

APPROVED
at JSC "Riga International Coach Terminal"
Board meeting on 5 July 2018
minutes No. 15

**(Internal) Regulations for the Use of Rest Rooms
of Riga International Coach Terminal**

1. General provisions

- 1.1. These provisions shall apply to all legal and natural persons using the coach terminal rest rooms (1 Prāgas Street, Riga).
- 1.2. The rest rooms are intended for recreational purposes to be used by passengers, coach crews, and other persons. Additional services are not provided. The administrator does not ensure room service.
- 1.3. The rest rooms are located on Floor 2, working hours from 00.00 to 24.00.
- 1.4. In order to use the services of rest rooms at the Coach Terminal, the client must make a room reservation with the administrator on duty (1 Prāgas Street, Floor 1, or via phone: +371 67226658).
- 1.5. The administrator is entitled to refuse the use of rest room to the guest if the guest is under the influence of alcohol or narcotic substances and thereby has violated the *(Internal) Regulations for the Use of Rest Rooms*.

2. Rights and obligations of the users of rest rooms

- 2.1. To familiarise oneself and comply with *(Internal) Regulations for the Use of Rest Rooms of Riga International Coach Terminal* and *(Internal) Regulations for the Use of Riga International Coach Terminal*.
- 2.2. **The guest, prior to the use of rest rooms**, has to present an identification document (passport or ID card), fill in the Application for the Use of Rest Rooms (Accommodation) of Riga International Coach Terminal and pay all fees for the use of rest rooms according to the pricelist.
- 2.3. The administrator of the Coach Terminal shall accompany the person to the room and leave it for use by the person with all the items inside, and the key to the room.
- 2.4. The person is entitled to use the room only during the period for which he/she has paid according to the pricelist.
- 2.5. Only the person(-s) specified upon making the reservation is (are) entitled to use the rest rooms.
- 2.6. The person is entitled to use the lavatories, equipment, and common use rest rooms (room, shower, WC, etc.) for the intended purpose.
- 2.7. In the event of lost keys, the person has to repay the restoration value thereof in the amount of EUR 5.00.
- 2.8. The person is entitled to use the items in the room and is responsible for retaining of these items and the room.
- 2.9. The user of rest room has to notify the administrator of the Coach Terminal of any damages to the room or items in it. If the administrator is not notified in due time, it is considered that the last user of the room has caused the damages. The guilty person shall be responsible for the material damages in full. If there is missing or damaged equipment, the administrator of the Coach Terminal shall draw up a document where the compensation for losses is determined in accordance with the restoration value.
- 2.10. Persons who are in the rest rooms are responsible for fire safety and compliance with sanitary provisions.
- 2.11. Complaints and suggestions shall be submitted to the administrator of the Coach Terminal on Floor 1 in written form.
- 2.12. When leaving the rest room, the user of rest room has to hand in the key to the administrator of the Coach Terminal.

3. It is strictly forbidden in the rest rooms:

- 3.1. To perform any type of commercial activities, to organise public events, agitation, distribution of materials, gathering of signatures.
- 3.2. To bring in unauthorised persons.
- 3.3. To use alcoholic beverages, narcotic substances, and to smoke in the rooms and common use premises.
- 3.4. To bring in and keep animals.
- 3.5. To leave children unattended.
- 3.6. To disturb other users of lounge premises.
- 3.7. To take out equipment and other items from the rest rooms.
- 3.8. To take in items that might cause harm to other persons, their belongings, or rest rooms.

4. Consequences of non-compliance with these provisions

- 4.1. The person may be expelled from the rest rooms as the result of non-compliance with these provisions.
- 4.2. **Compensation for non-compliance with these provisions is EUR 10.00.**
- 4.3. The amount of compensation for non-compliance with the *Internal Regulations of Riga International Coach Terminal* is determined according to the pricelist.