

Onboarding

University of Lodz
Dormitory XIII – ALCATRAZ



Dormitory Manager and Reception Desk



The manager of the University of Lodz Dormitory XIII is **Elżbieta Kowalczyk**

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Reception Desk – Contact Details

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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 the University authorities regarding matters related to the dormitory and students' welfare.

Dormitory XIII Residents' Council – Contact: Email: maciej.henrykowski@edu.uni.lodz.pl

University Campus Council

The **University Campus Council (ROA)** represents the interests of all residents living in the University of Lodz dormitories. The Council consists of representatives of all Dormitory Residents' Councils. [\[roa.uni.lodz.pl\]](http://roa.uni.lodz.pl)

Would you like to learn more about the University's 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 on the **1st and 3rd floors**.

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

Each floor is equipped with drying rooms containing stationary clothes dryers. Keys to these rooms can be obtained from the reception desk.

The laundry rooms and drying facilities are located on the right-hand side when entering through the main staircase.

Laundry rooms must be reserved through the online Forms booking system. Availability of drying rooms should be checked with reception staff.

Residents may use a drying room for a maximum of **24 hours at a time**.

Corridors also serve as emergency evacuation routes. Please **DO NOT place drying racks with laundry in the corridors!** Items left there may be removed by dormitory staff.

Kitchens and Waste Disposal Chutes



Shared kitchenettes are available on every floor.

To avoid burnt cookware and, in extreme cases, 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, please help maintain cleanliness and order in the kitchens, especially after cooking. Everyone deserves comfortable conditions for preparing their meals.

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

The bins located in the kitchens are intended **exclusively for BIO waste**. Please do not dispose of any other types of waste there.

Waste chutes are located at the end of each corridor. As they are relatively narrow and prone to blockage, please do not dispose of large 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 an Ethernet connection.

To connect, use an RJ-45 Ethernet cable and plug your device into 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.

Contact details for network administrators are available at reception.

Gym and Games Room



A gym for dormitory residents is available on the premises and is located on the ground floor behind the reception area.

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**.

The dormitory also offers a games room located in the basement.

Keys can be collected from reception.

The games room is equipped with, among other things: a pool table, table football.

Study Room and TV Room



Study rooms are available exclusively for dormitory residents and are located near the main staircase.

Study room reservations are made through the online Forms booking system.

The usage limit is three hours per day per resident.

A TV room is also available in the dormitory basement.

Reservations can be made at reception.

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

Additional Information



The dormitory has deck chairs available for residents and they can be borrowed from reception.

Residents may also borrow the dormitory barbecue grill through reception. The grill must be returned clean after use.

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 at the beginning of the academic year if you wish to make use of this option.

Important Links – QR Codes



ROA – website



ROA –
Instagram



Student Government
Regulations



Dormitory XIII
Reservation
System