



## PU STUDENT ACCOMMODATION HOUSE RULES

DIRECTOR GUIDELINE NO. 2 / 2014 DATED 24 JUNE 2014

### Introductory provisions

Pursuant to Art. 10, second clause, of the Student Accommodation Rules, the present Student Accommodation House Rules are binding upon all persons present within the Student Accommodation facilities (i.e., students, their visitors, persons accommodated on any grounds other than those specified under the Student Accommodation Rules, as well as any persons entering the Student Accommodation facilities for any other reason). Annex 1 to the present House Rules contains PU ADA Manager Guideline entitled Fire, Safety and Sanitary Regulations.

### I. Arrangements on the Student Accommodation Facility

1. The Student Accommodation facility serves to accommodate students of Palacký University in Olomouc (hereinafter referred to as 'PU'), or any other persons (hereinafter referred to as 'residents') where and to the extent permitted by the capacity of the respective PU Student Accommodation facilities (hereinafter referred to as 'Student Accommodation'). To this end, any person residing within the Student Accommodation facilities must enlist in the residents' register with the accommodation officers during their office hours, or with the reception.
2. The Student Accommodation facilities must be locked on all days between 0.00 and 5.00. During this time, access to the Student Accommodation facilities will only be granted to the residents upon presentation of their identification card or proof of ID.
3. The residents will be able to enter or leave the Student Accommodation facilities at any time save for the period of time required for the receptionist to complete their night rounds between 1.00 and 2.00, checking the situation within the facility and safety of the residents.
4. Night calm must be respected at the Student Accommodation facilities between 22.00 and 6.00.
5. Non-resident visits to the Student Accommodation facility may be received between 7.00 and 24.00, while all visits must be terminated at the latest by 24.00. Visitors may only be accommodated in students' rooms during 00.00 and 07.00 subject to the conditions and methods stipulated under Art. 6 (2) of the Student Accommodation House Rules.

### II. Rights and responsibilities of the residents

1. The residents have the right to:
  - a) be allocated and demand regular maintenance services for the essential room equipment,
  - b) be allocated bed linen and have the same replaced asFF65per the relevant sanitary standards,
  - c) be provided with operable and cultivated sanitary facilities,
  - d) have any operating malfunctions preventing their undisturbed enjoyment of the room removed,
  - e) use the common premises of the Student Accommodation facilities in line with the dedicated purpose thereof,
  - f) receive visitors in line with the present House Rules until 24.00.
  - g) submit ideas, comments and suggestions to the Student Accommodation management in writing or electronically to skam@upol.cz, with regard to all issues related to the accommodation,
  - h) use, free of charge, their own audio equipment, curling irons, hair dryers, shavers, mobile phones, tablets and computer accessories with a legible label indicating they have been approved for operation in the Czech Republic.
  - i) subject to the conditions stipulated under Annex 1 to PU Bursar Methodological Guideline on the collection of accommodation fees (Price list of other fees in accordance with the accommodation contract and the PU Student Accommodation House Rules) use, on the premises of the Student Accommodation facilities, during each academic year, their own TV set or rented table lamps, washing machines, drying machines and fridges owned by the PU ADA and use other electric appliances not listed in Annex 1 to PU Bursar Methodological Guidelines on the collection of accommodation fees, which are owned by PU ADA and form the equipment of the Student Accommodation facilities.Use of any other electric appliances than those listed under (i) and (j) hereof is not permitted on premises of the Student Accommodation facilities.

2. The Residents must:

- a) respect generally applicable legal regulations, the accommodation contract, PU Student Accommodation House Rules, PU Student Accommodation Rules and any instructions of the PU ADA Manager and the head of the Student Accommodation facility where they reside,
- b) on moving to the Student Accommodation facility, present their proof of ID or valid passport to the reception,
- c) move in to and occupy the room they have been assigned only; in the event a student relocates to another room or another Student Accommodation facility at their own request, they must pay a handling fee,
- d) adhere to the relevant sanitary, safety and fire protection regulations.
- e) on leaving their room, close the windows, shut off water taps, switch off the lights and electric appliances in line with the manufacturers' instructions (except for the fridge) and lock the room up,
- f) keep the room and accessories they use as well as the common premises including the entire Student Accommodation facility clean and tidy; protect the room equipment, save electric and heating energy and water,
- g) pay monthly accommodation fees at an amount and using the method determined under the accommodation contract and PU Student Accommodation Rules,
- h) on request by any PU ADA staff, submit their UP Student Identity Card or a valid proof of ID,
- i) report any malfunctions identified without undue delay either by providing an entry in the defects log or by notifying the attending student accommodation facility staff member,
- j) in accordance with the relevant provisions of PU Student Accommodation Rules, provide compensation for any damage caused to the equipment of PU ADA,
- k) when moving in, review the room and its equipment and report any shortcomings identified without undue delay to the reception and enter the same to the Defects Log. Any costs associated with the removal of any defects that have not been properly reported shall be borne by the residents.
- l) when moving out of the Student Accommodation facility, personally hand the keys to the room as well as any rented items of equipment to the staff responsible of the Student Accommodation facility, in an undamaged condition, or, for long-term accommodation as defined under the Student Accommodation Rules, hand the room or accommodation unit, which has been duly cleaned, back and check out with the Student Accommodation administration,
- m) if claiming any damage compensation, report any damage or loss of personal belongings deposited at the room assigned to the receptionist on duty without undue delay. Where the claimed loss exceeds a value equivalent to CZK 1,000, the Police of the Czech Republic must be summoned to assist in the investigation without undue delay. The liability for any damage incurred under the relationship between the residents and PU shall be governed by the relevant provisions of generally applicable legal regulations.
- n) allow access to the room:
  - to the head or officer of the Student Accommodation centre concerned, who must be accompanied by at least one other person at all times in order to check whether the room is kept tidy and clean within the sense of the applicable sanitary regulations, namely during 08:00 to 18:00;
  - to responsible staff of PU ADA in order to complete any stocktaking exercises and regular checks of electric appliances at any time during 08:00 and 18:00, with the residents to be notified of the exact date 14 calendar days in advance;
  - to responsible staff of PU ADA with a view to taking care of any reported or ad hoc repairs, as necessary;
  - to all PU ADA staff in the event of any emergencies threatening human lives or health;
  - to responsible PU ADA staff accompanied by another person in order to check safety of residents

3. Further, the residents must not:

- a) allow accommodation of persons not registered with the Student Accommodation facility,
- b) relocate to another room without the consent of the head of the Student Accommodation facility,
- c) receive visitors outside of the time slot reserved for visits,
- d) damage any property of PU ADA,
- e) relocate or take furniture away from study rooms and common rooms, change the position of beds, tables, shelves and cabinets within the rooms and use their own furniture without the consent of the head.
- f) relocate any electric appliances owned by PU ADA and cover their ventilation holes in order to prevent their overheating and igniting; such electric appliances may be used in line with the manufacturer's instructions only,
- g) interfere with any technical installations within the Student Accommodation facility,
- h) bring into or use within the rooms and their accessories their own electric appliances except for those permitted under Art. II(1)(i) and (j) of the present House Rules, i.e. any unauthorised electric appliances (especially grills, fryers, coffee machines, kettles, microwaves, toasters, refrigerators, freezers, home bakery, extension socket strips, etc.). A resident who brings into or uses any unauthorised electric appliances in the room will liable to a fine amounting to CZK 500 per event, payable to the hands of the head of the Student Accommodation facility concerned.
- i) keep any domestic or other animals within the Student Accommodation facilities,

- j) use alcoholic beverages to an extent as to disturb the well-being of the other residents or restrict them in their rights,
- k) bring alcoholic beverages to the Student Accommodation facilities in crates, kegs or other large-volume containers,
- k) smoke or handle naked fire at any place within PU ADA buildings, including balconies,
- l) bring into, use or keep drugs and other narcotics within the Student Accommodation facilities,
- m) bring firearms or stabbing arms, including ammunition to the Student Accommodation facilities,
- n) park any private motorised vehicles and bicycles within the Student Accommodation site except in reserved parking lots,
- o) infringe the rules of civil coexistence within the Student Accommodation site as per the applicable legal standards,
- p) conduct any entrepreneurial or other gainful activities within the Student Accommodation facility, unless the latter are pursued with the consent of ADA and are based on a valid lease contract.

### **III. Violation of the House Rules**

Demonstrated violation of the provision under Art. II (2) and (3) of the present House Rules constitutes a gross breach of the residents' obligations, and, as provided for under Art. 9 (3) of the PU Student Accommodation Rules, may constitute grounds for termination of the accommodation contract.

### **IV. Other provisions**

1. Residents may deposit cash at a value exceeding CZK 5,000 as well as any deposit books, currency, valuables of an equivalent value, as well as jewellery and personal belongings of an extraordinary (as opposed to regular) value with persons thus designated.
2. Where the residents disturb others, damage the property of PU or otherwise cause serious disturbance of civil coexistence within the Student Accommodation facility concerned and if they do not respond appropriately to the call of the reception or any other competent staff member of PU ADA, the security guard, Municipal Police or the Police of the Czech Republic will be summoned.

### **Final provisions**

1. UP ADA Manager Guideline No. 2, PU Student Accommodation House Rules, dated 24 June 2014 has been discussed with the PU Student Accommodation Council as provided for under Art. 12 of PU Student Accommodation Rules.
2. PU ADA Manager Guideline No. 2, PU Student Accommodation House Rules, dated 24 June 2014, along with its Annex 1, Fire, Safety and Sanitary Regulations, is appended to the accommodation contract concluded between the resident and PU.
3. PU ADA Manager Guideline No. 2, PU Student Accommodation House Rules, dated 24 June 2014, repeals PU ADA Manager Guideline No. 1/2004, PU Student Accommodation House Rules, dated 1 September 2004.
4. The present PU ADA Manager Guideline No. 2, dated 24 June 014, PU Student Accommodation House Rules, comes into force on the day it is signed by the PU ADA Manager, taking effect on the day it is posted on PU ADA official board.

## List of annexes

Annex 1: Fire, safety and sanitary regulations applicable within PU ADA facilities

### Fire, safety and sanitary regulations applicable within PU ADA facilities

According to Act No 133/1985 Coll., concerning fire protection, as amended, I hereby issue the following Guideline to prevent the risk of fire, threat to lives and health of people and property of PU ADA. When extinguishing any fire or handling any other emergencies, everybody must provide adequate personal help unless by doing so they would expose themselves or persons in their vicinity to serious danger or threat. In order to ensure health and fire protection, accommodated students, their visitors, accommodated guests and Student Accommodation staff must:

- a) become familiar with the fire regulations (available at the reception), with the fire evacuation rules and the evacuation plan (where available for the facility concerned),
- b) in the event a fire breaks out, do their best in order to put the fire away, or initiate the fire protocol without undue delay (by reporting it to the reception) and call for help as specified under the fire and alarm regulations,
- c) become familiar with the distribution of fire extinguishers and their use instructions and refrain from damaging or removing such equipment (including their informative signs and tables),
- d) follow any organisational instructions of PU ADA managerial staff as well as those of the authorities overseeing fire protection and safety,
- e) maintain their own electric appliances in a proper technical condition,
- f) report requirements for any repairs of electric appliances, it being understood such repairs may only be conducted by authorised staff members possessing the respective qualification,
- g) respect the prohibition to interfere with the electric wiring in any way,
- h) exercise increased caution while ironing their clothes in their rooms (irons and ironing boards are available from the reception),
- i) adhere to safe handling procedures while using cleaning agents, it being understood that it is prohibited to keep flammable liquids and gaseous substances,
- j) while working or conducting any other activity, proceed so as not to cause any injury to themselves or other persons and prevent the risk of fire,
- k) remove any causes of potential injuries forthwith (fragments, spilled liquids, grease on the floors and other), or report any extensive faults to the gate staff,
- l) keep the rooms and common facilities including kitchenettes tidy after use at all times,
- m) ventilate and clean the rooms on a daily basis, take out dustbins on a daily basis, conduct general cleaning including the cleaning of the furniture, vacuuming the mattresses and cleaning the door at least on a quarterly basis.
- n) in the event of an illness, submit to a medical examination forthwith, it being understood that any persons suffering from an infectious disease must immediately report the fact to the head of the Student Accommodation facility concerned,
- o) immediately report all shortcomings in adherence to the present Guideline in the rooms and buildings of PU ADA by furnishing an entry in the book kept at the reception, or report any facts identified to the head of the Student Accommodation concerned,
- p) comply with the prohibition of smoking and handling naked flame in all PU ADA buildings,
- q) refrain from changing the position of any electric appliances belonging to PU ADA and from covering their ventilation holes in order to prevent the risk of fire.