

APPROVED BY
by order of ANO HE "University Innopolis"
Director
_____ K.V. Semenikhin

**Accommodation and accommodation rules
in a residential complex
ANO HE "University Innopolis"**

1. General Provisions

1.1. These Rules of accommodation and residence in the residential complex of ANO HE "University Innopolis" (hereinafter referred to as the Rules) determine the procedure for accommodation and residence in the residential complex of ANO HE "University Innopolis" (hereinafter referred to as the University), located at the address: Republic of Tatarstan, Verkhneuslonsky municipal district, Innopolis, st. Universitetskaya, 1, buildings 1, 2, 3, 4 (hereinafter referred to as the Complex) and are mandatory for all categories of residents (hereinafter referred to as residents).

1.2. Accommodation in the Complex is carried out on the basis of an agreement for the provision of accommodation services or on the basis of an accession agreement for the provision of accommodation services by signing an accession consent - a registration card (hereinafter referred to as the Agreement).

1.3. In order to implement the statutory activities of the University, these Rules establish the following order of accommodation for Residents in the Complex:

- first of all, students are accommodated at the University (hereinafter - Students). The agreement with the Students is concluded for one academic year, excluding summer holidays (until May 31 of the corresponding year). The term for the provision of services can be extended for the period of summer holidays upon admission from a student 14 (fourteen) days before the expiration of the Agreement of a document confirming the need to extend the Agreement and if there are vacant places in the Complex.

Stay in the Complex can be:

- preferential categories of Students: orphans left without parental care; disabled people of I and II groups; victims of the accident at the Chernobyl nuclear power plant;
- students who pass the summer test-examination session or final certification (according to the schedule);
- students who receive a diploma;
- students who are sent to industrial practice in Innopolis.

For the indicated reasons, the Agreements are extended until the appropriate date (end of the session, practice, diploma delivery) by filling in a new registration card.

- in the second place, persons who have graduated from the University (hereinafter - Graduates) are accommodated, provided that the Students are fully provided with places for accommodation. The agreement with the Graduates is concluded for one calendar year from the date of receiving the diploma;

- in the third place, participants of socially significant and other events held at the University are accommodated in accordance with the calendar of events;

- in the fourth place i University employees are accommodated;

- all other categories of persons are accommodated in the Complex subject to availability.

1.4. Residents are provided with services for temporary accommodation in residential premises of the Complex (hereinafter referred to as the Rooms) that meet sanitary requirements, strictly upon presentation of the original passport of the state of which he is a citizen, a minor Living under the age of 14 upon presentation of the original birth certificate, as well as other documents specified in the order "On the approval of the forms of documents for placement in the residential complex ANO HE "University Innopolis ".

1.5. Placement is made on a reimbursable basis. The University has the right to establish a differentiated cost of accommodation for various groups of Residents (students, participants in the events of the University, etc.). The cost of accommodation is determined by the prices approved by the relevant order for the University in force at the time of the conclusion of the Agreement (prices are posted at the administration desk in building № 3 of the Complex and on the website <https://innopolis.university/campus/>).

1.6. Accommodation of the Residents in the Rooms is carried out by the administration of the Complex (hereinafter in the text - the structural unit of the University responsible for organizing accommodation). Each resident is assigned a specific Room number or bed. Unauthorized relocation of Residents from Room to Room is prohibited.

1.7. It is prohibited for minors of different genders or minors and adults of different genders to live in the same room in the Complex.

1.8. These Rules are approved by the order of the Director of the University. The current version of the Rules is published on the Internet on the website of the Complex at: <https://hotel.innopolis.university> (hereinafter referred to as the Site). A paper version of these Rules is available at the administration desk of the Complex in building №3 of the Complex.

1.9. In case of changes and additions to these Rules, the University notifies the Residents within 3 (three) days from the date of approval of such changes and additions by e-mail of the Resident.

1.10. For failure to comply with these Rules, residents are liable in the form of fines in the amounts determined by the University in the order on the amount of fines and the cost of inventory of the Complex (hereinafter referred to as the Fine System).

2. The procedure for the provision of services and the procedure for settlements

2.1. Billing period: from 14:00 of the current day - check-in time - until 12:00 of the next day - check-out time. Working hours of the administration of the Complex: from 9:00 to 20:00 daily, place for registration of Residents: building No. 3, floor 1, department of accommodation organization.

2.2. The start date for the provision of services is determined in accordance with the Agreement or the registration card.

2.3. Payment for accommodation services is carried out within the terms established by the relevant Agreement.

3. Procedure for access to the Complex

3.1. For access to the Complex, Residents are issued with passes (access cards) of the sample established by the University. It is forbidden to transfer the pass to third parties, as well as to copy it in any way. Residents are responsible for the transfer of the pass, as provided for in these Rules.

3.2. Guests of the Residents can visit the Complex accompanied by the Resident after registering in the visitors' log at the security post on the basis of an identity document.

3.3. When bringing personal belongings into the building of the Complex, Residents and their guests provide personal belongings for inspection by scanning them through an introscope. In case of refusal from voluntary inspection, things that have not passed inspection, or persons who have refused inspection, are not allowed into the building of the Complex.

3.4. The requirements of the security personnel, aimed at ensuring the safety of people and the safety of inventory items, are mandatory for all persons on the territory of the Complex. A complete list of requirements is presented in the Rules of access and stay in the Educational and laboratory building and the residential complex of ANO HE "University Innopolis" (hereinafter referred to as the Access Rules). The current version of the Access Rules is published on the Website, the paper version is available at the administration desk in building No. 3 of the Complex.

3.5. The entry / removal of material values by Residents is possible only with a material pass (hereinafter referred to as MP) issued by the administration of the Complex. A complete list of material assets subject to mandatory registration of the MP when entering / taking out is specified in the Access Rules.

4. Rights and obligations of the Residents of the Complex

4.1. Rights of Residents in the Complex

4.1.1. To eliminate technical malfunctions in the Room, issue temporary registration and receive other services, Residents have the right to apply for service through the Site or by personal appeal to a representative of the University (administration of the Complex).

4.1.2. Residents have the right to refuse to carry out scheduled cleaning in their Room upon presentation of documents to the University employee, which are the basis for removing the Room from

cleaning cleaning (medical certificates for allergic, infectious diseases, etc.). In this case the Resident is responsible for the authenticity of the documents provided and for the sanitary condition of the Room.

4.1.3. Residents have the right to gain access to educational and household premises using their pass (access card) and use inventory, furniture and equipment without taking them outside these premises.

4.1.4. Residents have the right to use the room for storing drinking water and take one bottle of drinking water into the Room.

4.1.5. Residents have the right to contact the administration of the Complex to coordinate the operation of electrical equipment with a capacity of more than 3 kW by submitting an application on the Site.

4.1.6. In order to avoid violation of clause 4.2.20 of these Rules, Residents have the right to use cells for temporary storage of personal belongings located in the hall of building No. 3 of the Complex.

1 4.1.7. The resident has the right to invite an employee of a medical organization to provide medical care in the manner provided for in clause 3.2 of the Rules.

4.2. Responsibilities of residents of the Complex

4.2.1. Residents are required to carefully use furniture and equipment accepted for use, as well as installed in public areas of the Complex. For violation of this paragraph of the Rules, Residents bear responsibility as provided for in the Fine System.

4.2.2. Residents of the Complex are required to comply with orders, regulations, rules and procedures adopted by the University, the current versions of which can be found on the Site.

4.2.3. In case of absence of the Resident (category Students and Graduates) for more than 10 (ten) days, the Resident is obliged to notify the administration of the Complex by signing a written statement indicating the reason for the absence.

4.2.4. Residents are required to use the premises for their intended functional purpose. It is prohibited to conduct any commercial activity on the territory of the Complex, engage in all types of production activities (including mining) for personal or commercial purposes.

4.2.5. Residents are prohibited from moving furniture and equipment between Rooms and the public areas in which they are installed.

4.2.6. Residents are required to maintain cleanliness and order in the Rooms and public areas assigned to them, including independently removing garbage to designated containers in designated areas. For violation of this paragraph of the Rules, Residents bear responsibility as provided for in the Fine System.

4.2.7. Residents are required to provide access to authorized representatives of the Complex to the residential premises provided to them to perform actions to maintain the Room or to verify compliance with these Rules and Instructions for compliance with fire safety measures in the residential complex of ANO HE "Innopolis University" (hereinafter referred to as the Fire Safety Instructions).

4.2.8. Residents are required to use water and electricity sparingly. When leaving the Room, close the water taps, windows, turn off the lights and other electrical appliances.

4.2.9. To avoid network overload, Residents are allowed to operate only working electrical appliances. It is prohibited to use several electrical appliances at the same time, the total power of which exceeds 3 kW per outlet and 5 kW per room.

4.2.10. Residents are prohibited from making interior and structural changes, including installation (dismantling) of wall shelves, hooks, moving sockets, replacing cylinders in locks, installing additional locks, etc. It is prohibited to place on the walls any objects, the operation or removal of which could damage the integrity of the wall covering. It is prohibited to carry out repairs of furniture, equipment, painting work on your own or to engage third parties to carry out these works.

4.2.11. Residents are required to immediately inform the Complex administration about equipment malfunctions in residential premises and public areas that could lead to a fire, flood or other emergency situations. Residents are required to inform the Administration of the Complex about all known violations of these Rules by service personnel or other Residents.

4.2.12. Residents are prohibited from storing personal belongings in common areas and blocking corridors and emergency exits.

4.2.13. Residents are prohibited from performing actions that could result in damage to the equipment of automatic fire protection installations, disabling the voice alarms of the warning system and fire evacuation control system, fire detectors (manual and smoke), fire alarm systems. For violation of this paragraph of the Rules, Residents bear responsibility as provided for in the Penalty System.

4.2.14. Residents are prohibited from storing large items in the Rooms, the size of which in the sum of three dimensions (length, width and height) exceeds 150 cm, including sports equipment, scooters and baby strollers, with the exception of suitcases, easel backpacks, skis and snowboards (in cases) .

4.2.15. Residents are prohibited from bringing bicycles into the Complex building.

4.2.16. Residents are prohibited from moving into a vacant Room without permission, from moving from Room to Room, or from moving citizens - family members or other temporary residents - into the occupied residential premises without permission. For violation of this paragraph of the Rules, Residents bear responsibility as provided for in the Fine System.

4.2.17. Residents are prohibited from performing work or other actions on the territory of the Complex that create increased noise and vibration, disturbing normal living conditions. From 22:00 to 07:00, the use of audio equipment and other sound-reproducing devices is permitted only if the volume is reduced to a degree that does not disturb the peace of other Residents.

4.2.18. Residents are obliged to maintain an atmosphere of goodwill, cooperation and mutual respect, to comply with generally accepted moral and ethical standards, to avoid conflict situations, not to use profanity, not to speak rudely towards the staff of the Complex and the University, as well as to other persons living or staying on the territory Complex, both in person and in official chats of the University. It is prohibited to wear or display signs or other symbols aimed at inciting racial, social, national and religious hatred, or to place posters or announcements containing national or political overtones on the territory of the Complex.

4.2.19. Residents are prohibited from placing and distributing information products (ads, posters, leaflets, etc.) in the public areas of the Complex without the consent of the Complex administration, including on the entrance doors of the Rooms.

4.2.20. Residents are prohibited from bringing, storing and consuming alcoholic beverages, hookahs, and narcotic substances on the territory of the Complex; bring in and store firearms and bladed weapons (including axes, hunting knives, etc.), explosive, flammable and toxic substances. For violation of this paragraph of the Rules, Residents bear responsibility as provided for in the Fine System.

4.2.21. Residents are prohibited from smoking on the territory of the Complex, including electronic cigarettes, hookahs and other tobacco products. Smoking is permitted only in specially designated areas in the surrounding area, marked with "Smoking Area" signs. For violation of this paragraph of the Rules, Residents bear responsibility as provided for in the Fine System.

4.2.22. Residents are prohibited from bringing and keeping animals in the Complex: dogs, cats, rabbits, parrots, fish, etc.

4.2.23. To avoid accidents, Residents are required to strictly follow safety precautions. It is prohibited to move in the buildings of the Complex on scooters, roller skates and other means of transportation, run along staircase landings, sit on window sills, lean out of windows, walk on window sills and roofs (including the roofs of building passages) in order to avoid injuries and accidents, as well as throw away or hang any objects outside the windows, store personal belongings and food on the window sills.

4.2.24. Residents with a confirmed diagnosis of the new coronavirus infection COVID-19 or with signs of acute respiratory disease are required to inform the administration of the Complex about their state of health by email hoteluni@innopolis.ru, immediately contact a medical facility, and in case of serious condition, call an ambulance and stay in the room in which they live. If the Resident is assigned an isolation regime, he must inform the Complex administration about this by presenting a supporting medical document.

4.2.25. When concluding an Agreement for a period of more than 90 (ninety) days, Residents, citizens of the Russian Federation, are required to register at the place of temporary stay, guided by the order "On approval of the Procedure for preparing a package of documents for temporary registration of

citizens of the Russian Federation at the place of stay in the residential complex of the ANO HE "Innopolis University" "

4.2.26. Upon conclusion of the Agreement, Residents who are citizens of other states are required to register at the place of temporary residence in accordance with the deadlines established by current legislation.

5. Rights and obligations of the University (administration of the Complex)

5.1. University rights

5.1.1. The University has the right to instruct Residents on compliance with these Rules, Fire Safety Instructions, labor protection, as well as conduct training alarms for evacuation from the Rooms.

5.1.2. The University has the right to conduct rounds to check the operability of the fire warning system, to take inventory of inventory items located in the Rooms, and to inspect the Rooms for compliance with these Rules.

5.1.3. In order to implement the statutory activities, aimed, among other things, at ensuring the necessary conditions (social, cultural, sports and recreational and recreational infrastructure) for learning, creative development and preserving the health of students, as well as to provide the student with protection from all forms of physical and mental violence, insults to the person, protection of life and health, the University has the right to refuse placement to a person in a state of alcoholic and drug intoxication. In this case, the confirmation of the specified state can be the use of visual inspection and sense organs by the administrator.

5.1.4. If the Residents refuse to provide access to the Room or it is impossible to contact them to obtain the specified access, the administration of the Complex has the right to use a duplicate key and inspect the Room, guided by the requirements specified in the order "On the Procedure for access to the rooms of the ANO HE "University Innopolis" for representatives administration and employees of service organizations".

5.1.5. The University has the right to conduct an independent assessment and demand compensation for damage caused to the Complex by the actions of the Residents or by persons for whose actions on the territory of the Complex Residents are responsible.

5.1.6. The University has the right to ask Residents for documentation on the electrical appliances they use. In the absence of documentation or refusal to provide it, the University has the right to demand the removal of this electrical equipment from the Complex.

5.1.7. If an unsatisfactory sanitary condition of the Room is revealed, the University has the right to carry out unscheduled cleaning of the Room and demand payment in accordance with the order "On approval of the list and cost of additional services in the residential complex ANO HE "University Innopolis" within 2 (two) days from the moment this fact is revealed.

5.1.8. If foreign things are found in public areas and common areas, the administration of the Complex has the right to consider them forgotten and act in accordance with the order of the ANO HE "Innopolis University" "On approval of the Procedure for registration, storage and return of forgotten things in the residential complex of the ANO HE "Innopolis University".

5.1.9. The Administration of the Complex has the right to refuse approval for the distribution of information content products (ads, posters, leaflets, etc.) without giving reasons.

5.1.10. The Administration of the Complex has the right to call an ambulance service if external signs of unsatisfactory health of the Resident are detected.

5.1.11. The Administration of the Complex has the right to move the Resident in case of illness to a separate isolated Room, in other cases to another bed, if his/her stay with other Residents creates a threat to their health or discomfort.

5.1.12. If the Resident requests a separate Room for permanent residence due to health reasons while maintaining the established differentiated cost of accommodation, the Administration of the Complex has the right to request documentary evidence of the disease (medical certificate, sick leave certificate, etc.). In this case, the Resident is responsible for the authenticity of the documents provided.

5.1.13. In case of incomplete occupancy of the Room, where payment is made for one bed by each Resident, the administration of the Complex has the right to relocate or resettle the Residents in other Rooms in accordance with the order "On approval of the procedure for relocating resident students

and graduates in the Residential Complex of ANO HE "Innopolis University", in case of refusal of relocation by the Resident, the University has the right to demand payment for a free bed at the cost approved by the order of ANO HE "Innopolis University" "On approval of the cost of accommodation services in the residential complex of ANO HE "Innopolis University".

5.1.14. The administration has the right to refuse accommodation to a Resident in case of suspicion of alcohol or other type of intoxication.

5.1.15. The Administration of the Complex is not responsible for the personal belongings of the Residents stored in the Room, as well as those left unattended on the territory of the Complex.

5.2. Duties of the University

5.2.1. The University is obliged to provide accommodation for Residents in accordance with the requirements of sanitary standards and the terms of the Agreement in accordance with these Rules, subject to availability.

5.2.2. To ensure compliance with sanitary standards, the University is obliged to organize daily cleaning of common areas and cleaning of Rooms with replacement of bed linen in accordance with the frequency specified in the order "On approval of the List of consumables and soft inventory for completing rooms during accommodation, terms of replacement of components and cleaning services in residential complex ANO HE "University Innopolis", except for the cases provided for in paragraph 4.1.2 of these Rules.

5.2.3. To ensure the safety of the Residents and their guests, the University is obliged to organize access control and round-the-clock security posts at the entrance to the Complex.

5.2.4. In order to meet the household needs of the Residents, the University is obliged to maintain the equipment of the laundry rooms and living rooms in good condition.

5.2.5. The University is obliged to accept for consideration applications for services received through the Site or with a personal appeal of Residents to a representative of the University.

5.2.6. In case of termination of the Agreement on the initiative of the University, in the cases provided for by the Agreement, these Rules or the current legislation unilaterally, the University is obliged to notify the Resident of this by e-mail indicated in the registration card, by sending the mail, or inform personally 5 (five) calendar days before the date of termination of the Agreement.

5.2.7. Upon receipt of a request for temporary registration from Residents who have entered into an Agreement for a period of more than 90 (ninety) days, the University is obliged to prepare a package of necessary documents for it to be submitted to the Migration Department of the Ministry of Internal Affairs of the Russian Federation.

6. Responsibility for violation of these Rules

6.1. On the facts of non-fulfillment by the Residents of these Rules, the University (the administration of the Complex) draws up an act on violation of the rules of residence in the residential complex ANO HE "University Innopolis" (hereinafter - the Act).

The act is drawn up by a commission of at least 3 (three) employees from the University (hereinafter - the Commission). On the initiative of the head of the Complex, employees of other departments of the University or Students may additionally be invited to the Commission. In case of violation by Residents of fire safety rules, an employee of the University responsible for ensuring fire safety may be invited to the Commission. If the Resident refuses to familiarize himself with the Act and / or does not sign it, the Commission makes a corresponding entry in the Act. When drawing up 3 (three) or more Acts in respect of the Resident during the term of the Agreement, the University has the right to terminate the Agreement with him.

6.2. In the event of causing material damage to the Complex or creating conditions for it to be caused by third parties, the Resident is obliged to compensate it in full based on the amount of damage specified in the Act, within 5 (five) days from the date of drawing up the Act or within the period specified in the Act. Refusal by the Resident to compensate for damages may result in termination of the Agreement and recovery of damages in court.

6.3. In the event of a single gross violation by the Residents of these Rules, the University has the right to unilaterally terminate the Agreement. Violations of the provisions specified in paragraphs are considered gross. 4.2.3, 4.2.4, 4.2.18, 4.2.20, 4.2.25, 4.2.26 of these Rules.

6.4. In the absence of the Resident at the time of expiration of the contract, the administration of the Complex has the right to register the things left in the Room by the Resident as forgotten, in accordance with the Procedure for forgotten things.

6.5. The absence of a signed agreement on the provision of accommodation services in the Complex for a Student living in the Complex is the basis for the Administration to charge the Student the cost of living in the Complex, in accordance with the current order on the cost of accommodation services in the Complex.