



**UNIVERSITY OF CRETE**  
**STUDENT AFFAIRS - HOUSING OFFICE**  
**SUMMER ACCOMODATION RULES**

**STUDENT HALLS**  
**(Agreement Statement)**

**1. Check-in Procedure**

Upon arrival at the Student Halls the tenants:

- 1.1 Report at the housing office located in the Student Halls
- 1.2 Sign the **Guest Arrival Card** and receive the Statement of **Room Equipment**
- 1.3 Pick up the set of keys for their bedroom and bathroom
- 1.4 Are directed /guided to their bedroom
- 1.5 After checking their bedroom, they sign the **Statement of the Room Equipment** and **give** it to the representative of the **Housing Office**.

**2. Check-out procedure / Return of keys**

Before each tenant's departure, the bedroom /common area is inspected according to the statement of room Equipment. In case of any damages, losses or unaccounted damages, the tenant will be charged accordingly.

Upon departure, tenants are responsible for **returning the set of keys to the Housing Office**. In case the set of keys are not returned, tenants are charged the amount of €50.

**Loss of Keys:**

For security reasons, in case of key loss each tenant is obliged to inform the Housing Office **immediately**, so that we can proceed to replace the room keys as soon as possible. The tenant will be charged accordingly.

**3. Rules of Residence**

The Accommodation Rules are applied to all tenants and their guests / visitors. The rules for good cohabitation at the Student Halls presuppose some restrictions.

**3.1 Tenants' behavior - General Principles**

- a) The tenants must respect each other's rights of security, privacy, and time for relaxation and time for studying and sleeping.
- b) Residents are requested and expected to conduct themselves respectfully, as befits the academic community and scientific gatherings with participants

from many different cultures. No discrimination or offensive behavior on the basis of race, religion, gender or sexual orientation is tolerated.

- c) Each tenant must behave courteously and in a way that will not disturb or endanger other tenants, the staff / co-operators of the Housing Office and the Housekeepers' health or bodily integrity. Additionally, tenants must not cause damage to their bedrooms or common places of the Student Halls. Therefore, tenants must have the following in mind:

### **3.2 Tenants' behavior - Co-operative Rules**

#### **a) Noise**

Extreme noise is considered to be an annoyance to the other tenants. The tenants must know and follow the rules of common tranquility which are from 15:00 until 17:30 and from 22:00 until 07:30. Extreme or disturbing noises are not acceptable at any point of the day and night.

#### **b) Throwing Things Away**

Throwing anything outside the windows is strictly prohibited. Please be extremely careful with small rubbish and cigarette ends when outside; there is the danger of fire (especially during the summer months).

#### **c) Pets**

Keeping pets in the room and or communal areas is strictly prohibited.

#### **d) Third Party Hospitality**

Third Party overnight stay is allowed only after the Housing Office is informed by tenants and by roommate agreement (for shared rooms). The overnight stay must not exceed two back-to-back nights within the same week. The tenants are fully responsible for their guest's behavior and they are obliged to pay the charge of any damage that might be caused by their guests.

#### **e) Pegs on the walls**

Pegs on the walls is not allowed for any reason because the materials used for plasterboards need special accessories. If you definitely need to peg the walls, contact the Housing Office in order to get some help from the technical office.

#### **f) Save Energy**

Make sure you turn off your air conditioning and all lights before you leave your room. Do not waste energy.

### **3.3 Tenants' Responsibilities regarding:**

#### **a) Cleanliness / Sanitation Rules**

Cleanliness is extremely important for the normal and effective function of the Student Hall. Each tenant must have in mind the following:

- Bedroom and common areas must be kept clean and all sanitation rules must be followed. Tenants should supply themselves with cleaning supplies for their bedrooms.
- All common areas (kitchen, corridors, laundry area and stairs) are cleaned on a weekly basis by a cleaning company. Therefore tenants are responsible, on a daily basis, for **washing up their dishes, pans, utensils, crockery, and cleaning the stove and the work tops after use.**

- Residents are responsible for **laundering their own bed linen**. There is a **laundering area** at Student Halls with washing and drying machine **free** of charge for all residents **24 hours**. Make sure you **clean all filters of the dryer before and after every use**.
- **Warm Water** is available most of the day (especially in the summertime), but officially from 8:00am -8:00pm daily.

**b) Security and Health**

For security reasons each tenant must:

- Lock the door of their bedroom
- Immediately inform the Housing office in case of key loss
- Immediately inform the Housing office or the entrance security officer if you notice something /someone unusual or suspicious.

For security and health reasons consuming alcohol and use of any drugs are forbidden.

*\*The Housing Office is not responsible for any improper behavior and/or accident that may be caused by consumption of illegal substances or alcohol.\**

Tenants should also be particular careful with:

- **Fire:** Lighting a fire within the area of the Student Halls is strictly forbidden.
- **Use of Flammable material /weapons /explosive materials:** The use of materials that threatens tenants' health and security is strictly forbidden. Such materials are Flammable materials i.e. gas, weapons, explosive materials, drugs and any other forbidden materials.

**3.4 Tenants' additional privileges**

**a) Unexpected checking onsite visits**

Visits checking the functionality and the proper operation of the dorms are in general scheduled in advance and tenants are informed. Unexpected onsite checking may take place in an extreme emergency case that relates to either the safety of the tenants or the safety of the Student Halls.

**b) Outdoor events**

The organization of outdoor events may and must be organized by student groups and not by individuals and only after they have received permission from the Housing Office.

*\*The University of Crete and the Housing Office are not responsible for any accident that may result from the violation of any of the above rules.\**

\*The Accommodation Rules have been approved at the XXX<sup>nd</sup> Senate session.

**Guest's Signature & Name:** \_\_\_\_\_

# Guest Arrival Card / Κάρτα Εισόδου Φιλοξενούμενου

<b>FIRST NAME / ΟΝΟΜΑ</b>	
<b>SURNAME / ΕΠΙΘΕΤΟ</b>	

<b>Room Num. / Αρ. Δωματίου</b>		<b>Corridor Ref. / Αρ. Πτέρυγας</b>	
<b>ARRIVAL DATE/ ΗΜΕΡΟΜΗΝΙΑ ΑΦΙΞΗΣ</b>		<b>DEPARTURE DATE/ ΗΜΕΡΟΜΗΝΙΑ ΑΝΑΧΩΡΗΣΗΣ</b>	

**DATE / ΗΜΕΡΟΜΗΝΙΑ:** \_\_\_\_\_

\_\_\_\_\_  
Guest's Signature

Υπογραφή Φιλοξενούμενου

\_\_\_\_\_  
Housing Officer Signature

Υπογραφή Διαχειριστή Φοιτητικής Κατοικίας

**Special Remarks / Ειδικές Παρατηρήσεις:**