Before the start of the event, the organizers are obliged to ensure that they have received the permission.





6. Cleaning regulations for events: The spaces used for the event must be cleaned by the organizers responsible for the event by 12 PM the following day, and the condition of the space must be restored to its state before use.
7. The organizers of Dormitory events are responsible for prevention, damage, investigation of damages, and identification of those causing damage. This applies to the entire area of the event.
8. The organizers bear financial and moral responsibility for the visitors of the event.
9. Gatherings of 10 or fewer people can only involve individuals who are authorized to enter the Dormitory (see V./7). If a person who is not authorized to enter the building participates in the gathering, it qualifies as an Event and must be authorized.

X. Damages

1. In the case of financial damage, a Committee consisting of Supervisors, the Student Committee, the Directorate, and the Administration Office will determine whether the damage was intentional or due to negligent handling. Any compensation will be based on their report and the attached invoice including VAT.
2. The Supervisors, Directorate, and Administration Office are responsible for prevention and identifying the responsible party(ies) for the occurred damage, with the assistance of the Student Committee and Residents.
3. If the person(s) causing the damage acted in accordance with the valid regulations, no disciplinary action can be initiated against them. Otherwise, based on the relevant provisions of the Organisational and Operational Regulations, the Student Committee, the investigating Committee, and the Supervisors may initiate disciplinary proceedings and immediate expulsion from the Dormitory, or demand full compensation from the individual, room community, or group of Residents causing the damage.

XI. Miscellaneous and Closing Provisions

1. The Dormitory management ensures that the Dormitory Regulations are continuously available in a place accessible to everyone.
2. Any subsequent modification of the Dormitory Regulation falls within the competence of the Delegate Assembly.





Diákbizottság, Erdős Pál Kollégium
Eötvös Loránd Tudományegyetem

3. For issues and provisions not detailed in these Dormitory Regulations, the Regulations of the ELTE Dormitory Centre are guiding.

Dátum: 2023.11.30.

Kocsis Márk János
Kollégiumvezető

Gál-Esztegar Zádor A Diákbizottság Elnöke

ANNEX 1: KITCHEN USAGE RULES

Every residential floor has a kitchen; thus, it is in everyone's interest to maintain its integrity and cleanliness.

Rules

- It is mandatory to keep the kitchen door closed during cooking and ventilation!
- It is forbidden to leave kitchen scraps and dirt in the kitchen!
- It is forbidden to store dirty dishes in the kitchen!
- In case of significant steam and vapor, it is obligatory to open the window, during which the door must not be opened!
- When leaving, the extractor hood must be switched off!
- In the common freezers, only food labelled with a name, room number, and date of placement is allowed to be stored! Food items placed more than 3 months ago may be removed!
- In case of a fire alarm in the given kitchen, it is mandatory to immediately notify the reception service on the ground floor about the kitchen's condition!

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Operating the Stove

1. Turn on the extractor hood above the stove.
2. Light the flame using a lighter or matches.
3. After finishing cooking, turn down the stove switch.
4. Turn off the extractor hood.
5. Clean any kitchen scraps and dirt from the stove and its surroundings.

ANNEX 2: GYM USAGE RULES

The gym equipment can be used by everyone solely at their own risk, knowing their own fitness level. The current Dormitory Regulations also apply to the Gym.

Key Collection

- The key to the Gym can be picked up at the reception's desk in exchange for a white photo card. Upon returning the key, you will get the white card back.
- The person who picks up the key is responsible for the Gym.
- Before each use, it is necessary to check the condition of the equipment; if any irregularity or technical fault is noticed, it must be reported immediately at the reception's desk!

Gym Regulations

- The gym can only be used by a person who has signed the declaration of liability.
- It is forbidden to be alone in the room!
- All guests must observe order and cleanliness, respect other guests and maintain civilized behaviour.





- You are only allowed to stay in the room in sportswear and with indoor shoes. For hygienic reasons, bare body parts must not come into contact with the benches.
- The equipment can only be used for their intended exercises.
- After using the machines and equipment, every user is obliged to leave the machines in their original position, and the weight plates must be returned to their designated storage place.

ANNEX 3: READING ROOM USAGE RULES

The Reading Room is primarily reserved for study purposes; all other activities are secondary. The current Dormitory Regulations also apply to the Reading Room.

Key Collection

- The key to the Reading Room can be picked up at the reception's desk in exchange for a white photo card, and the designated form must be filled out. Upon returning the key, you will get the white card back.
- The person who picks up the key is responsible for the room! If they wish to leave, the key must be transferred at the reception's desk to someone else's name (return and new pick-up).
- If you notice any irregularities when entering the room, immediately report them to the reception before using the room!

Reading Room Regulations

- The rules for the billiard table must be adhered to even if the equipment is not being used!
- Noise levels in the Reading Room must be kept to a minimum, even during billiards! If someone is studying in the Reading Room, making noise is prohibited!





- Littering, vandalizing, consuming food/drink in the room, and leaving the room unattended and open are strictly forbidden!
- When leaving, windows must be closed, and the air conditioning turned off!

ANNEX 4: PARQUET ROOM USAGE RULES

The current Dormitory Regulations also apply to the Parquet Room.

Key Collection

- The key to the Parquet Room can be picked up at the reception's desk in exchange for a white photo card, and the designated form must be filled out. Upon returning the key, you will get the white card back.
- The person who picks up the key is responsible for the room! If they wish to leave, the key must be transferred at the reception's desk to someone else's name (return and new pick-up).
- If you notice any irregularities when entering the room, immediately report them to the reception before using the room!

Parquet Room Regulations

- The rules for the piano must be adhered to in all cases!
- In the Parquet Room, the volume of speech, piano playing, and other activities should be kept at a level that does not disturb those in the rooms! Special consideration should be given when the windows are open!
- Littering, vandalizing, consuming food/drink in the room, and leaving the room unattended and open are strictly forbidden!
- When leaving, windows must be closed, and the air conditioning turned off!





ANNEX 5: FOOSBALL TABLE USAGE RULES

The foosball table was purchased with the Development and Compensation Fund, which we all contributed to, so it's in everyone's interest to maintain its integrity.

Equipment Collection

- The ball for the foosball table can be picked up at the reception's desk in exchange for a white photo card, and the designated form must be filled out. Upon returning the ball, you will get the white card back.
- Before using the table, make sure that it is in flawless condition, meaning it is undamaged when you start using it!
- If a previously unnoticed fault is found on the table at the time of pick-up, the fault will be recorded in the presence of the on-duty Supervisor.

Foosball Table and Surrounding Area

- It is forbidden to store anything on the foosball table!
- The foosball table and its balls must be used according to their intended purpose, so it is forbidden to, among other things (but not limited to), yank the rods with excessive force or throw the balls!
- Sitting, lying, or leaning on the foosball table is prohibited!
- There is no glass top on the foosball table; if the ball gets stuck, move it with your hand, do not lift the table with the rods!
- Relocating the foosball table is forbidden!





ANNEX 6: PING-PONG TABLE USAGE RULES

The ping-pong table was purchased with the Development and Compensation Fund, which we all contributed to, so it's in everyone's interest to maintain its integrity.

Equipment Collection

- The balls and paddles for ping-pong can be picked up at the DB (Student Committee) office in exchange for a white photo card, and the designated form must be filled out. Upon returning the equipment, you will get the white card back. Unlike foosball and billiards, ping-pong can be played with your own equipment.
- Before using the table, make sure that it is in flawless condition, meaning it is undamaged when you start using it, and check the condition of the equipment!
- If a previously unnoticed fault is found on the table or equipment at the time of pickup, the fault will be recorded in the presence of the on-duty Supervisor.

Ping-Pong Table and Surrounding Area

- It is forbidden to store anything on the ping-pong table!
- The ping-pong table and its balls and paddles must be used according to their intended purpose, so it is forbidden to, among other things (but not limited to), harm each other with the paddles or step on the balls!
- Sitting, lying, or leaning on the ping-pong table is prohibited!
- Relocating the ping-pong table is forbidden!

ANNEX 7: BILLIARDS TABLE USAGE RULES

The billiards table was purchased with the Development and Compensation Fund, which we all contributed to, so it's in everyone's interest to maintain its integrity.





Equipment Collection

- The equipment for billiards (cues, balls, etc.) can be picked up at the reception's desk in exchange for a white card, and at this time, the receipt paper must also be signed. Upon returning the equipment, you will get the white card back.
- Before signing the receipt paper and taking the equipment, make sure that they are in flawless condition; if not, report it immediately on the spot!
- If an unnoticed fault is found on any equipment either at the time of pick-up or return, the fault will be recorded in the presence of the on-duty Supervisor.

Billiards Table and Surrounding Area

- Nothing but the cues and balls should be stored on the billiards table!
- The billiards table and its related equipment must be used according to their intended purpose, so it is forbidden to, among other things (but not limited to), fight with the cues, throw the balls, or play poker on the table!
- Sitting, lying, or leaning on the billiards table is prohibited!
- Relocating the billiards table is forbidden!
- The Reading Room is primarily open for study purposes, so if someone wishes to study there, the game must be suspended!
- All rules applicable to the Reading Room must be observed while using the billiards table (see separate sheet).

ANNEX 8: PIANO USAGE RULES

The piano was purchased with the Development and Compensation Fund, which we all contributed to, so it's in everyone's interest to maintain its integrity.





Key Collection

- To use the piano, you need to pick up the key to the Parquet Room (see Parquet Room usage rules). There is no need to specifically indicate the intention to play the piano, and no extra equipment needs to be collected.

Piano and Surrounding Area

- Nothing but sheet music should be stored on the piano!
- The piano must be used according to its intended purpose, so it is forbidden to, among other things (but not limited to), slam the keys or tip over the piano!
- Sitting, lying, or leaning on the piano is prohibited!
- Relocating the piano is forbidden!





ANNEX 9: PARKING RULES

The parking lot is the territory of the dormitory, so parking is only possible with registration.

Registration

- You can indicate your need for parking by filling out the Parking request at the reception.
- The completed data sheet must be submitted to the Administration Office, where a numbered parking space will be assigned and registered for you. • The data sheet requires personal data and vehicle data, as well as the requested period.

Parking conditions

- The parking fee is HUF 4,000/month, which is charged in Neptun.
- The parking fee is per each calendar month and must be renewed at the end of the calendar month. In the case of students who request a parking space for several months, the parking fee is charged for the entire period.
- • You can only park in your designated parking space.
- • KRESZ rules apply in the parking lot.



