



Univerza v Mariboru

Študentski domovi
VEČ KOT LE DOM

Gospodsvetska cesta 83
2000 Maribor, Slovenija

INSTRUCTIONS TO THE PARTY ORGANIZER

1. **The party registration must be submitted at least one week before the party planned** in order to coordinate the dates with other party registrations.
2. Parties **cannot be organized on Friday evenings, weekends, and before and during holidays.**
3. The keys to the entertainment rooms and music equipment must be picked up at the Student Office on the day of the party between 11 a.m. and 1 p.m.
4. **It is forbidden to pour or drink alcohol, after 10 p.m. as well as causing disturbances or making noise in all spaces** in Student Dormitories on Gosposvetska, Tyrševa, Lent and Smetanova campus in order not to disturb other residents of the dormitory or the nearby neighbourhood (Article 41 of the House Rules).
5. All visitors who are not residents of Student Dormitories must register themselves at the receptionist/security guard office after 10pm.
6. **The music played must be turned down to room volume after 10 p.m.** (Decree on Public Order and Peace, the time for night rest is between 10 p.m. and 6 a.m.).
7. **The party must end until 1 a.m.** when the music must be turned off, and all visitors must leave the party premises.
8. **The organizer must make sure that guests do not cause noise and damage when leaving the party** (shouting, singing, hissing over property and dormitory environment).
9. **Upon warning of the receptionist/security guard** (authorized dorm worker), the organizer is obliged to turn down the music or end the party.
10. **The next morning after the party, until 11 a.m., the premises must be thoroughly cleaned and removed all objects that are not the property of the Student Dormitories .**
11. The organizer must go to the Student Office until **11 a.m.** and check all premises and facilities together with the student office employee; After the inspection you have to **give him/her the keys.**
12. If, according to the student office employee opinion, the premises are not properly cleaned (this also includes access, staircase, sanitary facilities), the employee may request another or additional cleaning.
13. All necessary repairs and possible additional cleaning by the cleaning service must be paid for by the party organizer.
14. The organizer shall be responsible for any violations of dormitory rules and for any damage caused. Compensation does not exclude disciplinary liability.
15. Anyone who violates these instructions will no longer be able to use the premises as a party organizer.

Director UM SD
Borut Gaber, Bec.