

Plaza Universitaria's General Bylaws

Chapter I: General Dispositions

ARTICLE 1- LEGAL FOUNDATION

This document was prepared in compliance with 5760 Bylaws (i.e. Consumer's Advocate Department-DACO students' dorms bylaws).

ARTICLE 2- PURPOSE

Section 2.1- Purpose

This document establishes norms and regulations applicable for Plaza Universitarias's dorms, to foster and fortify a healthy social living environment among the residents. At the same time it stipulates the procedures that will be followed in case of violations.

Section 2.2- Copy of the Bylaws

Copies of Plaza Universitaria's bylaws are available in Desarrollos Universitarios, Inc. Administrative Office. Upon admission to the dorms for the first time, the residents will receive a copy of the bylaws, which should be kept while residing in the dorms.

ARTICLE 3- APPLICABILITY

These bylaws' apply to all of the dormitories in Plaza Universitaria.

CHAPTER II: RULES AND PROCEDURES

ARTICLE 4- DORM'S OBJECTIVES OF THE DORMITORIES

Section 4.1- Environment

To provide the resident an environment that propitiates studying, fosters healthy social relationships and stimulates personal development.

Section 4.2- Safety Conditions

To provide the conditions that will ensure all residents' personal safety.

Section 4.3- Institutional Order

To propitiate the resident's contribution to the order and healthy atmosphere of the dorms, through its bylaws and established norms.

ARTICLE 5- CONTRACTS AND PAYMENTS

Section 5.1- Penalty for failure to return keys and access card

All residents who do not return the keys and access card will not have their readmission to the dorms confirmed until they comply with this requirement. If the resident loses the keys, access card or these have been damaged, he/she will be responsible for the replacement cost of the locks, keys or card, accordingly.

Section 5.2- In Case of Emergency

In case of emergency, as a protective measure, the Administration can order closing the dorms, including the rooms.

Additionally, in these emergency cases the Administration can order reasonable inspections of the rooms, according to the emergency.

An emergency is considered any natural environmental act, structural defect, or lack of essential services; such as storm, earthquake, hurricane, fire, explosion or flood, and any other situations that can affect the safety or health of residents.

ARTICLE 6- ACCESS TO THE DORMS

The resident will have round the clock open access to the dorms upon presentation of a picture identification card to personnel authorized by the Administration.

ARTICLE 7- STUDY SCHEDULE

The time for studying in the dorms is continuous. Loud talking or unnecessary noise in the hallways, and/or areas adjacent to the dorms will not be allowed. The purpose of this regulation is so that residents can study or rest without any distractions.

ARTICLE 8- VISITS TO RESIDENTS

Section 8.1- Outside Visitors

Visits to residents will only be allowed in the reception area.

ARTICLE 9- SAFETY MEASURES

Section 9.1- Articles and Equipment Permitted

For safety reasons the use of portable stoves will not be permitted. Heating foods will not be permitted except with the microwave oven provided in each room. The use of the following equipment will be permitted: computers, hair dryers, clock-radios, one small fan, iron (i.e. only with the use of an ironing board) and typewriters. Any other equipment has to be approved by the Administrator.

Section 9.2- Pets

Animals will not be permitted in the dorms with the exception of guide dogs, in which case the resident will be responsible for the cleanliness and caring of the animal.

Section 9.3- Property Security

The residents will lock their rooms. The Administration or the University of Puerto Rico will not be responsible for residents' personal property.

ARTICLE 10- EQUIPMENT

Section 10.1- Responsibility for the Equipment

The resident will be responsible for caring for and protecting individual, as well as communal property.

The resident will be responsible for any damage caused to the dorms' property or of any peers', whether it is done intentionally, negligently or due to inexcusable carelessness. Any type of damage or malfunction of the equipment, to the building or in its installations should be immediately reported to the Administration in a form which indicates the damaged equipment and the nature of the damage or malfunction.

Section 10.2- Equipment Receipt

Upon vacating the Dorm the resident will sign a receipt for the property in his/her room. When returning the Dorm he/she will check the equipment and will be responsible for what is missing, or damaged, unless it has become obsolete or it has normal wear. The Administration will notify the resident of any claims in a term of no more than five (5) working days after the return of the keys and the vacancy of the room.

ARTICLE 11- RECREATION HALL

Section 11.1- Game Rooms

The Dorms will have games that can be used by properly identified residents.

The residents can use the games through its authorization of the officer in charge. These games will be used in the halls destined for this purpose. The games will be used for recreation and not for betting. These halls can be used at all times, only if it does not interfere with the proper functioning of the Dorms or the norms here established.

ARTICLE 12- SUPERVISION

The Administration is in charge of supervising the installations and the floors of the Dorms. The Administration can inspect the rooms, according to the procedure established in Article 13 of this document.

ARTICLE 13- ROUTINE PERIODIC INSPECTIONS

The Administration of the Dorms can inspect the rooms only if they strictly comply with what is established in this Article and the resident or residents are present.

Section 13.1- Objective of the Routine Inspections

The sole purpose of the routine periodic inspection is to safeguard health, safety, and the well-being of the residents, and the integrity of university's property. These inspections will foster an optimum study environment and ensure that the institution's property is kept in good condition. Due to limited objectives, during the routine inspections the Administrator will be limited to only observing what is visible to plain sight in the room. The Administration will not open drawers, closet doors, bags or other closed objects.

Section 13.2- Objects Impounded during Inspections

Those objects that are lawful but are prohibited in the rooms, and that are impounded during an inspection, will be kept by the Administrator until the resident can withdraw them from the Dorm, in which case a document that states that these objects will be withdrawn must be signed.

Section 13.3- Residents Right to be Present

The resident of a room that is object to an inspection has the right to be present in the room from the beginning until the end of the inspection.

ARTICLE 14- RESIDENTS CONDUCT

Section 14.1- General Terms

The resident will behave with respect and consideration towards the Dorms' personnel as well as to peers and visitors.

Section 14.2- Residents Clothing

The residents will not leave their rooms in undergarments, towels, semi-naked or naked.

Section 14.3- Common Areas

The reception and recreation rooms, the galleries, and the common areas will be for the use of all of the residents, who will have the right to use these places while being considerate to others. In these areas the furniture cannot be moved and cannot be used for anything other than the intended purpose.

Section 14.4- Alcoholic Beverages and Illegal Substances

Smoking is prohibited inside the buildings within Plaza Universitaria. Possession and consumption of alcoholic beverages and/or illegal substances is prohibited in the rooms, common areas, and in general on the grounds of Plaza Universitaria.

Section 14.5- Safety

The residents will lock their doors and will maintain their clothes dressers closed when they leave their rooms. Neither the Dorms' Administration nor the University of Puerto Rico will be responsible for residents' personal property.

Section 14.6- Personal Safety

When a resident attempts to put in danger someone's life and/or safety, or his/her own personal safety, the Dorms' personnel must be immediately informed.

In case a resident detects the presence of an individual that is not a resident in areas exclusively used by residents, he/she must immediately notify the Administration so they can intervene.

ARTICLE 15- VIOLATIONS TO THE BYLAWS

Any violation to the bylaws can result in losing all of the privileges as a resident and being expelled from the dorm.

ARTICLE 16- TERMS

These bylaws will be effective upon its approval. Any part of this document that is declared as unconstitutional does not make the rest of it invalid.

ARTICLE 17- NO DISCRIMINATION POLITICS

Residents will not be discriminated against because of race, color, sex, sexual orientation, birth, origin or social conditions, physical, mental or sensorial limitations, political or religious beliefs and will not be deprived of the rights acknowledged in Puerto Rico. Every student is guaranteed equal services, benefits, programs and offers that are provided by Plaza Universitaria, equal opportunity of participating in all activities that Desarrollos Universitarios carries out as well as reasonable accommodations for students that have proven physical, mental or sensory limitations.

I certify that today _____, I have read and understood Plaza Universitaria's Doms Bylaws.

Resident's Name (Print)

Resident's Signature

Sponsor's Name (Print)

Sponsor's Signature

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