



AGENCY OF THE UNIVERSITY OF LATVIA  
**P. STRADINS MEDICAL COLLEGE OF THE UNIVERSITY OF  
LATVIA**

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APPROVED  
by the Council meeting  
of P. Stradins medical college  
of the University of Latvia,  
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**REGULATIONS OF THE SERVICE HOTEL 'S INTERNAL PROCEDURES**  
Jurmala

Issued in accordance with Article 25 of  
the Law "On Rent of Dwelling Premises"

**1. General terms**

- 1.1. Regulations of internal procedures of the service hotel (hereinafter – Regulations), in P.Stradins medical college of the University of Latvia (hereinafter – College) are binding for every Tenant, Lessor and Visitor of the service hotel when visiting or staying in the service hotel.
- 1.2. A tenant in the college, who has concluded and has a valid lease agreement for the service hotel with the college (hereinafter - lease agreement) for the lease of a specific bed, shall be considered tenant of the service hotel. The College Service Hotel is a bed type hotel.
- 1.3. In certain cases, the service hotel may be occupied by other persons in accordance with the interests and needs of the College, on the basis of a long-term lease, or on the basis of a paid invoice in case of short-term rent, in accordance with the valid price list of the College's paid services for the services of a hotel (hereinafter - the Price List).
- 1.4. The college provides a service hotel with furniture, facilities, etc. inventory (hereinafter - Amenities).
- 1.5. The doors of the service hotel are locked:
  - 1.5.1. During autumn/winter period– from 23.00-6.00;
  - 1.5.2. During spring/summer period – from 24.00-6.00.

**2. Procedures for concluding a lease agreement and accommodating and evicting a tenant**

- 2.1. Based on an application of a person (student), tenants are accommodated in the service hotel and recorded in the registration journal on the basis of the lease agreement - in case of long-term rent, or on the basis of a paid invoice - in case of short-term rent.
- 2.2. The administrator of the service hotel may decide to grant or refuse accommodation.
- 2.3. Person who has been granted tenancy rights in a service hotel:
  - 2.3.1. presents an identity document to the administrator of the service hotel;
  - 2.3.2. makes payments in accordance with the current Price List;
  - 2.1.3. enters into a lease agreement for a definite period of time.

- 2.4. Short-term beds for rent in a service hotel: The tenant is accommodated after registration and payment of rent for a temporary stay, by issuing a cashier's check for the duration of the stay in accordance with the Price List.
- 2.5. The conclusion of the lease agreement is to be carried out in the service hotel, at a time agreed with the service hotel administrator.
- 2.6. The administrator of the Service Hotel provides the Tenant a room with a bed and amenities.
  - 2.6.1. College students provide the rented bed with the necessary things - bed linen, blanket, pillow - themselves, but if necessary or per request - a set of bed linen is provided by the Service Hotel, in accordance with the Price List;
  - 2.6.2. For the persons referred to in Clause 1.4 of the Regulations, the bed linen set, exchange of abovementioned set, blanket and pillow is provided by the Service Hotel (bed linen set - according to the Price List).
- 2.7. The administrator of the service hotel has the right to move the Tenants to other rooms. Arbitrary transfer of the Tenant to another room is prohibited.
- 2.8. The lease agreement expires at the end of the lease term or by an order of the Director of the College on ex-matriculation (for students).
- 2.9. Upon occurrence of the conditions referred to in Clause 2.8, the Tenant must vacate the premises of the service hotel by 12.00 of the current day. Extension of the term is allowed with the permission of the service hotel administrator.
- 2.10. If the Tenant does not voluntarily vacate the premises of the service hotel, the Lessor has the right to vacate the premises independently. In this case, the Tenant's property left in the premises of the service hotel is considered to be abandoned and the Lessor has the right to dispose of it at his/her own discretion.
- 2.11. If the Tenant wishes to terminate the Lease Agreement, the Tenant must notify the administrator of the service hotel within the term specified in the Lease Agreement or by law.
- 2.12. The lease agreement with the Tenant is terminated for disturbing public order and non-compliance with these regulations.
- 2.13. Leaving the service hotel (upon termination of the Lease or short-term rental of the bed), The Tenant must hand over rental items clean and tidy, complete with all amenities, to the service hotel duty officer. If the Amenities is not handed over or is damaged, the Tenant must compensate the service hotel for the losses incurred.

### **3. Rent**

- 3.1. The rent of the service hotel is determined in accordance with the valid Price List. Prices can be changed up to once a year and are also applicable to existing Leases. The parties may enter into an agreement on the price change with the Lease Agreement.
- 3.2. In the case of short-term bed rental, the rent is paid before the service is received. (within one day, starting from the day of payment at 12:00 until the next day at 12:00, but not longer than 7 days).
- 3.3. When concluding the Lease Agreement, the Tenant must pay the rent for the current month on the day of concluding the Agreement.
- 3.4. The Tenant must pay the Rent for each subsequent month no later than the 10th (tenth) date of the current month.

### **4. Duties and rights of the tenant**

#### **4.1. Obligations of the tenant:**

- 4.1.1. To treat the service hotel amenities, greenery around the service hotel without spoiling the premises and surroundings;
- 4.1.2. to use the living quarters, amenities and common areas for the intended purposes;

- 4.1.3. Tenants or third parties related to the Tenant who have damaged the amenities of the service hotel must cover the damage in full;
  - 4.1.4. Indemnification must be made within 10 (ten) days from the moment when the College has announced the amount thereof. If the Tenant fails to pay damages within the specified time, the College has the right to terminate the Lease Agreement;
  - 4.1.5. to keep the room clean and tidy, not to disturb other roommates with his/her behaviour. From 23:00 to 08:00 to not engage in any activities that cause noise - play musical instruments, play audio recordings, listen to the radio or other devices if this may disturb or burden other tenants and the sound is heard outside the rented premises. Noise generated by the Tenant during the rest of the day must not disturb other Tenants and staff of the service hotel;
  - 4.1.6. to clean the room independently and regularly, by voluntary agreement of the Tenants - at least 1 (one) time a week with wet washing, to take out the waste every day, to prevent the accumulation of property and debris. He/she must avoid open storage of food, store the desired products in the refrigerator.
  - 4.1.7. to maintain order and cleanliness in common areas;
  - 4.1.8. to observe cleanliness and order in the kitchen, does not leave dishes on the stove unattended, prepares food in the kitchen, collects waste;
  - 4.1.9. to save electricity, water, heat;
  - 4.1.10. to use electrical devices only in coordination with the service hotel administrator, strictly follows the rules for the use of electrical amenities;
  - 4.1.11. to compensate for material damage caused intentionally or negligently;
  - 4.1.12. to make payments for the service hotel within the specified time limits;
  - 4.1.13. to prevent guests from staying in service hotel rooms;
  - 4.1.14. Tenants' guests, as well as temporary tenants of the bed, must present an identity document upon arrival at the service hotel ;
  - 4.1.15. when leaving the service hotel room: Tenant closes the window, turns off all electricity items, turns off the light, locks the door;
  - 4.1.16. in the event of a fire, to immediately report it to the fire brigade at 112 and inform the service hotel duty officer and the service hotel administrator;
  - 4.1.17. in the event of an emergency (theft, burglary, accident, etc.) to immediately report the incident to the duty officer of the service hotel and the administrator of the service hotel;
  - 4.1.18. The tenant does not prevent service hotel staff, duty officer and technical staff from entering the rented room in order to repair inventory, plumbing amenities and other appliances, check their technical condition;
  - 4.1.19. when losing the keys of the rented room, if necessary, making them for the Tenant himself, to coordinate in writing with the administrator of the service hotel;
  - 4.1.20. The tenant informs the administrator of the service hotel regarding deficiencies in the operation of the service hotel;
  - 4.1.21. The tenant resolves disputes in the form of negotiations with the administrator of the service hotel, if the dispute is not resolved, applies to the Director of the College;
  - 4.1.22. The tenant gets acquainted with the internal rules of the service hotel.
- 4.2. Tenant 's rights:**
- 4.2.1. uninterrupted use of rented accommodation, facilities, amenities and other devices, as well as common areas of the service hotel;
  - 4.2.2. use of other services provided by the service hotel;
  - 4.2.3. use of the leased object, amenities and common premises provided for the use of the Tenant for the intended purpose;
  - 4.2.4. Provision of proposals regarding the improvement of the work of the service hotel to the administrator of the service hotel.

#### **4.3. In the service hotel it is forbidden:**

- 4.3.1. to be intoxicated, as well as to use alcohol, narcotic, psychotropic and other intoxicating substances;
- 4.3.2. to smoke and use electronic smoking devices in the service hotel premises, common areas and 10 (ten) meters from the entrance, except for a place specially designated for smoking;
- 4.3.3. to rearrange the wiring without permission, to add new additional consumers.
- 4.3.4. to damage walls, ceilings and amenities, to glue pictures, posters and to attach items to walls;
- 4.3.5. to change the living room and amenities without the written permission of the service hotel administrator;
- 4.3.6. to hand over the keys to the rented room to other persons.
- 4.3.7. for unauthorized persons to reside;
- 4.3.8. to keep one's personal belongings in common areas;
- 4.3.9. to place objects on external windowsills, hang items on the window;
- 4.3.10. to throw away any items, rubbish, etc. through the windows of the service hotel;
- 4.3.11. to store flammable, explosive or toxic substances;
- 4.3.12. to use open flames, candles, pyrotechnics, etc.;
- 4.3.13. to arbitrarily remove amenities and other valuables from the Service hotel;
- 4.3.14. to bring in and keep animals;
- 4.3.15. to physically, morally or psychologically offend other Tenants, Visitors, College and Service Hotel Employees.

### **5. Obligations and rights of the Lessor**

#### **5.1. Obligations of the Lessor**

- 5.1.1. to hand over the rental object and Amenities to the Tenant in good condition;
- 5.1.2. to not disturb the Tenant in his/her use of the rental object, amenities and other devices, as well as the common areas of the service hotel;
- 5.1.3. to perform general and preventive inspections and maintenance of the service hotel building, to make repairs to the building in a timely manner, to monitor the quality of repairs and to inform the tenants about the time required for repairs;
- 5.1.4. to inspect the premises of the service hotel, to check the functioning of the amenities and devices, as far as possible with the prior agreement of the Tenant (in case of an emergency - immediately);
- 5.1.5. to provide the tenant with utility services, the receipt of which depends on the Lessor;
- 5.1.6. to provide major repairs to the premises of the service hotel;
- 5.1.7. to maintain, repair and replace the Amenities if necessary;
- 5.1.8. to ensure cleanliness and order in common areas;
- 5.1.9. the Lessor is not liable in the civil law sense for the personal property of the Tenants or visitors;
- 5.1.10. to place the Regulations in the premises of the service hotel, in an area freely available to Tenants, visitors and employees of the service hotel - in the lobby of the service hotel at the notice board.

#### **5.2. Lessor 's rights**

- 5.2.1. to unilaterally change the amount of rent by notifying the Tenant thereof one month in advance;
- 5.2.2. in cases where circumstances beyond the control of the parties have occurred (fire, flooding, etc.), the Lessor is entitled to enter the living space at any time of the day;

5.2.3. the employees of the college are entitled to enter the rented premises to check their condition with one to two people without the presence of the Tenant - to prevent an accident. After checking the condition of the room or preventing an accident, said employees notify the tenant of the reasons and consequences of the inspection;

5.2.4. if the amenities of the service hotel is damaged due to the actions of the Tenant or third parties related to the Tenant, to request the Tenant cover the damage.

5.2.5. to terminate the Lease Agreement unilaterally if the Tenant fails to comply with the requirements of these Terms or the obligations of the Lease Agreement.

## **6. Concluding remarks**

- 6.1. Service Hotel Tenants are bound by the instructions of the service hotel administrator regarding the stay, accommodation in the service hotel, as well as when vacating the service hotel premises (upon termination of the Lease Agreement).
- 6.2. Certain terms of use of the service hotel and the obligations of the parties may be specified by orders of the Director of the College, insofar as they do not conflict with these terms.
- 6.3. Tenants of Service Hotels are bound by Jurmala City Council Regulations No. 20 of July 12, 2007 "Binding regulations for the maintenance, preservation and public order of residential property in the territory of Jurmala" and Regulations No. 3 of January 12, 2017 "On the Use of the Beach and Bathing Places of the City of Jurmala".
- 6.4. "Internal Regulations for Service Hotel Residents" enter into force on May 14, 2020.
- 6.5. When "Internal Regulations for Service Hotel Residents" enter into force, the old regulations from September 1, 2015 approved by College Council meeting, protocol No. 4, "Internal regulations for students in the service hotel" and Regulations from September 1, 2015, protocol No.4, approved by College Council meeting "Internal rules of the service hotel for other persons" expire.