

Approved by HSE University
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Rules for Residing in the Sevastopol Hotel Complex

**Moscow
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1. General Provisions

1.1. The rules for residing at the Sevastopol Hotel Complex (hereinafter the Rules, and the Hotel, respectively) set forth the rules for residing in the Hotel, procedures for using the Hotel premises, as well as responsibility for non-compliance with the Rules by students of National Research University Higher School of Economics (hereinafter “HSE University” or the “University”).

1.2. Key terms and definitions:

Hotel – Sevastopol Hotel Complex (HC), which provides accommodation to HSE University’s students under a hotel services agreement;

Tenant – an HSE University’s student entering into a tenancy agreement with the University for accommodation of HSE University’s students and residing in a hotel room provided to him/her as part of hotel services;

Guest – any temporary visitor to a Tenant;

Users – Tenants and Guests.

Administrator – HSE University’s staff fulfilling their job responsibilities at the Hotel premises;

Agreement – a tenancy agreement for accommodation of HSE University students signed between the University and the Tenant;

Facility – the Hotel building with the Hotel rooms therein;

Common-use areas – hallways, self-study rooms, kitchens, laundry rooms and any other spaces located on the Hotel floors.

Premises – an apartment space rented out to Tenants for the period specified in their Tenancy Agreement.

1.3. These Rules shall affect all Tenants and their Guests, as well as staff members of HSE University.

1.4. HSE University shall oversee Tenants’ adherence to these Rules, as well as performance of its own obligations, as specified in the Tenancy Agreement.

1.5. All relations with and between Tenants and Guests should be based upon principles of mutual respect, civility, politeness and cooperation.

1.6. HSE University shall have the right, at any time, to unilaterally amend the Rules and inform Tenants about these changes by any means at its discretion.

1.7. Learners residing at the Hotel may be elected to a self-governance body – the Hotel’s Student Council.

1.8. Learners residing at the Hotel shall be subject to the provisions of the Agreement for accommodation of HSE University’s students, these Rules, HSE University’s Internal Regulations, and other HSE University bylaws.

2. Access Control and Security

2.1. The territory of the Hotel is closed and protected.

A special security firm shall bear responsibility for ensuring the security/safety at the Hotel’s territory and carry out its operations in line with the legislation of the Russian Federation.

2.2. For the purpose of ensuring the safety of Tenants and their Guests, these Rules outline a system of measures to control access to the Facility’s territory. The entire Hotel’s territory is under round-the-clock video surveillance and utilizes pass control systems, thereby ensuring the safety of residents, staff and guests. Tenants shall be hereby made aware of the fact that video surveillance is used in common-use areas and shall thus not object to this approach.

2.3. For the purpose of avoiding confusion and conflict situations, Tenants must inform their Guests about the security measures in place at the Hotel.

2.4. Upon entering the Facility, as well as while in common-use spaces, Tenants, their Guests, HSE University learners and staff are obliged to use personal protection gear (masks, respirators), and antiseptics when visiting common-use spaces, with due consideration of the recommendations of the Chief Sanitary Doctor of the Russian Federation, as well as observe other various requirements in place for citizens when visiting buildings, constructions, facilities (and premises therein), and the relevant laws of the Russian Federation, e.g., sanitary/epidemiological norms, internal bylaws, applicable during the official periods of emergency situations and heightened risks of the spread of infections, which may pose risks to the public health, high-alert regimes, or when restriction measures (quarantine) are in place on the respective territory.

2.5. Rules for Guest visits:

2.5.1. Guests of Tenants must present a document confirming their identity at the security point. Applications for guest passes may be submitted to the security service;

2.5.2. security staff of the Hotel shall write down information about Guests in a special visitors' register, including the times of their arrival and departure, their destination and their host, as well as information from their ID. Upon meeting these conditions, Guests may enter the Hotel in the presence of the Tenant;

2.5.3. Guests may stay in the Hotel between 8am and 11pm only in the presence of their host/Tenant;

2.5.4. the responsibility for a timely departure of Guests and their adherence to the Rules shall be with Tenants and the duty administrator of the Hotel. The stay of a Guest should not disturb roommates or neighbours.

2.6. If instances of disruptions of public order are identified, this must be reported to security staff or the on-duty administrator.

2.7. If necessary, security staff or the on-duty administration may contact the Rapid Response group or the police.

3. Use of Premises

3.1. Premises shall only be used for temporary accommodation, as specified in the respective Agreement.

3.2. Premises shall be utilized with due consideration of the Hotel residents' rights and legal interests, fire safety regulations, sanitary/hygienic, environmental and other requirements, as set out in Russian legislation.

3.3. Tenants are not allowed to use the Premises to house persons who are not specified in the Agreement, as well as use the Premises for any other purposes not specified in said agreement:

3.3.1. Violations of these Rules for how the Premises must be used shall entail the imposition by the University of disciplinary measures on respective Tenants in line with the University's Internal Dormitory Regulations;

3.3.2. Users are obliged to keep their rooms and the Premises clean and in good order, ensure the safekeeping of the Premises and the property located therein, including fixtures, furniture, equipment, design elements, interior items, etc., which belong to HSE University based on a right in rem or other rights, ensure the working order of appliances and furniture while residing in the Premises, treat the rental space, along with sanitary/technical and other equipment and common-use areas, with due care, and follow these Rules, fire safety rules, and rules for handling sanitary/technical equipment and electrical appliances;

3.3.3. Tenants are obliged to use sanitary equipment only as per its correct designation, not to dispose of items (personal hygiene items, nappies, single-use swaddling clothes, etc.) into draining outlets (washbasins, toilets, washing machines, etc.) that are connected to utility systems, along with poisonous and hazardous chemical substances, as well as other solid items, that may clog or impede the sewage system or exceed the set level for such chemicals in the Hotel's sewage system;

3.3.4. any damage to sanitary equipment following its incorrect use that has left it clogged or inoperative shall be compensated by the respective Tenant;

3.3.5. it is forbidden to store bicycles, scooters, hydro-scooters and other such vehicles on the Premises and common-use spaces;

3.3.6. it is forbidden to use tinted covers, film and protective screens, as well as post any type of information (posters, announcements, shields, billboards, etc.) on windows and enclosed surfaces at the Premises, as well as common-use spaces;

3.3.7. it is forbidden to bring, store or use items (or substances) at the Facility, which are hazardous for one's health, cause harm to the Hotel, Facility, Premises, Property or persons residing therein, e.g., flammable, radioactive, explosive, poisonous, contaminating or toxic substances, as well as weapons or ammunition;

3.3.8. it is not permitted to install any built-in or other additional furniture items and equipment. Works that have been properly agreed upon with the Hotel are the exception;

3.3.9. it is forbidden to set up external equipment, antennas, e.g. satellite antennas, additional conditioning units, as well as make any changes to the appearance of the building façade and common-use spaces;

3.3.10. any reconstruction or redesign of the Premises, changes to its functional purpose, constructive parameters and/or architectural/planning solutions, as well as reversing the direction doors swing open or replacing latches and locks, are strictly forbidden;

3.3.11. pets are not allowed to reside in the Premises.

3.4. The following activities are forbidden:

- carried out with the use of equipment and instruments, which exceed the set levels of noise and vibrations;

- causing noise prior to 9am, between 1pm and 3pm, and after 7pm on weekdays¹;

- making noise on weekends, as well as non-working bank holidays¹.

3.5. The level of noise in the Hotel should not exceed permitted levels. The use of musical instruments, televisions, radios, stereos and other loud-speaking devices may only be used at a low volume that does not disturb, nor violates rights and the interests of other Tenants.

3.6. Works or activities that may ruin the Premises and/or common-use spaces are not allowed.

3.7. It is forbidden to be on the Premises in a state of alcoholic, narcotic or other types of intoxication, as well as keep, consume or distribute alcoholic products, beer, and other alcoholic beverages, or narcotic or psychotropic substances.

3.8. Tenants are obliged to allow the Hotel staff, representatives of the University or organizations, engaged in the Hotel administration and management as per respective agreements, into their living space to carry out maintenance works and inspect the Premises with the aim of checking the Student's compliance with the Hotel Rules (Annex No. 1 hereto), the Instruction on Fire Safety Measures on Premises and in the Territory of the Hotel (Annex No. 2 hereto), as well as checking property (including interiors, furniture, and appliances)

¹ In line with Law of the City of Moscow No. 42 "On Maintaining Calm of Citizens and Quiet Hours During Night Hours in the City of Moscow", dated July 12, 2002

located in the Hotel rooms.

3.9. With respect to all issues relating to the ongoing upkeep of the Premises, appliances and other questions regarding the approval and/or agreement upon planned activities, as well as any other queries, requiring assistance, Tenants should enquire with the duty administrator.

3.10. With respect to all issues relating to payments, changing accommodation, neighbours/roommates and other issues affecting one's residence, Tenants should contact the manager of the Student Housing Office by sending an e-mail to: nnozhnova@hse.ru.

3.11. If any damage is caused to furniture or equipment/appliances, the relevant Tenant shall bear liability as per their Agreement and the Internal Dormitory Regulations at HSE University.

3.12. It is forbidden to carry out independent moves from one room to another, as well as move property from one Premises to another.

3.13. Tenants are not allowed to bring any appliances or equipment to their room/apartment, which may not be used at the Hotel owing to the applicable sanitary or fire safety rules.

3.14. Tenants must refrain from obscenities and insults to other tenants of the Hotel, as well as the Hotel and HSE University's staff.

4. Use of Common-use Areas

4.1. Common-use spaces, as well as other communal property items in the Hotel and Facility, shall be only used by Tenants for those purposes, for which they have been designed.

4.2. Tenants are obliged to:

4.2.1. treat common-use spaces and the Hotel's property with due care (green areas, amenities, playgrounds, etc.), refrain from damaging or fouling them, as well as undertake all necessary measures to preserve their orderly condition;

4.2.2. all household garbage and food wastes shall be thrown out using special packaging (garbage bags) at designated waste disposal areas;

4.2.3. all bulk garbage and wastes shall be removed independently and placed in special containers for such wastes and domestic solid waste, placed at designated areas outside;

4.2.4. maintain cleanliness and order in stairwells, stairwell landings and foyers, green areas around the building and other common-use areas;

4.2.5. observe rules for using Lifts (as per instructions placed in lifts).

4.3. The Tenants are forbidden to:

4.3.1. use common-use spaces, e.g. corridors and lift rooms, stairwells, vestibules, evacuation routes leading from buildings and technical premises at the Hotel for production of complex works, as workshops, as well as keep products, equipment, furniture, flammable materials and other personal items (e.g., bicycles, scooters, carriages, footwear, furniture, empty boxes, garbage bags, etc.), with the exception of spaces designated for such specific purposes;

4.3.2. engage in any manufacturing, commercial, entrepreneurial or advertising activities that are not related to the residence at the Hotel, as well as political or religious campaigning or activism;

4.3.3. undertake actions that may compromise the safety of evacuation procedures;

4.3.4. engage in campaigning activities, carry out unsanctioned meetings, festivals, concerts on the premises of the Hotel and adjacent areas;

4.3.5. post announcements in stairwells, lifts, doors and walls;

- 4.3.6. go to the roof, technical floors or other technical and service spaces;
- 4.3.7. smoke (tobacco products, products with nicotine, hookah, vapes, e-cigarettes or tobacco products in any form), light a fire, e.g., use pyrotechnical items (candles, fireworks, sparklers);
- 4.3.8. be in common-use areas and adjacent areas in a state of alcoholic, narcotic or other types of intoxication, as well as store, consume and distribute alcoholic products, beer and other beverages with alcoholic content, as well as narcotic and psychotropic substances;
- 4.3.9. cultivate decorative plants in common-use areas in line with the legislation of the Russian Federation.

5. Personal Safety Measures

5.1. All rules for ensuring safety measures and fire safety must be followed in full in order to guarantee safety of all Tenants.

To make sure they follow safety measures, Tenants are recommended against:

- leaving Premises' doors and windows open;
- keeping valuables on balconies;
- allowing third individuals, couriers, advertising agents, canvassers, etc., to come along with Tenants;

5.2. If suspicious or unattended items are found at the Hotel or adjacent areas, it is important not to touch them and immediately inform the security service so that appropriate steps are undertaken.

5.3. If suspicious persons are seen at the Hotel, this must be immediately reported to the duty administrator, the Security Service, and the Hotel's Management Company.

5.4. If a Tenant is absent from the Premises for an extended period (over 10 days), he/she must inform the duty administrator about this and leave them phone numbers of persons to be contacted in case of accidents or force-majeure situations.

5.5. HSE University shall not bear liability for the storage of personal property of Tenants and Guests.

6. Registration of Foreign Tenants with Migration Authorities: Procedures and Termination Thereof

6.1. In line with the requirements of migration legislation of the Russian Federation, foreign citizens and stateless persons (hereinafter "foreign citizens") are obliged to get registered at their actual place of residence within the periods specified for every country:

- upon initial entry into the Russian Federation;
- upon each subsequent entry into the Russian Federation;
- upon changing place of temporary stay while in the Russian Federation;
- upon amendments made to one's personal data and/or the issue of a new passport.

6.2. If temporarily absent, Tenants with foreign citizenship must inform the following parties about this, at least 3 (three) working days prior to their departure:

6.2.1. an administrator;

6.2.2. HSE University's Visa and Registration Centre (hereinafter the "Visa Centre") should receive an e-mail at visa-registration@hse.ru with the date of departure, time away, date of return, and point of destination (either in Russia or outside of the country).

After returning to the Hotel, no later than the following working day, inform the administrator, managers of the Hotel (personally) and the Visa Centre, by sending e-mails to the addresses specified in pp. 6.2.1 and 6.2.2 herein.

6.3. Secondary registration should be done after a temporary absence (upon checking out of hotels or hostels in Moscow, Moscow Region, returns from trips throughout the Russian Federation and from overseas), within 3 (three) days.

6.4. Upon extension of one's visa to visit the Russian Federation for residents at the Hotel, it is necessary to get re-registered within 3 (three) days at the local migration office of the Russian Ministry of Internal Affairs.

6.5. Extension of residency (that is, the extension of migration registration for over 90 days) for Tenants who are citizens of countries with a visa-free regime with the Russian Federation, shall be done at least 45 days prior to its expiration.

6.6. Termination of registration of foreign citizens or stateless persons shall be completed in the following instances:

- the departure of a foreign citizen or stateless person from the Russian Federation;
- death of a foreign citizen or stateless person in the Russian Federation;
- if a court decision comes into force declaring a foreign citizen or stateless person who is assumed to be currently in the Russian Federation, as gone missing or declared as deceased;
- dismissal of a foreign student from HSE University.

6.7. Further information about registration processes can be found at: <https://ivisa.hse.ru/>.

7. Fire Safety Rules

7.1. Tenants are responsible for following fire safety rules in their assigned Premises. In turn, Tenants are obliged to provide access to their rooms to staff of the University or the Hotel to check its fire safety status.

7.2. Tenants are obliged to meet fire safety requirements throughout the entire Hotel and Facility, in common-use areas and the Premises, as well as follow measures for safe use of electrical appliances, household chemicals, as well as not to use flammable and burnable liquids and other hazardous materials, substances and tools.

7.3. All premises provided to Users are equipped with fire safety equipment. This equipment should be kept in good condition.

7.4. For the purpose of ensuring fire safety:

7.4.1. Tenants shall bear liability for false alarms from the fire safety system, if such incidents are the fault of a User, a Tenant or a Guest, as well as for all consequences stemming from false alarms.

7.4.2. Tenants and their Guests, during automated voice evacuation alarms, should be evacuated from the Facility and act strictly according to the instructions provided by the voice system;

7.4.3. Tenants are obliged to take part in all evacuation/emergency drills organized by the University or the Management Company;

7.4.4. Tenants are obliged to provide authorized representatives of the University or the Hotel with access to their Premises for the purpose of regular checks or repairs of various systems in line with these Rules and the Rental Agreement;

7.4.5. Tenants are obliged to maintain the operations and working condition of firefighting equipment and fire alarm equipment (manual fire alarm devices, smoke detectors), water-based fire suppression system in the Premises; if one identifies faults or loss of integrity of the firefighting equipment, they must immediately inform University staff or the Hotel staff about this.

7.5. If fire hazards are detected (i.e., smoke, loss of vision, heat, toxic burning), Tenants and Guests are obliged to immediately evacuate themselves to a safety zone, as well as contact

the fire service by dialing 101 or 112, as well as the Hotel staff and the security service.

7.6. In Premises/rooms, it is forbidden to:

7.6.1. smoke (tobacco items, products with nicotine, hookah, vapes, e-cigarettes, use any tobacco products in any form), light flame, e.g., use pyrotechnical materials (candles, fireworks, flares, etc.);

7.6.2. store flammable and burnable liquids, explosive substances, gas cylinders and other explosive materials/substances, any type of fire-arm, traumatic, air-controlled, sharp-edged weapons, crossbows, as well as fake weapons or replicas of sharp-edged weapons;

7.6.3. clean the Premises using flammable liquids;

7.6.4. leave electrical heating devices unattended while powered, as well as other appliances (TVs, radios, computers, printers, etc.), including operating under “wait” mode, with the exception of those devices, which may and/or should be in operation 24/7 in line with their technical specifications;

7.6.5. independently lay transit cable lines or electrical wiring in the Premises and common-use spaces;

7.6.6. use firefighting equipment beyond its intended purpose;

7.6.7. open electric control units and undertake any operations without the approval of the Hotel;

7.6.8. use faulty electrical devices, lamps, electrical switches, plugs, and outlets, if they are visibly damaged, missing components, or if they feature burnt or sooty contacts, or loosely fitted or attached heating or sparking wires/components;

7.6.9. use lamps/lights without covers (diffusers), if they are part of their design, as well as wrap lamps/lights with paper, fabrics and other flammable materials;

7.6.10. use candles and clapsticks, or other types of fireworks and light effects, which may result in a fire, on the territory of the Hotel and in its direct proximity;

7.6.11. engage in any unsanctioned interruption to the operations of automatic fire safety gear, fire detection/alarm systems, or automatic/manual water-based fire suppression devices/systems;

7.6.12. put flammable or dangerous materials into garbage chutes and containers;

7.6.13. limit access to primary firefighting equipment, electrical control units and disconnecting switches, or hamper access to fire extinguishers or fire valves/hoses;

7.6.14. use electrical devices that require power exceeding permissible limits of the Premises’ electrical capacity (electric kettles, heaters and other devices with voltage over 2kWt), as well as connect several electrical devices to the electric grid system simultaneously, thus exceeding the possible electrical capacity;

7.6.15. cover or obstruct exhaust air vents, grids, conduits, etc.;

7.6.16. use electric heaters to heat rooms, prepare and cook food outside of specially designated areas.

8. Liability for Breaches of the Rules

8.1. If these Rules and the provisions of the relevant HSE University internal bylaws are violated, disciplinary measures shall be imposed on such Tenants, as per the procedures set out in the HSE University Internal Dormitory Regulations.

8.2. The application of disciplinary measures with respect to learners studying under agreements for the provision of paid educational services (with the exception of dismissal and admonition) shall serve as grounds for depriving learners of tuition discounts. Tuition discounts shall not be provided to learners, who are subject to disciplinary measures in the form of a reprimand, during the entire period when the disciplinary measure remains valid.

8.3. The imposition of disciplinary measures with respect to residents shall not exclude the application at the same time of material restitution as per procedures as specified in the University's Internal Dormitory Regulations.

8.4. HSE University learners, who do not reside at the Hotel, shall be responsible for their disciplinary misconduct committed by them at the Hotel, as per the provisions of Russian law and the University's own internal bylaws.