

## TRANSLATION FROM LATVIAN

APPROVED at  
BA School of Business and Finance  
Senate meeting of 28.08.2018  
Minutes No.8

### Internal Regulations of the Hotel

Riga

29, August, 2018

No.1.5-2/45

#### I General Provisions

1. The Internal Regulations of the Hotel of BA School of Business and Finance (hereinafter referred to as the Regulations) provide for the rights, obligations and standards of behaviour for the tenants (hereinafter referred to as the Occupier) and guests while staying at the Hotel of BA School of Business and Finance (hereafter referred to as the School) at 161 Krisjana Valdemara Street, Riga (hereinafter referred to as the Hotel).
2. In order to stay at the Hotel the Occupier shall enter into the contract with the University, or in the event the Occupier is planning to stay at the Hotel for less than one month – fill out the registration form.
3. After signing the contract, hotel administrator hands the room keys access card and inventory if needed to the Occupier. In case of the registration form, the Occupier makes the payment and the hotel administrator or receptionist hands the room keys, access card and inventory if needed.
4. The Occupier's guest is permitted to stay in the Hotel from 8.a.m till 11.p.m. without disturbing other occupiers and hotel guests. The guest shall leave the Hotel by 11.p.m.

#### II Obligations of the Occupier

5. The Occupier has the following rights:
  - 5.1 to use the provided room, facilities, equipment and communal areas (the kitchen, showers, restrooms, etc.) for their intended purposes as well as other hotel services:

5.2 should a disagreement or conflict situation arise, resolve it with the hotel administrator (Floor10, room 1009, phone: 67387324) or with the estate manager;

5.3 to make suggestions to the hotel administrator for the improvement needed;

5.4 to inform the receptionist on the ground floor, phone: 67360133, or the hotel administrator about technical and detected damage (damaged doors, windows or furniture, power supply defects, water supply, heating and plumbing defects, etc.). The information about the damage should be sent to: atbalsts@ba.lv

6. The Occupier has the following Obligations:

6.1 to treat with care the Hotel's inventory and the School's property;

6.2 to lock the door upon leaving the Hotel room;

6.3 not to permit the presence of unauthorised persons in the room in the absence of the Occupier occupying the room;

6.4 to comply with the ethics of mutual relations;

6.5 not to disrupt (making excessive noise, playing the musical instruments, radio and other equipment) after 11.00 p.m., as well as observe quietness, not to make noise during the day time hours;

6.6 it is prohibited to smoke, including tobacco, smoking products prepared from dried leaves, electronic cigarettes, water pipes, as well use alcohol or other intoxicating substances in the Hotel rooms and in a communal area of the Hotel and the School;

6.7 to comply with elementary standards of cleanliness and order, to ventilate hotel rooms;

6.8 not to litter premises and the surroundings;

6.9 to clean, tidy the room regularly. Corridors, landings, kitchen, restrooms, shower and other communal places are cleaned by cleaners;

6.10 after the use of the kitchen, leave it clean and tidy;

6.11 once daily to take the waste to the places specifically intended for this purpose;

6.12 not to litter in the kitchen or other premises, restrooms, utility rooms;

6.13 to maintain clean refrigerator;

6.14 placement of objects on the external windowsills or in the windows is prohibited;

6.15 it is prohibited to hammer nails in the walls, etc., to glue or pin posters, stickers, etc. on the walls or inventory, if the walls or inventory can be damaged by this;

6.16 bringing animals into the Hotel is prohibited;

6.17 keeping one's personal property in the Hotel's corridors and staircases, i.e. outside the leased room is prohibited;

- 6.18 unauthorised removal of Hotel inventory and other valuables from one's room is prohibited;
- 6.19 to admit the School's employees and security in the Hotel room for repairing of the inventory, plumbing and other equipment, for inspecting their technical conditions and for control of compliance with the Regulations;
- 6.20 unauthorised improvements or refurbishments to the rooms and communal areas are prohibited;
- 6.21 to use water and electricity economically;
- 6.22 to inform one's guest about the Regulations;
- 6.23 to inform hotel administrator or receptionist about noticed breach of the Regulations and other unlawful activities at the Hotel;
- 6.24 to pay for additional services in accordance with the pricelist approved by the School;
- 6.25 to comply with the School's Fire Safety Instructions (including prohibition of lighted candles, tea lights, electrical heaters), the rules for using the water and sewage facilities and electric appliances, and the sanitary rules;
- 6.26 where damages are detected in the Hotel premises, to inform immediately the hotel receptionist on the ground floor or inform the hotel administrator. In the event of the necessity to call the respective emergency services immediately;
- 6.27 not to pass the access card and room keys to other persons;
- 6.28 when leaving the room, close windows, switch off lights and electrical appliances (except those meant for regular use), lock the hotel room;
- 6.29 to provide on request made by the representative of the School: the name and surname and an ID document or a student card, a driver's licence;
- 6.30 bringing into and storage in the Hotel of objects and substances which pollute air, as well as flammable and explosive objects is prohibited;
- 6.31 not to use electrical heaters and appliances without the permission of the administrator;
- 6.32 unauthorised movement to live in another Hotel room without permission of the Hotel staff is prohibited;
- 6.33 when the contract expires, to tidy and clean the room and hand in to the Hotel administrator the room keys, access card and inventory, if it has been provided.

### **III Liability of the Occupier**

7. For failure to comply with these Regulations the School is entitled to hold the guilty persons disciplinary or financially liable or examine the matter of termination of the respective contract.
8. The Occupier is personally responsible for his/her guests' activities toward the hotel

materials and the property of the School, and is fully liable to compensate all losses caused by the guest;

9. the School shall not be liable for personal property, things and cars, bicycles parked in the territory of the School;

10. the Occupier is liable for all the damage caused to the hotel and the property of the School and is required to pay the whole cost of the damage. If the inventory is lost, damaged, the employee of the School draws up the Act registering it. The Occupier pays the loss within 7 days from the moment when the Occupier has been notified about the damage or within other terms mutually agreed between the Occupier and the School.

#### **IV Final Provisions**

11. When resolving disagreements and in conflict situations the School's employees shall introduce themselves to the Occupier by presenting the personal identification – name, surname, position as well as inform the Occupier about appeals process that the Occupier has the right to appeal against any resolution.

12. the School's employees in case the event occurs, have the rights to enter as a group of 2 persons (in the event of the emergency – one person) without the absence of the Occupier of the Hotel room to inspect the room (to repair the damage, technical problem, emergency) and the compliance with the Regulations.

13. To approve that not in force:

13.1 Regulations "Internal regulations of Student Hotel "approved by the Senate meeting of 26 .10.2010, No. 27-11/046

13.2 Regulations "Internal regulations of Student Hotel "approved by the Senate meeting of 26 .10.2010, No. 27-11/047

Rector

A. Sarnovics