

Youth Hostel Rules and Regulations

General provision:

1. Regulations of the School Youth Hostel in Brzesko defines the detailed rules of organization and the manner of using the School Youth Hostel in Brzesko.
2. Any person who wants to use the Youth Hostel is obliged to read the Regulations and comply with its provisions.
3. The implementation of the Regulations should contribute to creating a friendly atmosphere, mutual understanding and respect.
4. The right to use the Youth Hostel is vested in schoolchildren, organised groups of school pupils and adolescents (camps, school trips etc.), students, teachers, university teachers, educators and other educational staff, as well as tourists holding PYHA cards or cards with the stamp of IYHF – International Youth Hostel Federation.
5. Accommodation in the Hostel can be vested in tourists, tour groups and other people as long as there are vacancies and provided that they comply with the Regulations.
6. In the case of a limited number of places, priority is given to the persons listed in point 4.

Organization of the School Youth Hostel in Brzesko:

1. Youth Hostel operates throughout the entire calendar year.
2. The hostel has 112 beds.
3. The hostel is open and supervised 24 hours a day by PCE (Education Center in Brzesko) employees.
4. Accommodation places are made available for days. The hostel day lasts from 5 pm to 10 am of the following day.

Booking accommodation:

1. Bookings are qualified according to the order of applications, with priority for groups of schoolchildren, students, educators and teachers.
2. Bookings can be made by phone, in person or via email. The reservation must include the exact date of stay, number of participants, address and name of the organizer (name and surname of a group leader), name and address of the school/university/organization.
3. Group bookings for schoolchildren should be made on the order form, which is available on the website and at the reception desk of the hostel.
4. The reservation referred to in point 3 made by an external entity is valid after paying up to 40% of the cost of the planned stay resulting from the cost estimate. The payment can be made in cash at the checkout counter or by bank transfer to PCE's (Education Center in Brzesko) bank account.
5. In case of a failure to pay the advance, at least 20 days before the arrival of the group, the reservation will be cancelled, which we will inform the ordering party about.
6. The advanced payment may be reimbursed after the order is cancelled in writing, at least 20 days before the planned date of arrival.
7. Individual tourists are accepted at the Hostel directly without the need to make an advance payment or make a reservation.
8. Tourists can stay in the hostel during the day with the consent of the hostel staff.

Checking into the Youth Hostel:

1. Guest check-in is from 5 pm to 9 pm. On prior arrangement with reception, guests can check-in at a different time.
2. Upon check-in the guest is obliged to present to reception staff a document with a photograph to confirm his/her identity, read the Regulations and make a handwritten signature on the declaration. The receptionist enters personal data into the registration book.
3. After checking in, the person pays the accommodation fee according to the price list and receives the key to the room. The fee is confirmed by an issued fiscal receipt and proof of payment or an invoice. There is a possibility to settle a payment with a payment card.
4. Persons entitled to discounts are required to present a valid PTSM or IYHF card.
5. Minors can be admitted to the Hostel only under the custody of a parent, legal guardian or an adult authorized by their parents.
6. When accommodating a group of minors, the group leader has to show an identity document, submit the trip card, show list of participants and make a statement that he/she has read the Regulations.
7. The receptionist accepts the group based on the above-mentioned documents, enters personal data of the group leader to the registration book and gather information about the number of participants and date of stay.
8. The group leader is obliged to read the regulations and make sure that his/her group understand them. The person who made the statement that they have read the regulations is fully responsible for compliance with the regulations.
9. In the case of minors, the group leader is fully responsible for the health, life and safety of people under his custody in the hostel.
10. The group leader of minors is obliged to stay overnight in the hostel with his/her group or provide a list of people responsible for the group.
11. Boys and girls are provided with separate accommodation.
12. Form of payment for the stay (of groups organized by an external entity) is specified in concluded agreement.
13. After completing all formalities, the room keys will be issued. The keys must not be removed from the building, they must be left at the reception.
14. Persons staying in the hostel are required to use bed linen.

Checking out of a hostel:

1. Guests staying in the hostel are required to vacate the room by 10 am on the last day of stay.
2. When checking out, a guest must:
 - A) Report this fact at the reception,
 - B) Tidy up the room,
 - C) Hand over the key at the reception.
3. The group leader is obliged to ensure that the dirty bed linen is folded in a right place, garbage is segregated, rooms are left tidy, the keys are at the reception.
4. Before checking out, the receptionists check if all obligations have been fulfilled.

The responsibility of the hostel for valuables:

1. Valuables can be deposited at the reception.
2. Guests are required to secure their valuables at the reception, including money.
3. The hostel is not responsible for valuables and money not deposited at the reception.

Rights of people staying in the hostel:

1. Guests staying in the hostel have at their disposal:
 - A) dining room, kitchen, TV lounge, lounge,
 - B) Tourist guides, maps, folders,
 - C) WI-FI,
 - D) Outdoor gym,
 - E) cyclist service point,
2. The keys to the rooms are issued by the hostel employees.

Responsibilities of guests staying in the Hostel:

1. Guests are obliged to fulfil all registration obligations.
2. Read the regulation, sign the declaration of compliance.
3. Night-time silence should be observed from 10 pm to 6 am. Guests who arrive or leave at late hours are obliged to keep quiet. Polite behaviour is obligatory in the Hostel.
4. All breakages and damage to youth hostel property must be reported to reception.
5. The group leader or the person using the Hostel is obliged to compensate for the damage caused.

The following activities are forbidden:

- A) gambling,
 - B) drinking alcohol,
 - C) using drugs,
 - D) smoking (adults are allowed to smoke only in a designated place),
 - E) walking the animals without the consent of the director of the PCE.
6. Guests are obliged to comply with health and safety regulations, unjustified alarm activation results in a financial burden.
 7. Saving water and energy is compulsory in the hostel.
 8. It is forbidden to have items considered dangerous and threatening to life and health.
 9. Meals can only be prepared in the kitchen. The kitchen must be tidied up and cooking utensils must be cleaned immediately after a meal.

Proceedings in the event of a breach of hostel regulations and the rights remaining in the youth hostel:

1. Any guests whose conduct is improper or who infringe the hostel's rules, will be requested to leave the hostel.
2. The Hostel has the right to refuse to accept a person who violated the regulations during the last stay.
3. In the event of a violation of the rights of children and adolescents, a complaint may be submitted to the director of PCE or to the Lesser Poland Voivodeship superintendent of education in Krakow.
4. People staying in the hostel can enter any comments in the book of wishes and complaints at the reception desk.

Personal data protection:

1. The administrator of personal data is PCE (Education Center) in Brzesko, 2B Piastowska street, phone number: 14 6630063, mail: biuro@pce-brzesko.pl.
2. Contact details of the data protection officer; phone number: 14 6630063, mail: kadry@ssm-brzesko.pl.
3. Personal data will be processed:
 - A) For sale of accommodation, check-in, the conclusion of a contract,
 - B) For documenting the performance of the service for tax purposes, ensuring the safety of guests and the protecting of property,
 - C) The processing of data used for contact and information purposes by electronic means takes place with the consent of the guest.

4. The recipient of personal data may be: public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for the purposes that result from the provisions of generally applicable law.
5. Personal data will not be transferred to an international organization.
6. Personal data will be stored in accordance with the applicable archival regulations (the archival category is indicated in the uniform list of PCE files).
7. Hostel guests have the right to access their data and the right to rectify, limit processing, the right to transfer data, the right to object.
8. The right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.
9. The right to lodge a complaint to the president of the Personal Data Protection Office (UODO) when a breach of the GDPR is found.
10. Providing personal data is voluntary, but failure to do so makes it impossible to use SSM services in Brzesko.
11. Personal data will not be processed in an automated manner and will not be subject to profiling.

Final provision:

1. In matters not included in the regulations and regarding the way of using the hostel, guests are required to follow the instructions of the PCE Director or an employee of the hostel authorized by him.
2. The amount of fees for the use of accommodation in a hostel is determined by the Council of the Brzesko Powiat at the request of the PCE director.
3. In the hostel, in a visible place, there is a price list of fees for services provided by the hostel and an exhibition with information about the region, the location of cultural and sports facilities, as well as the public transport timetable and information about the food base.
4. The regulations were developed on the basis of the statute of the school youth hostel in Brzesko and the statute of the PTSM (Polish Association of youth hostels).