

## HOSTEL RULES FOR THE ACCOMMODATION OF NATURAL PERSONS WITH SHORT PERIOD OVERNIGHT STAYS - UP TO 30 DAYS

1. All provisions apply for the accommodation of natural persons (guests) without having a student status and who previously (by email, telephone or personally) express/address the demand for staying in the frame of hostel services for a time period up to 30 days.
2. The natural person (guest) is placed according to the valid price list of the hostel services.
3. Upon arrival at the reception, the natural person (guest) is recorded\* in an e-application on the submitted personal document basis. The personal document is not kept at the reception.
4. Receptionists are obliged to keep a guestbook in a paper form.
5. Payment in cash is performed before the accommodation by a natural person (guest). Payment is accepted for the entire duration of the accommodation. In case of early departure, payment to natural person (guest) will not be returned.
6. A natural person (guest) receives an invoice according to the valid price list of a hostel services including a charged tourist tax.
7. A natural person (guest) may extend the accommodation on the assumption of capacity availability (room / bed) and provided the invoice for further accommodation is paid in advance.
8. With a natural person who wishes to reside for a period longer than 30 days a special accommodation agreement is concluded.
9. Accommodation is possible during the official hours of the hostel. On the departure day the natural person (guest) must leave the room by 10 a.m.

\* within the prescribed period (12 hours).

*The rules were accepted by the Council of the Institute at its 2<sup>nd</sup> meeting, on February 14<sup>th</sup>, 2018.*



Mr Dragan Kojić,  
the Headmaster

