

Onboarding

University of Lodz
Dormitory VII – HEPTAGON



Kierownik i recepcja



The manager of University of Lodz Dormitory VII is Sylwia Kasprzyk.

Contact details:

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Reception Desk – Contact Details

Email: recepcja7ds@uni.lodz.pl

Phone: +48 533 530 472

THE RECEPTION DESK OPERATES 24/7!

Residents' Council and University Campus Council



The responsibilities of a Dormitory Residents' Council include representing the interests of all residents of a given dormitory, particularly by initiating and reviewing draft decisions of University authorities regarding dormitory-related matters and student welfare.

Dormitory VII Residents' Council – contact: Email: maksymilian.wierzbowski@edu.uni.lodz.pl

The University Campus Council (ROA) represents the interests of all residents living in University of Lodz student dormitories. The Council consists of representatives of all Dormitory Residents' Councils. Would you like to learn more about the University Campus Council? Check the links below:

[Website](#)

[Instagram](#)

Contact: Email: roa@uni.lodz.pl

Detailed information regarding the competencies of both the Residents' Council and the University Campus Council can be found in the [Regulations of the University of Lodz Student Government](#).

Laundry Rooms and Drying Facilities



Two washing machines are available.

Laundry services are available 24 hours a day and cost PLN 8 per wash cycle.

The drying room contains drying compartments equipped with stationary clothes dryers. Keys are available at the reception desk.

The laundry room and drying facilities are located on the ground floor.

Laundry facilities must be reserved through the online Forms booking system. Information about drying compartments is available at the reception desk.

Residents may use the drying facilities for a maximum of 24 hours at a time. Corridors also serve as emergency evacuation routes. Please DO NOT place clothes drying racks in the corridors. Items left there may be removed by dormitory staff.

Kitchen and Waste Disposal Chutes



Shared kitchenettes are available on every floor.

To avoid burnt cookware and, in extreme situations, activation of the fire alarm system and intervention by the fire department, please do not leave food unattended while cooking.

As this is a shared space, we kindly ask all residents to keep the kitchen clean and tidy, especially after cooking. Everyone deserves appropriate conditions for preparing meals.

Any malfunction of cooktops or sinks should be reported immediately to the reception staff.

Each kitchen contains separate waste bins for: Bio waste, Recyclable materials, Mixed waste etc.

Waste disposal chutes are located at the end of each corridor. As they are relatively narrow and prone to blockage, please do not dispose of oversized items such as pizza boxes through the chutes.

Visits by Non-Residents



Each resident, after obtaining the consent of their roommate(s), may host up to **two guests at a time** who are not residents of the dormitory. Guests may stay in the dormitory between **6:00 AM and 11:30 PM**. Before entering the dormitory, each guest must sign the guest register, providing: full name, personal details, room number of the host. Guests must also sign out before leaving.

Failure to comply with this requirement or exceeding visiting hours (remaining after 11:30 PM) will result in an extension-of-stay fee of PLN 10.80 being charged for each guest.

A second violation of visiting hours may result in a ban on receiving guests for one month. A third violation during the same academic year results in a guest ban valid until the end of that academic year.

If you wish a guest to stay overnight, you must: complete the appropriate form at reception, obtain your roommate's consent, pay an overnight stay fee of **PLN 10.80 per guest**. Payment can be made in cash or by card at the reception desk. Each resident is entitled to **three overnight guest stays per month**.

Organising Events



If you wish to organise a larger event in the dormitory (for example, a birthday party), **approval from the dormitory manager is required.**

A written request containing: names and surnames of organisers, room numbers, organisers' signatures, a declaration accepting responsibility for any damage caused by guests, must be submitted together with a guest list to the manager **no later than one day before the planned event.**

Quiet hours apply between 11:30 PM and 6:00 AM. An extension of the quiet hours exemption may be requested in the written application.

The dormitory manager may refuse permission to organise an event without providing a reason.

Dormitory Payments



Each resident must pay dormitory fees to their individual bank account **by the 26th day of every month.**

Your account number can be found in **USOS: For Everyone → FK Payments**

Late payments automatically generate statutory interest charges.

Outstanding payments for two full months result in mandatory eviction and loss of accommodation rights.

Residents who pay for several months in advance may be eligible for a discount.
Detailed information is available at reception

Responsibility for Dormitory Property



During check-in, each resident accepted responsibility for University property. Any damage to your room, furnishings, sanitary facilities, or other equipment must be reported within two days of moving in.

Residents are financially responsible for damage to their room and its equipment. This especially applies to: bed linen covers, blankets, lost keys, damaged keys.

Reporting Maintenance Issues



Any faults related to: electrical installations, carpentry, plumbing, must be reported at reception by recording them in the maintenance issue logbook.

Submitting a maintenance request constitutes consent for authorised staff to enter the room or segment, including during residents' absence, until the issue has been resolved.

It is strictly prohibited to independently install, modify or repair electrical, water, network, television or radio installations, alter door locks, or duplicate keys.

Parcels and Mail



All parcels and letters are accepted by the reception desk.

Please note that the reception desk cannot accept cash-on-delivery shipments.

After receiving a parcel or letter, reception staff will hand it over only after the recipient confirms collection by signing the delivery register.

Registered letters are notified through a delivery slip left by the postal service.

Internet



Internet access is available through Ethernet connection and the eduroam Wi-Fi network.

To use a wired connection, connect your device with an RJ-45 Ethernet cable to the Ethernet socket available in every room.

The use of private routers connected to the dormitory network is strictly prohibited.

Any network-related issues should be reported to the network administrators.

Their contact details are available at the reception desk.

Gym



A gym for residents is available on the ground floor of the dormitory.

The gym is open from 8:00 AM to 11:00 PM and must be reserved through the online Forms booking system.

Each resident may reserve the gym for a maximum of two hours per day.

Pokój nauki i salka TV



Study rooms are available exclusively to dormitory residents and are located at the end of the corridors.

Reservations for study rooms are made through the online Forms booking system.

The usage limit is three hours per day per resident.

A TV room is also available on the ground floor of the dormitory.

The TV room may be reserved through the online Forms system or through reception. For larger events organised in the TV room, prior approval from the dormitory manager is required.

Residents are strictly prohibited from granting access to the study rooms or TV room to non-residents without prior approval from the dormitory manager or reception desk.

Inne informacje



The dormitory provides deck chairs that may be borrowed by residents.

If you do not have your own bed linen, you may use pillowcases, duvet covers and sheets provided by the dormitory. Please inform reception during check-in if you wish to use this option.

Ważne linki – kod QR



ROA – Website



ROA –
Instagram



Student Government
Regulations



Dormitory VII
Reservation
System