

Dear Student,

You are warmly welcome in UNI-HOTEL.

Here you can find a summary of the most important rules and regulations you have to observe while living in this hotel. We advise you to study them carefully and have a look at them from time to time.

We wish you a pleasant stay full of experiences, and a lot of success in your studies.

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Mrs. Rita Kovács Káel
Directress of UNI-HOTEL

USEFUL INFORMATION

When you move in, you will sign an inventory of all fixtures and fittings in the room, including the state of the room. This way, you and your roommate take joint responsibility for the room with your signatures. At the time of moving out, the inventory and the state of the room will be checked and the last of the 2 students leaving the room will be responsible for giving it back to UNI-HOTEL in its original state.

SMOKING: The smoking of the building of UNI-HOTEL is prohibited! No smoking in the rooms! It is only allowed in the designated smoking areas or places, which are shown by picture signs. Smoking in the prohibited places may cause the fire-alarm to start ringing and thus the Fire Brigade may arrive on a false alarm. **ATTENTION! The costs will be charged on the person who broke the no-smoking rule.**

INTERIOR OF THE ROOMS: It is not allowed to change the furniture, equipment or any other fittings in any way in the rooms without permission. Fixtures and fittings should be arranged in a proper way so that they should not obstruct or close normal walking areas in case of emergency. It is forbidden to make any damage in, or to stick anything on the walls, furniture and doors in the rooms, in the corridor or in the communal units. Advertisements should be placed on the notice-board. You can only put decoration on the surfaces which are specifically designated for this purpose.

FIRE-ALARM REGULATIONS: For the protection of the building, an automatic weak-current fire-detection and alarm system has been installed. Cutting out the elements of this system is prohibited and means a serious fire-protection offence. The fire-protection doors are centrally operated and it is forbidden, even temporarily, to close or fasten these doors. In case of fire, the articles of the Fire Protection Regulations will apply. It is strictly forbidden to narrow or obstruct the escape routes to be used in emergency cases. A close-circuit video system is operated in the building with cameras and computer imaging. The cameras continuously record the comings and goings and are also used for controlling the entry system. Please use all rooms and units for their original purpose and function.

RECEPTION OF GUESTS: All students can receive guests or visitors between 7.00 am to 12.00 pm. Visitors will only be let in if the receiving student is staying in the hotel and comes to the receptionist desk to meet the visitor. Student cards and valid entry cards should be handed over to the receptionist. Visitors can stay overnight on the places of absent students, by paying accommodation fee (Now 1000 Ft/person which include the VAT). A prior written permission of the other roommates are also required for the visitor's overnight stay. Visitors

can spend a max. number of 3 consecutive nights or other students' places. It is the receiving student who takes full financial and moral responsibility for the visitor.

INTERNET: There are as many internet terminals as the number of students in each room.

TV: There is one TV connection point installed in each room.

PAYING THE ACCOMMODATION FEE: On the day of arrival, or at least on one of the following few days, you are expected to pay the accommodation fee for the actual month. If you arrive before 15th of any month, you have to pay full price, if you arrive after 15th of any month, you have to pay half price. The accommodation fee for the following months should be paid until the 10th day of each month at the receptionist desk, only in cash and only in HUF. However, on arrival, you will be asked to pay 60 EUR caution, in EURO not HUF, which will be reserved in a safe and kept until your departure. If there is no damage caused during your stay, this caution will be given back to you. If there is any damage, part of this sum, or the whole sum, will go to UNI-HOTEL as compensation for damage and repairs. If there is any sum remaining from 60 EUR, it will be refunded to you on the day of departure. All these transactions will be strictly recorded in a protocol.

TELEPHONE: The working of the phones of the rooms: from out calling can be done on one phone number. You can see the phone numbers at the receptionist desk.

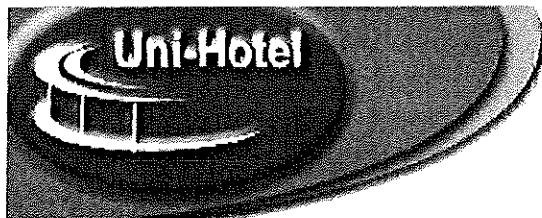
MAGNETIC CARD: Any time you leave the building. You have to give your card to the receptionist. Losing or damaging the card will bear financial consequences. It is forbidden to pierce, break or bend the card. If it is lost or damaged, you will have to pay 1000 HUF to get a new one.

CLEANING: Cleaning the rooms twice a week (according to a regular time schedule) is part of the service and is included in the accommodation fee. Students are requested to take the garbage in closed wrapping out of the room into the garbage can daily. Bed-clothes are changed in every week on Wednesday. Please pull of your bed- clothes.

Parties and group meetings can be held in mini club of the hotel (it can host 12 people) with the permission of the directress. Application forms can be asked at the Secretariat. The UNI-Café restaurant and café or the university places of amusement are available. Please use these community rooms for their original purpose.

All forms of activities which might disturb in any way the other students in the hotel or people who live in the surrounding of the hotel are forbidden. Each student living in the hotel is obliged to keep to the regulations and behave as a university student is expected to behave.

Thank you for your understanding and cooperation.



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Web: <http://www.uni-hotel.hu>; E-mail: szallas@uni-hotel.hu

Welcome to Student Dorm UNI-HOTEL!

We are glad to receive you in our hotel. Let's briefly inform you about the rules of the house and provide you with some useful information to make your stay more comfortable.

- In case you observe any damages in the conditions of the living quarter and/or its furnishings when occupying your room, please indicate it on the „Inventory and status survey sheet”.
- The directorate of the Student Dorm undertakes responsibility only for the valuables put in the safe in the reception.
- The washing machines in the washing area in every floor are free to use. The use of irons on the stands in the washing, drying and ironing rooms is permitted. The key to the washing room is available at the reception. Iron can be requested at the reception at no charge.
- In order to protect the building an automatic, low voltage fire observation and signalling system was installed. It is prohibited to disable the components of the protection system, to lock, fasten and disable fire doors.
- It is strictly prohibited to narrow down and obstruct escape routes!
- A CCTV system is in operation in the building.
- The Data Management and Privacy Policy of the hotel is available here: www.uni-hotel.hu.
- Smoking is prohibited in the building! Smoking is only allowed in the designated area (the designated smoking area in front of the main entrance of UNI-HOTEL).
- Please protect the status of the furnishings and use them properly. It is prohibited to rearrange the rooms and to take out furnishings from them!
- **The built-in cooking plate in the kitchenette may only be used under constant supervision.** In case of irregular use the operation of the installed automatic fire alarm system could result in the unjustified alert and site visit of the fire brigade. Please be informed that the County Disaster Management Directorate will request the reimbursement of the costs arising from the visit to the site due to the false alarm; this cost will be passed on to the person violating the prohibition.
- The window-sills of the hotel – with special regard to the external window-sills – may not be used for storage purposes. It is strictly forbidden to throw out objects from the windows!
It is prohibited to hang out different objects and foodstuff from the windows and the installed guard-rails of the hotel!
- **It is strictly prohibited to sit up on the window-sills and the guard-rails and to lean out from there, because of the risk of falling out!**
- We draw your attention to lock the entrance door of the room for your safety. Please notify the reception if you have lost your magnetic card!
When leaving the hotel please close the window and lock the door of your room.
- In case the magnetic card is lost, broken, cracked etc. compensation must be paid in the amount of HUF 1500/card.
- Please leave the magnetic card at the reception when leaving the Student Dorm!
- It is prohibited to bring in animals into the hotel building!
- Round the clock reception and security guard service is operating in the hotel.
- All behaviours that disturb the guests are prohibited.
- You can find tourist information material at the reception counter.
- Our services:
The following can be requested at the reception at no charge: iron, hair drier, clothes-horse, fever thermometer, sewing kit, outdoor and indoor games (e.g. tetherball, garden chess, balls, badminton, board games etc.). TV sets are available on all floors in the rooms in building B (keys can be obtained at the reception).
preferential tickets can be bought at the reception to the Cave Pool, the Tapolca open-air bath, the Adventure Tour Park and the Toboggan Run. You can buy at the reception Miskolc Pass Tourist Card, Miskolc products, Youth Hostel Card, local tram and bus tickets.
Our guests receive 20 % discount from the food and drink consumption in Murphy's Irish Pub restaurant. (Three minutes' walk from our hotel.) In order to obtain the discount a coupon filled-out at the reception should be requested.
Nonstop taxi transports our guests at a preferential rate (taxis can be ordered at the reception).
Massage: Building B, 1st floor; library: building B, 3rd floor; card-room: building B, 4th floor; sun terrace: building B 5th floor; solarium: building A/2; Plaza Fitness: building B ground floor; **Uni-Café restaurant and coffee bar: building A/2 ground floor.**

The rules of our house are for information purposes. For more information please ask the Reception.

Káelné Kovács Rita
UNI-HOTEL Student Dorm
Managing Officer

User manual of the living quarter, guest rooms of UNI-HOTEL (extract)

Please carefully read the user manual and observe it!

1. Common rooms and their intended purpose

The hotel building consists of four wings. The main entrance leads to the B wing; A1 is to the west of it, and A2 to the east. On the side of wing B opposite to the main entrance is wing C, and its lower level is at the same height as the first floor of the other buildings.

From a functional aspect the ground floor is the most diverse and the majority of the communal spaces are here. In wing A1 guest rooms, sick-rooms and the rooms of disabled persons are located. In wing A2 is the solarium and the restaurant-coffee bar, accessible both from inside and outside. The round the clock reception service is located on the ground floor of wing B, and also the fitness and the gym. The ladies' and men's toilets as well as the one for disabled persons are also here.

On the 1st-4th floor in wing B there are halls, ladies' and men's toilets, rest rooms and waste storage rooms. The washing-drying-ironing room and the toilet for disabled are located in wing C. Priority apartments and a sun terrace is on the 5th floor in building B.

In case the entrance is closed you should use the intercom and the receptionist will open the door. (The entrance is closed between 24:00 and 06:00.)

2. Rooms, furnishings of the guest rooms and their use

There is a built-in cupboard in the entry passage and the built-in kitchen cupboard. It is forbidden to cover the ventilation openings of the built-in refrigerator. Full waste collecting bags must promptly be carried to the waste storages located on every floor.

It is prohibited to pour food leftovers or solid waste into the sink as they can cause clogging. Don't pour hot water directly into the sink. The reception must be informed if the siphon gets clogged.

The doors of the bathrooms can be locked from the entrance area (to prevent entry from the neighbouring room if the bathroom is shared) but not from the bathroom. Make sure before each locking that there is nobody in the bathroom and in the toilet to avoid that someone is stuck in the room locked from both sides. Please pay attention to economical water consumption!

4. Electrical systems and equipment of the living quarter

For security reasons the electricity supply of the rooms and entrance areas operates only after the magnetic card is put into the card reader. After leaving the room the system disconnects the main switch after an approx. 10 seconds delay, with the exception of the sockets of the refrigerator and the computer. Switching over in the electric cabinet above the entrance door of the room is **prohibited!**

5. Safety technology and fire prevention

No activities may be carried out in the room and the premises belonging to the room that could cause fire or explosion.

Fire lighters and flammable liquids must not be stored in the building.

An independent fire water supply system operates in the building that supplies the wall hydrants (close to the staircases) and the sprinkler system installed in building B.

Don't touch the sprinkler heads because this results in flooding.

6. Other information

If you find damages in the room conditions, status or furnishings, please inform the reception accordingly.

The directorate of the hotel undertakes responsibility only for the valuables put in the safe in the reception.

There is internet and TV connection possibility in every room.

If the door opening magnetic card is lost, damaged etc. the fee of replacing the card must be paid. The card is not assignable.

WHAT TO DO IN CASE OF A BOMB THREAT?

Every bomb notice and threats concerning explosives must be investigated and considered real until it is proved by the investigation and the thorough examination of the threatened areas that the threat was false, or the explosive was found.

In most cases the bomb threat is communicated by phone to the telephone exchange of the facility or to any manager of it, incidentally to an extension.

These few seconds could be the only contact with the person making the call therefore it is very important that the data and information available are accurately recorded.

The information has two important points:

expected time of the explosion

- location of the bomb

It is important that the person receiving the call or listening to the conversation reproduce – as accurately as possible – the threatening words and the caller's behaviour. Therefore the following should be observed regarding the person making the threat:

- man or woman
- young or old
- excited or relaxed
- spoken language or text played from a tape recorder
- understandable? is there any dialect or accent?
- does the caller use characteristic expressions
- speaks in a normal or altered voice
- are there any background noises
- exact time of receiving and finishing the call.

The bomb threat must be immediately reported to the police on emergency number 107 or on number 112 to the emergency centre.

Following that the director or steward of UNI-HOTEL must be notified and the Dispatcher centre of the university must be informed on number 565-111/29-89.

Thereafter the building must be evacuated:

Evacuation could be ordered by the director of UNI-HOTEL or the person(s) authorized by the director.

After evacuation was ordered every person should leave the building through the main entrance or through the emergency exit, on the routes indicated on the escape plane. Those staying in the building should be instructed to open all doors and windows.

The evacuation is most practical to be performed in a calm and disciplined manner, possibly with hasty steps. Running causes panic and may cause injuries!

People should take with them only their strictly required personal belongings as large packages and objects could hinder the escape.

After leaving the building the persons should come together at the predetermined location. After that the number of people should be checked.

Following or during evacuation, when the explosives experts of the police and the fire brigade have arrived the instructions of their commanders must be executed.

IMPORTANT PHONE NUMBERS:

AMBULANCE:	104
POLICE:	107
FIRE BRIGADE:	105
EMERGENCY:	112

Operational directorate: extensions 14-05, 15-96, 18-56,

Dispatcher centre: extension 29-89.

**WORK SAFETY AND FIRE PREVENTION TRAINING
SCHOOL YEAR 2019/2020**

Prepared on the basis of Act XCIII of year 1993 on work safety, BM Decree 54/2014. (XII. 5.), the National Fire Safety Code and the effective Work Safety and Fire Prevention Regulations of UNI-HOTEL Student Dorm of the Miskolci Diákotthon Kft.

I regulate the followings as an order:

1. All interventions (disintegration, assembly) into the electric, central aerial and other systems of lines is prohibited! Electrical equipment may be repaired and mounted only by authorized electricians.
2. Only standard, rated light fixtures may be used for lighting. It is not permitted to remove the glass shades of the lights or to fasten anything to them. Any kind of transformation or repair of the lighting fixtures is not permitted and breakdowns must immediately be reported to the reception.
3. It is not permitted to extend the cables of the electrical devices and only standard extensions (equipped with protection against electric shock) may be used to extend power sources (such as wall sockets).
4. All kinds of electric do-it-yourself activities are prohibited. Only mass produced devices, in appropriate condition and complying with the standards, may be operated from the electrical network. For fire prevention and shock protection reasons it is forbidden to use electric cooker, heat radiator, smoothing iron and other heat-producing devices and electric equipment in the rooms, except for devices with double insulation and portable devices (e.g. hair drier, curling iron, consumer electronics).
5. When using household appliances the provisions of the instruction manual concerning safe use must be definitely observed.
6. Valuable electric devices may only be brought into UNI-HOTEL Student Dorm of Miskolci Diákotthon Kft. under one's own responsibility. Miskolci Diákotthon Kft and the prevailing operator do not undertake any responsibility for electric devices brought into the premises.
Electric devices must have CE classification; otherwise they may not be used.
According to the relevant regulations and the effective Fire Prevention and Labour Safety policy of UNI-HOTEL Student Dorm of the Miskolci Diákotthon Kft. it is prohibited to bring in and use the following electric devices in the building: heat radiator, immersion heater, grill, gas-cooker, iron.
With reference to Government Decree 87/2015. (IV. 9.) heat-producing, consumer equipment above 200 W performance and household devices with high consumption may not be brought into the rooms. Exception: 1 pc toaster, 1 pc microwave oven and 1 pc sandwich toaster per room. Sound equipment may have a maximum 2x15 W performance.
7. The built-in cooking plate in the kitchenette may only be used under constant supervision. In case of irregular use the operation of the installed automatic fire alarm system could result in the unjustified alert and site visit of the fire brigade. The Directorate may pass on the costs incurred by incidental false alarms and site visits for reimbursement to the person violating this prohibition.
8. It is **PROHIBITED** to use water to put out the fire of combustible liquids! The best way to extinguish combustible liquids is to cover the vessel.
9. The use of the iron that can be borrowed free of charge in the reception is only allowed in the „washing-ironing” room.
10. Microwave oven can only be placed on the bottom shelf of the mini kitchen with maximum dimensions: width 58 cm, height 30 cm, depth 37 cm.
11. Cooked, fried and other perishable foodstuff – except preserved food in closed packing – as well as unwashed dishes and utensils may not be stored in the kitchen and in the rooms.
12. The window-sills of the Student Dorm – with special regard to the external window-sills – may not be used for storage purposes. It is strictly forbidden to throw out objects from the windows!
It is prone to accidents and prohibited to hang out different objects and foodstuff from the windows and the installed guard-rails of the Student Dorm!
It is strictly prohibited to sit up on the window-sills and the guard-rails and to lean out from there, because of the risk of falling out!
Hanging out objects (e.g. signs) from the external walls and windows of the Student Dorm is possible only upon separate permit of the director (based on preliminary expert opinion).
13. It is prohibited to disintegrate, extend and transform the furnishings of the rooms! Furnishings may only be used according to their intended purpose. It is not allowed to mount shelves in the rooms, in addition to the already mounted ones.
14. The maximum load capacity of the shelves holding TV sets in the rooms is 10 kg. The shelves may collapse under higher loads!
15. It is prohibited to smoke in the building of the Student Dorm!
16. No activities may be performed in the rooms that could cause accidents, fire or explosion.
17. No animals may be kept in the Student Dorm (aquarium or terrarium cannot be established, not even temporarily).
18. Even the smallest anomalies occurred in the Student Dorm (accident, activities producing fire, electrical breakdowns or other breakdowns endangering corporeal integrity) must be reported by all tenants immediately to the receptionist.
19. Even the smallest personal injury must be reported and recorded in the accident register at the gate.

All persons staying at the Student Dorm and other authorised persons staying there are responsible to observe the contents of this order. Violation involves disciplinary action. Every guest is financially responsible for damages (e.g. deterioration) caused in the buildings and furnishings of the Student Dorm.

All behaviours that are contradictory to the present order and the Rules of the Student Dorm as well as the Fire and Work Safety Code of UNI-HOTEL Student Dorm are prohibited.

The present order is also a training material regarding work safety and fire prevention.

Tenants are obliged to confirm that the training has taken place and the order has been received by their signatures (on the personal data form).

Miskolc, 01 September, 2019

KáelnéKovács Rita
Miskolci Diákotthon
Kft. Managing Officer