



On the basis of the Article 8 of the Act of living in The Škofijska Gimnazija Vipava Dormitory, the headmaster of the Škofijska Gimnazija Vipava

stipulates

THE ŠKOFIJSKA GIMNAZIJA VIPAVA DORMITORY HOUSE RULES

(for students)

I. GENERAL REGULATIONS

Article 1

(content)

The house rules regulate:

- running the dormitory;
- arrivals to the dormitory and exits;
- dormitory security;
- running order;
- area usage;
- moving out.

Article 2

(validity)

The Škofijska Gimnazija Vipava Dormitory House rules (in the following text "the dormitory") applies to all employees, students, visitors and other users (in the following text "the users") within the dormitory buildings and enclosed areas of the dormitory.

Article 3

(dormitory education standpoint)

The users are bound to follow the educational directions of the dormitory, which are based on Christian values and ethical principles.

Article 4

(permitted activities)

The activities that are determined with Dormitory Yearly Working Plan can be performed within the dormitory. The activities which are not determined with the Dormitory Yearly Working Plan, can be performed if they are approved by the dormitory management.

Article 5

(culture of interpersonal relations)

The dormitory users are bound to endeavour to speak inoffensively, to dress properly and to behave respectfully and politely. Inappropriate communication (i.e. vulgar speaking, cursing, insulting ...), not dressing properly and disrespectful and impolite behaviour is forbidden.

Article 6

(culture of attitude to things)

The dormitory users are bound to take care of the tidiness and cleanliness of the dormitory and responsible handling with the entire inventory. They are bound to follow the dormitory management instructions and to act accordingly to general safety, fire safety, health and sanitary regulations.

In the case of noticed or damaged property and in the case of maltreatment or unsafe treatment, the users are bound to inform the dormitory management as soon as possible.

Article 7
(prohibitions)

In the dormitory, it is strictly forbidden to:

- bring, sell, traffic, persuade to consume drugs and drugs consumption;
- bring, sell, traffic and drink alcohol;
- smoke;
- bring, traffic and acquire pornographic material;
- advertise and distribute any political parties material and
- publish and market items and content which is not connected to education or is not in correlation with dormitory educational viewpoint.

Article 8
(responsibility of the dormitory's users)

The dormitory users are materially and criminally responsible for their deeds.

The dormitory users who do not act in accordance with Articles 3, 4, 5, 6 and 7 of this act, can be banned from using the rooms or ordered to clean or charged to pay the caused damage by the institution management.

II. RUNNING THE DORMITORY, ARRIVALS AND EXITS

Article 9
(running the dormitory)

The dormitory is open in the days of school classes and in the days when there are activities, specified in the annual work plan, taking place either in the dormitory or the school.

Staying at the dormitory during weekends is also possible, but each time an agreement with the dormitory management is necessary.

For foreign students, who stay in the dormitory for a longer period of time, the staying in the dormitory at weekends is arranged for the complete period of their staying at the dormitory.

Article 10
(dormitory timetable)

The entrance door is open from 6.30 AM to 9.00 PM in the days when the dormitory operates. The door is locked outside those hours.

Article 11
(entering the dormitory and leaving it)

The users can come into the dormitory and leave it in the opening (running) days during the time when the dormitory is open.

The user must talk to the dormitory management for coming into or leaving the dormitory during the days when the dormitory is not running.

For coming into the dormitory or leaving it in the days when the dormitory is operating, but outside the time, specified in the previous article, the user must come to an arrangement with the dormitory management. In this case, the user is bound to enter the dormitory and to leave it in a way that does not disturb others, does not disturb night rest, and does not act against the order and peace in the dormitory.

In the case of giving the dormitory entrance keys to the user, he or she is bound to leave the door in the previous state: if the door is locked, they must be locked, if the door is open, they must remain open.

It is strictly forbidden to the users of the dormitory to let other people enter the dormitory.



It is strictly forbidden to the users of the dormitory to let students enter the dormitory or to leave it outside the time given in the Article 10 of this act.

Article 12

(informing about the absence from the dormitory)

The user is bound to inform the dormitory management about an absence that lasts more than a day.

Article 13

(visits)

Visits are permitted in the dormitory during the time specified in the Article 10 of this act.

The users receive visitors in the reception room and can take them to common multipurpose areas if the teacher permits it.

Visits are not allowed in the rooms. Exceptions are permitted only by the duty teacher.

III. AREA USAGE

Article 14

(area and equipment usage)

All users are bound to use the areas in accordance with their purpose. They must take care of the safety of all the users and for maintaining the areas and equipment.

Any usage of the areas or the equipment that is hazardous to health or life threatening is forbidden.

The users may rearrange the room equipment only if the dormitory management permits it and if it is in accordance with the first paragraph of this Article.

Article 15

(clothing)

All the users of the dormitory areas are bound to wear appropriate clothes and footwear in accordance with human dignity and residential culture.

A. Rooms

Article 16

(rooms allocation)

The users' allocation is made by the dormitory management.

Article 17

(responsibilities for the rooms)

The rooms' users are personally responsible for their rooms and equipment. Each defect or damage must be immediately reported to the dormitory management. The users are bound to cover the expenses of the possible damage.

Article 18

(tidiness and cleaning)

The room must always be tidy and clean (swept, dusted and with belongings in order).

The users themselves are in charge of the hygiene and order in the rooms.

Article 19

(documents, money and other valuable things)

Each user is bound to take care of keeping and protecting their money, documents and other valuable things. The dormitory does not take any responsibility.

Article 20

(appliances)

In the rooms, it is permitted to have only electrical appliances for personal hygiene, musical equipment and personal computers.

Musical equipment must be set to an appropriate room volume and must not disturb roommates and neighbours.

The dormitory management can forbid further usage in the case of not following the stipulations of this Article.

Article 21
(room silence)

When in rooms, the users must behave in a way that does not disturb roommates and neighbours.

There must be silence in rooms in the time of night rest between 10.00 PM and 6.30 AM.

Article 22
(staying in other users' rooms)

The user may use and enter only the room that is allocated to her or him.

It is strictly forbidden to the users to stay in a room that was not allocated to her or him or enabling people who are not dormitory users or students to stay or to stay overnight in their room.

B. Other areas

Article 23
(other areas usage)

The users can use other areas of the dormitory if there is an agreement with the dormitory management.

Article 24
(dining room and kitchen)

The purpose of the dining room is collective consuming of meals which are provided by the dormitory: breakfast, lunch and dinner. The users are bound to respect food, to consume food in a healthy way, to take care of the hygiene and to be attentive to others. They come to meals on time and in proper personal outfit.

The purpose of the kitchen is to prepare and distribute food. Only the kitchen staff is allowed to be there.

Article 25
(meals timetable)

The users can get breakfast on a regular basis from 7.00 AM to 7.30 AM, lunch from 2.00 PM to 2.30 PM or from 2.45 PM to 3.00 PM or from 3.40 PM to 4.00 PM and dinner from 7.00 PM to 7.30 PM. On Fridays and on the last day of the classes, the lunchtime is from 2.00 PM to 2.30 PM.

The dormitory management specifies exceptions from the above timetable due to school or dormitory activities or due to a small number of students in the dormitory.

Article 26
(special eating needs)

The user makes an agreement with the dormitory management regarding special eating needs due to health reasons (diets).

Article 27
(kitchen and dining room restrictions)

Entering the kitchen is forbidden to all who are not involved in the working process in the kitchen.

It is forbidden for the kitchen staff and the users to directly negotiate the meal times and food replacement.

It is prohibited to carry away any cutlery, kitchenware or food.

Article 28



(using launderette)

The belongings that are handed in for washing must be labelled beforehand. The user is bound to cover the washing expenses.

Article 29

(dormitory outdoor areas and facilities)

The dormitory outdoor areas include: a sports court, a boules court, a platform at the back of the dormitory, grassed terraces, a parking lot, a courtyard and lawns at the front of the dormitory.

The users may perform recreational and sports activities in the spare time on the dormitory sports and boules court. They use both the courts and the sports equipment in accordance with their purpose and hence take care of their health and do not endanger others. They tidy the sports equipment up to its place after the usage. The sports areas and equipment are intended for all users, who negotiate the usage between themselves if there are different interests.

The car park is intended especially for parking the cars of the employed in the dormitory and visitors. The users may park only in marked parking lots and the lower car park. Stopping and parking the vehicles is forbidden on the paved courtyard in front of the dormitory, except in the case of transporting injured or sick people, for goods delivery and for special purposes, which are determined by the dormitory management.

Article 30

(paying the staying expenses)

The user is bound to cover her or his staying expenses in due time. The user covers the expenses after receiving the invoice for the past month.

If the user resides in the dormitory for less than a month, or for the last month of staying in the dormitory, she or he covers the living expenses before moving out of the dormitory.

Article 31

(moving out of the dormitory)

The user is bound to inform the dormitory management at least two days prior to finishing their stay in the dormitory. The dormitory management prepares a balance sheet for the costs for the last month of residing in the dormitory. The user is bound to pay the bill(s) for residing in the dormitory and to hand in the room and all the keys that had been given to her or him.

Article 32

(act validity)

This rule book is billed in The Škofijska Gimnazija Vipava Regulations, on the dormitory notice board and on dormitory web pages. It comes into force on September 1st, 2016.

Škofijska gimnazija Vipava

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