

School dormitory rules and information

The dormitory is home of the students and should be respected as such. Everyone should feel comfortable and safe at the dormitory.

- Show each other consideration.
- Be careful with each other's property and the interior.
- If something breaks or does not work, notify the staff.
- The school is not responsible for the personal property of the students.

Mail, phone, WiFi and parking

- **Mail**

When you live at the school you will receive your mail to the following address:

Borgå folkakademi / *your name*

PB 157

06101 Borgå

Change your address at www.posti.fi/changeaddress (*also remember to change your address when you move out*)

No mail is distributed directly to the dormitory. The student postbox is located at "Prathyllan" opposite the Principal's office in *Stenhuset*, called "Elevpost".

- **The phones** on each floor of the dormitory can only be used for calling emergency number 112.
- At the dormitory you have access to **WiFi connection**. The service is free of charge, but the school can not be held responsible for a working connection. We (therefore) recommend for you to also get your own network subscription.
- **Car parking** at the school's yard is not allowed. Free parking is available on the streets around the school. NOTE! Time limit on some street sections.

Cleaning, laundry and waste recycling

- The bathrooms and public areas must be **cleaned** weekly on Mondays according to the name list hung on the notice board located on each floor. NOTE! The bathroom floor drain should also be emptied. Close the windows, turn off the lights and all electric equipment before leaving the room. Be especially careful if you leave school for the weekend.
- **Laundry machines** are in Tegelhuset's basement for those living there. Please use your own detergent, only liquid.
Remember to clean up after you and to remove your laundry when it has dried to make room for others. The school is not responsible for laundry left in the laundry room.

Cleaning, laundry and waste recycling (cont.)

- Household waste is **recycled** in bio waste, glass, metal, paper, cardboard and plastic. Recycle bins for these can be found at the school's courtyard.

Move in and move out

- **The school may be** booked for other course activities during the Christmas holidays, which means that those living in the school dormitory may have to move out, empty their rooms and return the room keys. School staff will provide a locked space where the items can be stored during the break.
NOTE! Clean your room and the shared areas before you leave the dormitory!
- **2024-25 Autumn term**
 - Moving in: 19.8.2024 Monday
 - Moving out: 20.12.2024 Friday
- **2024-25 Spring term**
 - Moving in: 07.1.2025 Tuesday
 - Moving out: 23.5.2025 Tuesday
- **The keys are the property of the school. The dormitory keys may not be handed over to anyone!**
A key deposit of 50 € is collected when you receive your room. The deposit will be returned when you have emptied and cleaned your room and returned the keys. If a key is lost or if school property is destroyed, the deposit will not be refunded.
If the janitor must let you in after 17:00 hrs an extra fee of 20 € will be charged.
NOTE! After working hours, the janitor can possibly be reached on mobile +358 (0)40 8495306, but he does not have on-call hours.

Safety and respect

- The school is located in the middle of the city. Therefore, always keep **the front doors, the glass doors leading into the dormitory and your own room doors locked.**
- **Only those living in the dormitory have the right to be there.**
- **Overnight guests are not allowed in the dormitory.**
- The dormitory is not soundproof, and everyone has the right to peace and quiet.
Quite hours should be respected from 23:00 PM – 06.00 AM
- **Remember to** also respect the school's neighbours.
- It is **not allowed** to have live candles in the dormitory.
- **Smoking is ONLY allowed in the smoking designated area.** Do not smoke on the streets in the immediate vicinity of the school!
- **NOTE!** Tick the absence list at the front door if you are not at the school during the weekend.
- **If a student violates the dormitory rules, they may lose their right to stay at the dormitory.**

Dog owners at the dormitory

- You **are responsible** for your dog and how it behaves. The dog is expected to behave so that the other students of the dormitory (people and dogs) can feel comfortable.
- If you leave the dog alone, keep in mind that it is in a new place and may not want to be left alone. You may need to practice!
Do not leave your dog barking in the room when you leave. If it is difficult for the dog to be alone and this causes a problem the dog may have to leave.
- The dog can participate in some lessons. If a lesson's content or working methods are required, the dog should be left at the dormitory. Sometimes we do study visits during which the dog should be left in your room.
- DO NOT have your dog running loose in the schoolyard, in the dormitory or in the school's other spaces. **It should not be on the sofas, chairs or beds neither in the dormitory or in the other areas of the school.**
- Be considerate of the other students at school. There may be those who are afraid of dogs or have allergies. **Show respect!**
- **DO NOT let your dog do its business at the courtyard.** In case of a mishap, you will pick it up immediately!
- Your dog should be vaccinated and not have any infectious diseases or vermin.
- If it has heat and it causes problems, it must stay at home until the heat is over. If your male dog has problems dealing with the fact that there are female dogs living at the dormitory (stress, reactivity, resource guarding, aggression), then the male dog must leave the dormitory.
- The teacher in charge of the program for the dog line, can regulate a dog from the dormitory/school, if he or she believes that the dog causes fear or insecurity in the school environment with its behaviour.
- If the dog causes damage to the school's property or students and/or their property, you are obliged to **replace the damages.**

These rules exist for everyone's safety and comfort.