

**Department for the Administration of Facilities
of the University of Economics in Prague**

having its registered office at Jeseniova 2769/208, 130 00 Prague 3

DORMITORY RULES

for the University of Economics in Prague dormitories

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Article I.

INITIAL PROVISIONS

Pursuant to the Statutes of the Department for the Administration of Facilities of the University of Economics in Prague (hereinafter just "SUZ") adopted on January 1, 2018, namely the article 3 para.7) of the Statutes, and provisions of s. 2326 and following ones of the Civil Code (Subchapter 6 – Accommodation) SUZ issues these Dormitory Rules.

These internal regulations of the University of Economics in Prague (hereinafter just "VŠE") regulate relations between natural persons accommodated in the accommodation facilities of VŠE, i.e. VŠE dormitories, (hereinafter just "Accommodated Persons") and the Accommodation Provider, the University of Economics in Prague, namely its authorised unit, i.e. Department for the Administration of Facilities of VŠE (hereinafter just "Accommodation Provider").

These Dormitory Rules specify the General Terms and Conditions of Accommodation (Všeobecné ubytovací podmínky - hereinafter just "VUP") which regulate the contractual relations between an Accommodated Person and the Accommodation Provider.

Provisions of these Dormitory Rules apply to all students accommodated in VŠE dormitories as well as other persons accommodated there, and particular provisions apply also to SUZ.

Article II.

RIGHTS AND DUTIES OF ACCOMMODATED PERSONS

1. Pursuant to VUP, each accommodated person has the right:

- To enter and to leave dormitory where he/she is accommodated at any time.
- To use shared areas, things and equipment of the dormitory according to their purpose (fitness rooms, linen drying rooms, sports grounds, laundry rooms etc.).
- To receive visitors and guests in accordance to the provisions of Article III. of these Dormitory Rules.
- To operate registered and authorised electric appliances, which meet standards stipulated in respective applicable regulations of the Czech Republic, in a safe manner and at his/her own liability. (It is forbidden to use own electric appliances, such as refrigerators, freezers, air-conditioning devices, cookers, heaters, oil radiators, computing machinery with high demand of power, infra-radiators and other heating devices, in the dormitories where no automated power consumption readers are installed.) In the dormitories where automated power consumption measuring system is installed use of any electric appliances is allowed up to the level of power input of the particular accommodation unit.
- To submit proposals and comments to all issues related to the accommodation and life in the dormitory to the dormitory management.

2. Pursuant to VUP and Operating Rules and Regulations, each accommodated person is obliged:

- To follow safety, fire prevention and hygiene regulations (refer to Operating Rules and Regulations and Fire Safety Rules) in all premises of the dormitory, and to pay damages caused by breaching the mentioned Rules.
- To change provided bed linen once per 2 weeks. (The Accommodated Person shall strip the

used linen off the bed, bring it to a collection point where he/she shall get clean ones.)

- To take care for his/her health and if there is any suspicion of a serious infectious disease to seek medical care. If the serious infectious disease is confirmed by a doctor, the Accommodated Person is obliged to notify the fact to the dormitory reception or management, and to follow their instructions.
- To report immediately a need to repair any defect or breakdown occurring in the room provided to him/her for accommodation or in the shared areas of the dormitory via the Book of Defects on <https://iskam-web.vse.cz/KnihaZavad>. For detailed information refer also to <http://suz.vse.cz/klienti/co-delat-kdyz/>.
- To solve accidents with the dormitory management and/or with the reception if the accident occurs out of office hours. (An accident means the breakdown situation which needs to be solved immediately, i.e. it is not the case of a refrigerator, lamp etc. out of service)
- To inform immediately the dormitory manager and/or receptionist about defects endangering health of people or about appearance of insects, rodents or serious infectious diseases in the dormitory premises.
- To comply with sanitary, hygiene, fire safety and safety measures in accordance to the instructions of the dormitory employees if special circumstances require so. To sign a Responsibility Declaration upon a dormitory employee's request, in accordance to Operating Rules and Regulations, if there is an occurrence of bedbugs, lice, scabies and/or other pests.
- To obey to principles of peace and quite coexistence of citizens and to maintain order in community rooms, shared areas, yards belonging to the dormitory and in dormitory surroundings. To maintain night-time calm period from 10 PM to 6 AM.
- To behave in the way preventing harm to property of the Accommodated Persons as well as the Accommodation Provider. To handle provided bed linen in a way avoiding its damaging.
- To lock up room doors whenever leaving the room, as well as from the inside when sleeping in night, however not leaving the key in the door lock.
- To report a damage caused or found out to the Accommodation Provider's employees immediately.
- To minimize water, electricity, gas and other utilities consumption.

3. Cleaning:

Pursuant to provisions of the Operational Rules, students shall individually perform usual cleaning, disinfection and disinsection of the rooms and accommodation units allocated to them using freely accessible agents.

Cleaning aids necessary for room cleaning shall be purchased by the Accommodated Persons at their own costs, and they shall use them according to the instructions for use displayed on the products.

The following activities shall be performed daily:

- Emptying dust bins into garbage collectors or containers located in places determined by the dormitory manager, sorting the waste by kinds of waste,
- Dully airing of the room,
- Dully airing of bedding,
- Basic cleaning of the accommodation unit kitchen, working surfaces, cooker, removing food residues,
- Basic cleaning of the unit bathroom and WC, maintaining cleanliness and hygiene after each use.

The following activities shall be performed weekly:

- Cleaning of the floor in the room and/or its balcony, vacuum-cleaning of carpets, if applicable (vacuum cleaner can be borrowed from the dormitory reception),
- Washing washable surfaces of tables and washable pieces of furniture,
- Cleaning dust from furniture and window sills,
- Wet cleaning and polishing of mirrors,
- Wet cleaning of tiles in the kitchen, bathroom and toilet in the unit,
- Wiping and disinfecting of floors in the kitchen, bathroom and toilet in the unit,
- Disinfecting a toilet bowl including a seat, sink/wash basin and shower cabinet,
- Performing regular check of food-stuff (avoid storing decayed food or the food with best before date expired).

The following activities shall be performed once per two weeks

- Bedclothes washing (changing) if using own ones not provided by the Accommodation Provider.

4. The Accommodated Person is also obliged:

- To prevent access of another person to the dormitory premises using his/her identification document (dormitory card – if issued) or identity card.
- If the Accommodated Person suspects any entry of unauthorized persons into the dormitory, he/she is obliged to inform a receptionist of it.
- To prove his/her identity showing his/her identification document (ISIC, ID card, passport, driving licence or dormitory card – if issued) if requested by the dormitory management or any dormitory employee or guard.
- To allow SUZ employees to enter the room or unit allocated to him for accommodation in compliance with the provisions of VUP.

5. Before moving out of the room/unit the Accommodated Person is obliged to perform a final cleaning corresponding to weekly cleaning in its scope.

Detailed provisions related to moving out of the room are stipulated in VUP.

6. The Accommodated Person is obliged to observe duties and limitations arising from VUP, and namely:

- He/she is not allowed to move to other room without the consent of the dormitory manager;
- He/she is not allowed to render the allocated bed to another person;
- If the Accommodated person pays for one bed in a room having several beds, he/she must keep the free bed(s) in a state allowing for another person moving in at any time;
- Children of Accommodated persons are not allowed to reside in the dormitory;
- The Accommodated Person is not allowed to infringe upon installations of any kind;
- He/she is not allowed to use any electric appliances not reported to the Accommodation Provider's office, electric devices which have not passed an electric audit and/or defective electric appliances or faulty extension cables;
- It is not allowed to use open fire in the rooms and accommodation units such as open-fire cookers, candles, oil or kerosene/petrol lamps etc.
- There is a ban on entry, stay and breeding of any animals in the premises of the dormitory. This ban does not apply to assistance dogs of blind and handicapped persons;
- It is not allowed to bring in, hold or carry a weapon and ammunition (incl. D category; refer to Act no. 119/2002 Sb., on firearms and ammunition) as well as to store or handle

- explosives or explosive substances, including fireworks pyrotechnics, in the dormitory;
- It is not allowed to hold, produce, grow or store narcotics or psychotropic substances or poisons in the dormitory (neither in small volumes);
 - It is not allowed to damage or misuse fire extinguishers and fire detection sensors or to make their use and functioning impossible in any way; this applies also to other fire-fighting aids and means;
 - The Accommodated Person is not allowed to change a lock on the door of the room or unit where he/she is accommodated;
 - He/she is not allowed to make copies of the allocated keys, chip card or dormitory card (if issued);
 - He/she is not allowed to rearrange or dismantle furniture in the room or to exchange furniture with other the rooms;
 - It is not allowed to throw any objects from windows. No things may be stored at the window sill;
 - Smoking is forbidden in all areas of the dormitory;
 - Entering service and technical areas of dormitory (e.g. boiler room, exchanger room, transformer station, roof etc.) is not allowed;
 - Bringing in and installing own room furnishing or own equipment is allowed only upon the permission by the dormitory manager;
 - Parking of vehicles in the dormitory campus area is allowed only upon the consent by SÚZ.

Article III.

VISITS IN THE DORMITORY

1.
 - a. The Accommodated Person is entitled to receive visitors within the time period determined for that.
 - b. The visiting time is set up as from 8 AM to 12 PM.
 - c. Entering the dormitory, the visitors must present their ID cards and to register in the Book of Visitors.
 - d. The visited Accommodated Person shall pick up his/her visitor at the reception, and shall be responsible for behaviour of his/her visitor, for observing the provisions of these Dormitory Rules regulating the conditions of visiting, and/or for all damage cause by his/her visitor. The visited Accommodated Person bears the responsibility for the behaviour of his/her visitors so that they do not disturb other persons with noise.
2. Visitors may be accepted in the room/unit having more beds only with the consent of all persons sharing the room/unit.
3. *Accommodation of visitors:*
 - a. Visitors staying in the dormitory from 00:00 AM to 8:00 AM must be registered by the visited person in the Book of Guests, and they become Guests. The stay of Guests who are not registered for accommodation is not allowed in the dormitory.
 - b. A fee for the overnight stay of Guests is regulated by the applicable price list issued by SUZ.
 - c. Unauthorized stay of a guest overnight is deemed to be rough violation of the Dormitory Rules by the Accommodated Person who allowed such staying overnight. The stay not registered in the Book of Guests is considered as the unauthorized one.

- d. The Guest may stay overnight as the guest of the Accommodated Person for 4 nights per month as maximum. Then the Guest must pay to the Accommodation Provider a hotel price for a bed in accordance to the applicable Hotel Accommodation Price List of SUZ.
- e. The Accommodated Person may provide accommodation to maximum two guests at the same time.

Article IV.

RIGHTS AND DUTIES OF THE ACCOMMODATION PROVIDER

1. In accordance to VUP, the Accommodation Provider is obliged to provide the room to the Accommodated Person in the condition suitable for ordinary use and to arrange for undisturbed exercise of his/her rights related to accommodation, to eliminate reported defects without undue delay.

The Accommodation Provider arranges for order and cleanliness in the shared premises of the dormitory, eventually in other areas according to the conditions set in the Operational Rules.

According to the Operational Rules, the Accommodation Provider shall perform preventive disinfection and deratization/rodent extermination twice per year, and if there is an increased occurrence of harmful and epidemiologically important insects, rodents or other animals, a special protective disinfection and deratization will be made.

If the Accommodated Person is found to suffer from serious infectious disease or to have bedbugs, lice or scabies, and does not cooperate with the Accommodation Provider, the employees of the Accommodation Provider must arrange for his/her leaving the accommodation facility for the period until he/she passes delousing or is free from the serious infectious disease in order to avoid dissemination to other accommodated persons.

2. The Accommodation Provider is obliged to assure:

- the change of used bed clothes for clean ones at least once per two weeks. The manager of the dormitory shall define the days and hours when the Accommodated Persons will have the possibility to exchange their bed linen.
- the hand over of a key from the allocated room to the Accommodated Person (dormitory cards are issued only in selected dormitories).
- the possibility for the Accommodated Persons to use dormitory shared areas, things and equipment in the way corresponding to their purpose.
- the possibility for the Accommodated Persons to use registered and approved electric appliance (pursuant to provisions of VUP).
- a short-term deposit of valuable property of the Accommodated Person in the safe-box of the dormitory manager accessible only during the office hours of the manager. Depositing valuable objects in the safe-box must be agreed with the manager in advance.

3. The Accommodation Provider is entitled:

- To seek financial compensation for the damage to the property of the Accommodation Provider caused by the Accommodated Person, including the damage caused by defective electric appliances and extension cables, or by appearance and late reporting of pests and infectious diseases.
- to enter living areas without the consent of the Accommodated Person in case of accidents, natural disasters, suspicion of serious violation of hygiene regulations or to prevent imminent

danger, and if there is a suspicion of the fact that the Accommodated Person uses electric devices which have not passed the electric audit or uses defective appliances.

- to enter living areas without the consent of the Accommodated Person in case of need to perform disinfection and deratization there pursuant to Operational Rules provisions, and also due to other serious operational reasons.

If there is suspicion of unauthorized stay of a stranger in the premises of the dormitory, the Accommodation Provider is entitled to enter the living area of the Accommodated person without his/her consent in order to find out the identity of persons staying in the dormitory premises.

- to enter the living areas in the absence of the Accommodated Persons in order to eliminate reported defects, to perform necessary repairs or Accommodation Provider's property check.

The employees of the dormitory are entitled to enter the living areas for the purpose of checking how daily and weekly cleaning is performed. If major deficiencies are found, the Accommodated Person will be called to remove the defects, and if there is no remedy in the defined term, cleaning shall be executed by the Accommodation Provider for the costs stipulated in the applicable Price List for Services issued by SUZ, and the matter shall be deemed to be rough violation of the Dormitory Rules.

4. If the Accommodated Person breaches the principles of peace and quite coexistence of citizens (noise, disorder or mess etc.), the employees of the Accommodation Provider and dormitory guards are entitled to enter the room or accommodation unit even without Accommodated Person's consent in order to establish order there.

In case of serious violation of the provisions of this Dormitory Rules and VUP (especially night-time calm) by the Accommodated Persons, the employees of the dormitory and guards are entitled to seize the dormitory card of the Accommodated Persons breaching the Dormitory Rules and VUP, and the latter shall come to the dormitory manager's office to take it back in the manager's office hours.

Article V.

DORMITORY COUNCIL

1. In each dormitory, there may be a Dormitory Council (hereinafter just "DC") established as a students' self-governing body. Central Dormitory Council is the superior body of the DCs (hereinafter just CDC) comprising representatives of the DCs. The activities of the DC are regulated by its Charter.

2. DCs are elected collective bodies operating in accordance to Dormitory Council electoral regulations. Their task is to contribute to organization of students' life in the dormitories, to enunciate comments, objections and wishes of students related to accommodation in the dormitories, and to act as an intermediary in negotiations between students and the Accommodation Provider.

3. Pursuant to Charter of the University of Economics in Prague, university rector's decision on constitution of the above mentioned students' self-governing bodies is the condition for their establishing. The rector may take the decision on constitution of DC or CDC if ordinary elections to DCs and then to CDC take place in accordance to Dormitory Council and Central Dormitory Council electoral regulations by November 1st of the respective academic year, latest.

4. If on the grounds of rector's independent decision the elected DCs are established, their activities are regulated by their rules of procedure, namely by the Dormitory Council Rules of Procedure and the Central Dormitory Council Rules of Procedure.

Article VI.

FINAL PROVISIONS

1. Other facts related to behaviour of the Accommodated Persons in relation to their accommodation in VŠE dormitories and not regulated by these Dormitory Rules shall be governed by respective provisions of Act no. 89/2012 Sb., Civil Code, as well as other applicable legal regulations of the Czech Republic

2. The Accommodated Person may lodge an appeal against a decision of the dormitory manager to the director of SUZ within 7 calendar days since the delivery of the dormitory manager's decision. The director of SUZ shall take decision in respect of the appeal lodged by the Accommodated Person within 7 calendar days since the delivery of the appeal.

3. These Dormitory Rules are valid as of the date of signing by the SUZ director, and come into effect from 08. 10. 2019.

4. The Dormitory Rules adopted on December 20, 2018 hereby shall be cancelled.

In Prague this day of October 1, 2019

Ing. Ota Zima CSc., MBA v. r.
Director of SÚZ