

**Rules and Regulations
of Using Guest Rooms
at the Institute of Biochemistry and Biophysics
of the Polish Academy of Sciences**

Section I
General provisions

§ 1.

1. The Rules and Regulations of Using Guest Rooms at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences lay down the principles of the functioning and use of Guest Rooms, and the rights and obligations of Residents.
2. The Rules and Regulations shall apply to all persons using Guest Rooms.

§ 2.

1. The terms listed below, whenever used in these Rules and Regulations, shall be interpreted as follows:
 - a) Institute – the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences in Warsaw, at ul. Pawińskiego 5a, 02-106 Warsaw;
 - b) Administrator – the Administrative and Technical Department in charge of managing Guest Rooms at the Institute;
 - c) Rules and Regulations – the Rules and Regulations of Using Guest Rooms at the Institute;
 - d) Guest Room – a room/premises occupied on the basis of allocation;
 - e) Resident – a person accommodated in a Guest Room.

Section II
Reservations and accommodation

§ 3.

1. Guest Rooms shall be allocated by the Administrator on the first-come, first-served basis, subject to Paragraph 2 below.
2. In the event of an insufficient number of places in Guest Rooms, priority in the allocation of rooms shall be as follows:
 - a) first, a foreigner coming to the Institute to take up employment, doctoral studies, internship, traineeship or scholarship programmes, from a country outside the European Union, for whom it is required to indicate the place of residence in order to obtain an entry visa;
 - b) second, a foreigner coming to the Institute to take up employment, doctoral studies, internship, traineeship or scholarship programmes, from a country within the European Union;
 - c) third, a person applying for a Guest Room for the first time.
2. If vacant Guest Rooms are still available, they can be used for accommodating persons not related to the activities carried out by the Institute.

§ 4.

1. Room allocation shall be made by way of reservation.
2. Reservations shall be made through the reservation system, which can be accessed via the Institute's website: http://sbm.ibb.waw.pl/book/?page_id=268,

or by e-mail to the following address: guestrooms@ibb.waw.pl.

3. A reservations can be made directly by the person concerned or by his/her scientific supervisor.
4. Once the reservation is confirmed, this shall mean that a place in a Guest Room has been allocated.
5. The maximum duration of uninterrupted accommodation in a Guest Room shall be three months, subject to Point 6. In justified cases, with the approval of the Deputy Director for Administration, the duration of accommodation may be extended for a maximum of other three months.
6. A request for an extension of accommodation duration, approved by the Deputy Director for Administration, must be submitted to the Administrator at least 14 days before the end of the original accommodation duration.
7. Participants in programmes (for example, "Fight for Internship" or "Erasmus") with a fixed duration of up to 12 months may request accommodation in a Guest Room for the entire duration of the programme.

§ 5.

1. The Resident is obliged to provide the security officer (Porter's lodge in building A of the Institute) with an identity card or another document confirming his/her identity upon making an entry in the registration book, before collecting the key to the Guest Room.
2. The Resident will be able to check in on the first day of his/her stay, at 2.00 pm at the earliest.
3. On the last day of his/her stay, the Resident is obliged to:
 - collect his/her belongings from the Guest Room;
 - return the Guest Room in a non-deteriorated condition;
 - return the key to the Guest Room to the security officer (Porter's lodge in building A) at 10.00 am at the latest.

§ 6.

1. Accommodation fees are specified in Attachment No. 1.
2. Accommodation fees for stays longer than 5 days but shorter than 30 days shall be determined pro-rata to the duration of stay by applying the rate binding on the day of check-in for stays longer than 30 days.
3. Each consecutive day of the Resident's occupying a Guest Room after 10.00 am shall be viewed as another commenced overnight stay.
4. At the request of a Resident who is a first- or second-cycle programme student, the cost of stay may be reduced to 60% of the regular rate. The Resident's request must be endorsed by an academic supervisor employed with the Institute. The decision to grant the application and the preferential rate shall be made by the Deputy Director for Administration.
5. Payment for the stay shall be made in cash upon check-in or on the basis of an invoice, no later than seven days after the end of stay. For stays longer than one month, invoices shall be issued at the end of each month of stay.
6. Failure to make the payment for two consecutive months of accommodation shall result in the immediate refusal of further accommodation and the need to vacate the Guest Room within two days.
7. The immediate refusal of further accommodation shall not release the person concerned from the obligation to make the due payment for his/her stay, together with statutory interest for late payment.

Section III Housekeeping matters

§ 7.

1. The Resident should observe the rules of operating at the Institute and in the Guest Rooms, and the principle of mutual respect. Non-registered persons are allowed to stay in the Guest Rooms between 07.00 am and 10:00 pm. If any non-registered person stays in a Guest Room after 10.00 pm, this shall entail the obligation to pay for the stay at twice the cost of accommodation, according to the prices binding on the day of stay.
2. The amount indicated in Paragraph 1 above shall be paid by the Resident accommodated in a given Guest Room.
3. The Residents are obliged to observe quiet hours from 10.00 pm to 6.00 am. During the quiet hours, the Residents are obliged to behave in a manner not disturbing other Residents in any way. The quiet hours must also be observed by any third parties as defined in Paragraph 2.
4. The following are expressly forbidden in Guest Rooms:
 - Using electrical appliances such as tourist cookers, heaters, additional heating appliances not included in the Guest Room equipment;
 - Using any Guest Room equipment and devices contrary to their intended purpose;
 - Moving furniture or objects that are included in the Guest Room equipment (blankets, bedding, kettles, lamps, etc.) out of the room to which they are assigned;
 - Fitting locks and/or making duplicate keys;
 - Smoking tobacco.
5. Each time, upon leaving the room, the Resident should check whether the door and windows are closed, the taps are properly turned off, and devices using electricity are disconnected.

§ 8.

1. In the event of violating the provisions of these Rules and Regulations, and in particular if the Resident grossly or persistently violates the existing order or by his/her inappropriate behaviour makes the use of other Guest Rooms a nuisance, the Institute may refuse further accommodation with immediate effect.
2. In the event of refusal of further accommodation, the Resident shall be notified both of this fact and of the obligation to vacate the Guest Room within two days.
3. The Institute shall not be held responsible for any belongings left by the Resident in the Guest Room.
4. The Institute may refuse to re-admit the Resident who has grossly violated the Rules and Regulations during his/her previous stay.

Section IV Final provisions

§ 9.

1. The Resident shall take full financial responsibility for any damage to or destruction of any furnishings and technical equipment caused by the Resident or his/her visitors.
2. Contact in any matters connected with occupying Guest Rooms can be established via:
 - e-mail: guestrooms@ibb.waw.pl,
 - phone: 22 592 1108 (3133)
 - personally, in room 54, building B.
3. A video surveillance system has been installed in the Institute's buildings. It serves to improve the security of Residents. Surveillance data is stored for approximately 14 days.
4. The controller of the Residents' personal data is the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences, with its registered office in Warsaw, at ul. 5a Pawińskiego (02-106 Warsaw), entered in the register of institutes of the Polish Academy of Sciences under No. RIN-II-46/98, NIP [tax identification number]: 526-10-39-742, REGON [statistical register number]: 000325819. Detailed rules of the processing of personal data, including the rights of data subjects, are set out in the Privacy Policy available on: <https://ibb.edu.pl/polityka-prywatnosci/>.

The list of fees for stay in Guest Rooms at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences

Stay duration – more than 30 days:

1. Fee for stay in a guest room in a two- or four-room module with a shared kitchen and bathroom – PLN 1,000 per month
2. Fee for stay in a guest room in a two-room module with a private bathroom and a shared kitchen – PLN 1,100 per month
3. Fee for stay in a guest room with a private kitchen and bathroom – PLN 1,200 per month
4. Fee for stay in a guest room with a private bathroom – PLN 900 per month

Stay duration – up to 30 days:

1. Fee for stay in a guest room in a two- or four-room module with a shared kitchen and bathroom – PLN 80 per day
2. Fee for stay in a guest room in a two-room module with a private bathroom and a shared kitchen – 100 per day
3. Fee for stay in a guest room with a private kitchen and a private bathroom – PLN 200 per day
4. Fee for stay in a guest room with a private bathroom – PLN 160 per day

The list of fees for stay in guest rooms at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences for persons not related to the activities carried out by the Institute:

1. Fee for stay in a guest room with a private bathroom – PLN 300 per day