

University Dormitory Rules

of the UP Olomouc Housing and Board Authority

SKM UP DIRECTOR INSTRUCTION NO. 1/2004

1. The accommodation facility – students' dormitory – is intended for accommodating university students, or other persons respectively, the dormitory capacity permitting. Therefore every person accommodated in the facility is obliged to register with the accommodation officers during office hours or at the reception desk.
2. On all days the dormitories must be locked between 12.00 pm and 5.00 am. During this period of time the accommodated persons will be let in after presenting an accommodation ID card.
3. Accommodated students and other accommodated persons are allowed to enter and leave the facility continuously, except a period of time after 12 pm necessary for the receptionist to perform safety and inspection rounds of the dormitory.
4. Silent hours must be kept between 10.00 pm and 6.00 am.
5. Visits of persons not accommodated in the facility may be accepted between 8.00 am and 10.00 pm with the visit being finished by 10.00 pm. All visitors must check in at the reception and register in the visit-book and check out upon departure. Visits from 12.00pm to 8.00am may take place provided that accommodation in the guest section of the dormitory is requested.
During office hours, accommodation requests are cleared by accommodation officers; after office hours they are cleared by receptionists at reception desks of the applicable dormitory.
At the reception desk all visitors must present a valid ID, i.e. an accommodation ID card, university record book, identity card, valid passport or UP Olomouc student card.
Reception desks register all visitors. UP students accommodated in a university dormitory are allowed to visit other dormitories between 8.00 am and 12 pm.
6. The rights and duties of students accommodated in the dormitory are determined by the UP president's University Housing Guideline and specified by the Housing and Board Authority (SKM UP) office according to the specifications of the dormitory concerned:
 - A. Students accommodated in the dormitory have a right to:**
 - a) receive standard equipment of the room (pillows, blankets and refrigerators for the whole residential unit) and for maintenance of this equipment;
 - b) receive and exchange bed clothes in accordance with hygienic standards.
 - c) use operable and acceptable hygienic facilities.
 - d) have any deficiencies and faults preventing the room from being used properly repaired.
 - e) have their accommodation ID card issued. This card may not be transferred to other persons and entitles its owner to enter the dormitory.
 - f) use common premises of the facility with in accordance with their purpose.
 - g) accept visitors till 10:00 pm according to these Rules.
 - h) present suggestions and objections concerning all aspects and problems of the life in the dormitory to the self-administration board and management of the facility.
 - i) use
 - **charged:** rented desk light, students' own personal computers, TVs.
 - **free of charge:** radio, stereo, goffer, blow dryer and electric razor.

Registered electrical appliances are insured against theft (the indemnity is applicable in case forcible entering into the room has been proved). For safety reasons, other appliances must not be used in rooms.

B. Students accommodated in the dormitory are bound to:

- a) submit to the housing authority his/her identity card (valid passport and residence permit in case of foreign students) and two 3 x 4 cm photographs for issuing an accommodation ID card on moving into the dormitory.
- b) move exclusively to the assigned room and occupy only this room; in case of moving into another room upon his/her request, the accommodated person is bound to pay an administration fee.
- c) follow the provisions defined by the University Housing Guideline and valid University Dormitory Rules, the instructions issued by the director of the UP Housing and Board Authority (SKM UP), the facility manager and the dormitory's self-administrative board, and to follow all legal provisions applicable.
- d) observe all safety, fire prevention and sanitary regulations.
- e) close all windows and water taps, turn off the light and all electrical appliances and lock the room when leaving the dormitory.
- f) provide cleaning, keep the room and all accessories in order and clean, maintain order in all common areas, economize on electricity and thermal energy as well as water supply.
- g) pay the monthly accommodation charges within twenty days of the given month; accommodation charges may be paid in advance for a larger number of months.
- h) present his/her accommodation ID card upon entering the facility.
- i) report all found defects by means of entry into the Repair Book or informing the present facility employees.
- j) cover all costs resulting from inflicted damage.
- k) report all damage and defects found upon moving into the dormitory (incl. when moving in the course of the school year); otherwise the student will be held accountable for the damage.
- l) return the borrowed inventory to the responsible facility employees in person, leave the room and the residential unit clean, return his/her accommodation ID card and keys and check out of the register at the accommodation office.
- m) apply for permission to use his/her own electrical appliances (such as PCs, TVs.) with the facility manager and pay applicable fees for using such appliances.
- n) in case of liability claims, report all damaged or missing personal belongings in the assigned room to the receptionist.

In case of damage higher than 1000 CzK the Czech Republic Police will be called. The facility management cannot be held responsible for damage on personal non-standard items, except registered appliances (PCs, TVs).

C. The accommodated person is not allowed to:

- a) accommodate persons who have not checked in at the reception.
- b) move to another room without permission of the facility manager.
- c) accept visitors outside of the above stated period of time.
- d) damage the property of SKM UP.
- e) accommodate children in the dormitory.
- f) move or take furniture out of study rooms and common rooms, move the inventory out of his/her room and use own furniture without permission of the facility manager.
- g) manipulate and intervene in any type of installations, wirings and fittings inside the facility.
- h) bring and use any private electrical appliances and extension cords, except appliances permitted according to Section A, Letter j).

In case of unauthorized appliances presence and use, a fine of 500 CzK will be collected by the facility manager.

- i) keep pets or other animals in the dormitory.
- j) consume alcohol in such amount which would cause disturbance of peace and comfort of other students and/or restrict their rights.
- k) bring into the dormitory alcoholic beverages in shipping cases, kegs or other large-volume containers.
- l) smoke in rooms, residential units, kitchens and outside of the designated areas.
- m) bring in, use and keep illegal drugs and other narcotic substances in the area of the dormitory.
- n) bring in firearms and thrusting weapons, including ammunition.
- o) park private cars and bicycles outside of the designated areas.
- p) break the rules of community life as stated by applicable legal provisions.
- q) practise business or other profit-making activities in the area of the dormitory.

Repeated violation of the above-mentioned provisions is considered as serious violation of the University Dormitory Rules and as such may become the ground for terminating the student's accommodation in the facility.

7. The accommodated person is bound to enable access to the room to:
 - the facility manager or officer for cleanliness and order inspection; the facility manager or officer must be accompanied by another person,
 - SKM UP employees for emergency repair work,
 - persons responsible for facility operation for inspection of safety and inventory checks in case of natural disaster dangerous to human health or life.
 In such case, admission is possible even without the presence of the accommodated student.

8. The accommodated person acknowledges that according to the Civil Code and all applicable legal provisions, the university dormitory is not a facility intended for bringing in and depositing or safekeeping of cash over 5,000 CzK and/or deposit books, foreign currencies, valuables, as well as jewels and non-standard personal belongings of similar value. Safekeeping and depositing of such items is recommended with organizations authorized to such kind of activity.

9. If accommodated students or other accommodated persons located in authorized or non-authorized facilities infringe section 6. of the University Dormitory Rules or bother accommodated persons, damage facility of Palacký University or disturb seriously social coexistence in given dormitory or refuse prompt of a receptionist or a competent person, it can be called for security services. The private security service provider (contractor) that is legal security service provider can establish order. It can be used available forces in accordance with the legal system of the Czech Republic. The security service provider is responsible for establishing order in accordance with the legal system of the Czech Republic.

10. The University Dormitory Rules have been discussed with the executives of Palacký University, the Legal Department of the University and the Dormitory Self-Administration Board.

This new instruction cancels previous Director Instruction no. 2/2002

The Dormitory Rules are effective from 1st September 2004.

Antonín Dolák
Self-Administration Board President

Ing. Božena Pirklová
SKM UP Director