

Facilities Management Department of Prague University of Economics and Business
with registered office at Jeseniova 2769/208, 130 00 Prague

issues, in accordance with Article 3(7) of the Statutes of the FMD VŠE of 1 January 2018, and
Act No. 89/2012 Coll., Civil Code, as amended

this

DORMITORY RULES

university dormitories of Prague University of Economics and Business

(hereinafter referred to as the "**Dormitory Rules**")

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Preamble

Unless it follows otherwise from the text of these Dormitory Rules, capitalised terms shall have the meanings given in the Accommodation Conditions, i.e. the General Accommodation Conditions (GAC), which form an integral part of the Contract concluded between the Accommodation Provider and the Accommodated Person.

These Dormitory Rules further regulate the relationship between the persons Accommodated Person at the VŠE Dormitories and the Accommodation Provider, and furthermore specify the rules of conduct of the persons Accommodated Person and their visitors, to whom services are provided on the basis of the Contract, including the consequences in case of their violation. For the sake of legal certainty, it is understood that the rights and obligations not regulated by these Dormitory Rules shall be governed by the Contract and the (GAC).

I. RIGHTS OF THE ACCOMMODATED PERSON

1.1. General Rights of the Accommodated Person

- 1.1.1. Enter and leave the common areas of the Residence Hall in which he/she is staying at any time.
- 1.1.2. To use the Dormitory's Shared Spaces, belongings and facilities in the manner for which they are intended - gyms, drying rooms, sports facilities, laundry rooms, study rooms, communal kitchens, etc. (kitchens in Shared Spaces are for warming food and quick preparation of minute meals only, not for extensive cooking).
- 1.1.3. Only operate, under your own responsibility, registered and permitted electrical appliances that comply with the relevant generally binding legislation. The following brought electrical appliances are prohibited for use in the Residence Halls: refrigerators, freezers, air conditioners, cookers (except induction), thermometers, oil radiators, high power computing equipment, infrared heaters and other heating electrical equipment.
- 1.1.4. To make suggestions and comments to the Dormitory management on issues relating to accommodation at the Dormitory.

1.2. Visits to the Dormitory

1.2.1. To receive visits within the meaning of paragraph 5.1.2 et seq. of the GAC, under the following conditions:

- a) Receive visits during visiting hours, which are set from 08:00am - 11:59pm; report visits between 00:00am and 07:59am via the functionality in the ISKAM User Account; instructions for entering a visit are available here: <https://accommodation.vse.cz/wp-content/uploads/sites/2/Instructions-for-entering-a-visitor.pdf> .
- b) Cancellation of a reported visit in the ISKAM User Account can be made no later than 24 hours of the day preceding the day on which the reported visit is to start the overnight stay.
- c) Request the consent of all Roommates (*cf. paragraph 5.1.4 of the GAC*).
- d) Provide Accommodation for a maximum of 2 visits at the same time.
- e) If the visitor is a foreigner within the meaning of Act No. 326/1999 Coll, on the residence of foreigners on the territory of the Czech Republic, as amended, in particular a person who is not a citizen of the Czech Republic, fill in the registration ticket available at the Dormitory reception and/or in the Dormitory lobby and hand this ticket either to the Dormitory staff or drop it into the box located in the Dormitory lobby; at the Dormitory where there are self-service kiosks for card issuance, the visitor may register exclusively through this kiosk.

II. OBLIGATIONS OF THE ACCOMMODATED PERSON

2.1. General Obligations of the Accommodated Person

2.1.1. Comply with all obligations arising from the Accommodation relationship established by the Contract; any ignorance of a specific obligation or restriction arising from any document or regulation shall not excuse or affect the obligation to comply with such regulations.

2.1.2. To act in such a way as to avoid damage to the property of the persons Accommodated Person or the Accommodation provider and to spare all facilities and equipment of the Dormitory and related common areas of the

Dormitory; to treat the rented bed linen in such a way as to avoid damage to it.

- 2.1.3. Comply with the safety, fire and hygiene regulations (*see paragraph 1.1.4(b) of the GAC*) in all common areas of the Dormitory and compensate for any damage incurred by the Accommodation Provider as a result of non-compliance with these regulations.
- 2.1.4. Maintain the principles of proper civil coexistence during accommodation and maintain order in the Accommodation and common areas of the Dormitory.
- 2.1.5. To hand over to the Dormitory management all items found by the Accommodated Person in the Dormitory.
- 2.1.6. Observe night-time quiet from 10:00pm – 6:00am.
- 2.1.7. Submit a proper and timely Application in accordance with paragraph 4.7.1 of the GAC if he/she wishes to continue in the Accommodation.

2.2. Obligations of the Accommodated Person related to safety and protection of life and health

- 2.2.1. Take care of your health and seek medical attention if a serious infectious disease is suspected. If a serious infectious disease is confirmed by a doctor, report this fact to the Dormitory reception or the Dormitory management and follow their instructions.
- 2.2.2. To undergo health, hygiene, fire and safety measures in accordance with the documentation according to paragraph 1.1.4 of the GAC and in accordance with the instructions of the representatives of the Accommodation Provider, if special circumstances require it; in the event of a security alarm (e.g. fire alarm), to leave the Dormitory immediately according to the instructions of the Dormitory management.
- 2.2.3. Inform the management of the relevant Dormitory or the receptionist without undue delay about health-threatening defects in the Dormitory or about the occurrence of nuisance insects, rodents or serious infectious diseases. At the same time, notify the staff of Accommodation provider whether or not he/she is allergic to any chemical substances.
- 2.2.4. Knowingly not to allow another person to enter the Residence Hall using your identity card (dormitory card - if issued) or your student ID card.

- 2.2.5. In case of suspected entry of persons who are not Accommodated Persons at the Dormitory, notify the Dormitory management or the receptionist.
- 2.2.6. At the request of the Dormitory management or an employee of the relevant Dormitory or the security service, show proof of identity (ISIC, ID card, passport, driving licence or dormitory card, if issued) at any time.
- 2.2.7. In accordance with the GAC, to allow access to the Accommodation Place to the representatives of the Accommodation Provider on the basis of one of the reasons specified in the GAC (e.g. for the purpose of inventorying the Accommodation Place Accessories), as well as for the reasons pursuant to paragraph 4.2 and/or paragraph 4.3 of the Dormitory Rules.

2.3. Obligations of the Resident related to the Accommodation Place

- 2.3.1. Maintain the cleanliness and order of the Room and its Shared Areas, as well as the common areas of the Dormitory; in the event of any deficiencies in the cleanliness and order, the Accommodation Provider may carry out cleaning at the expense of the Accommodated Person (and Roommates), as specified in paragraph 2.4.3. of the Dormitory Rules (*cf. paragraph 7.1.4 of the GAC*).
- 2.3.2. Be present in the kitchen at all times when using kitchen appliances. Take particular care to avoid burning food, which can trigger the fire safety system and cause a fire alarm. Ensure that the kitchen is ventilated when cooking. Report the use of your own electrical appliances in advance to the Dormitory Manager in the relevant Dormitory Management Office; for technical or safety reasons, the use of electrical appliances may be prohibited.
- 2.3.3. Immediately register in the ISKAM system the need to remove defects and carry out repairs in the Accommodation Place or in the Common Spaces of the Dormitory;

https://accommodation.vse.cz/wp-content/uploads/sites/2/ISKAM_kniha_zavad_manual-ENG.pdf .

- 2.3.4. Immediately report any emergency to the Dormitory management or to the Dormitory reception. An emergency is defined as an unplanned, sudden, undesirable event that has occurred in connection with the operation of technical equipment, which is capable of negatively affecting the functionality of the accommodation facility (*e.g. power failure, non-flowing water, water*

leakage due to a burst pipe, etc.), or is capable of endangering the health or life of the residents, or causing damage to property or the environment (e.g. *fires, electrical short circuits, explosions, leaks of hazardous substances, etc.*).

- 2.3.5. Consistently lock the Room every time you leave it and also lock it from the inside at night when you sleep, and it is forbidden to leave the keys in the lock.
- 2.3.6. To allow the representatives of the Accommodation Provider to carry out a physical inventory of the Accommodation Facilities, as well as to allow access to the Accommodation Facility in all cases specified in the GAC and in accordance with paragraph 4.2 and/or paragraph 4.3 of the Dormitory Rules.
- 2.3.7. Immediately notify the damage caused or discovered to the representative of the Accommodation Provider.
- 2.3.8. Minimise consumption of water, electricity, gas and other utilities.

2.4. Cleaning duties

- 2.4.1 In accordance with the relevant Operating Regulations, cleaning, disinfection and disinsection shall be carried out in the Accommodation Place on your own using freely available preparations, cleaning activities shall be provided in the form and frequency determined in accordance with paragraphs 2.4.5 to 2.4.7 of this Article II. of the Dormitory Rules.
- 2.4.2 Cleaning products are provided by the Accommodated Person at his/her own expense; he/she is obliged to use these cleaning products in accordance with the instructions for their use.
- 2.4.3 In the case referred to in paragraph 2.3.1 of the Dormitory Rules, the Accommodation Provider shall invite the Accommodated Person to carry out cleaning by the set date. If the Accommodated Person does not perform the cleaning by the set date, the Accommodation Provider will without undue delay request him to reimburse the costs incurred for cleaning the Accommodation place after these costs have been incurred by the Accommodation Provider in accordance with the cleaning price list for case of non-compliance with Article II. paragraph 2.3.1 listed at: <https://accommodation.vse.cz/students-accommodation/documents/price-list-of-fees/> . In the event that the cleaning was also carried out in the shared places of accommodation unit, the Accommodation Provider calls on all persons using these shared places (i.e.

the Accommodated Person and the Roommate) to jointly reimburse the costs incurred for the cleaning of the shared places (*cf. paragraph 5.2.3 of the GAC*).

2.4.5 The Accommodated Person performs the following activities on a daily basis:

- a) Empty the waste bin into the designated containers (*see the information board at the container area*) or into containers located according to the layout of the Manager of the Dormitory, while sorting the waste according to the relevant type of waste (*paper / plastic / glass / metal / mixed waste, etc.*); it is strictly forbidden to put waste outside the containers designated for this purpose.
- b) Properly air the room and air the bedding (duvet and pillows).
- c) In shared areas, carry out basic cleaning in the kitchen, tidy up work surfaces, wash the cooker and remove leftover food.
- d) In shared areas, perform basic cleaning in the bathroom and toilet, maintain cleanliness and hygiene after each use.

2.4.6 The resident performs the following activities once a week:

- a) Wash the floor of the Room, or even the balcony, and vacuum the carpets if they are in the Room; the vacuum cleaner can be borrowed from the Manager of the dormitory, or at the reception of the dormitory or via the ISKAM User Account.
- b) Wash washable surface of tables and other furniture.
- c) Wipe off dust on furniture and window sills.
- d) Wash and polish the mirror in the Shared Spaces.
- e) In the Shared Spaces, wash the tiling of the kitchen, washroom/shower room and toilet.
- f) Wash and disinfect the kitchen, washroom/shower and toilet floors in the Shared Spaces.
- g) In the Shared Spaces, disinfect the toilet bowl including seat, sink, shower, clean the shower drain of hair and other dirt.
- h) Check the food in the cupboards and fridge (do not store expired or spoiled food), defrost the fridge and wash the inside of the fridge with an appropriate cleaning product.

2.4.7 The Accommodated Person does the following activities 1 time in 14 consecutive days:

- a) Replace the bed linen, i.e. pillowcase, duvet cover and sheets, with clean ones. Take the used bed linen to a designated place where the Accommodated Person can pick up clean bed linen; if the Accommodated Person uses his/her own bed linen that has not been provided by the Accommodation provider, he/she must ensure that it is washed.

2.5. Obligations related to the termination of Accommodation

- 2.5.1 Prior to moving out of the Accommodation Place, carry out a final cleaning in accordance with paragraph 2.4.5 and 2.4.6 of the Dormitory Rules.
- 2.5.2 In his/her own interest, in case he/she is the last to move out, do look after the condition of the Accommodation Place when the Roommates move out; the Accommodated Person acknowledges the joint and several liability according to paragraph 5.2.3 of the GAC, i.e. that he/she is jointly and severally liable with the other Roommates for any damages and shortcomings in cleaning, and is therefore obliged to fully compensate for such damages and such cleaning costs.
- 2.5.3 Settle no later than the date of handover of the Accommodation Place to the Accommodation provider or the date of vacating the Accommodation Place by the Accommodation provider all obligations arising in connection with the Contract.

III. RESTRICTIONS AND PROHIBITIONS

3.1. General restrictions and prohibitions

- 3.1.1 It is forbidden to enter, stay or keep any animals on the premises of the Dormitory, with the exception of assistance dogs of blind or otherwise handicapped persons.
- 3.1.2 It is forbidden to provide housing in the Dormitory for one's children or other close persons; this is without prejudice to the provisions concerning visits according to paragraph 1.1.5 of the Dormitory Rules (*cf. 5.1.2 et seq. of the GAC*).

- 3.1.3 Smoking is prohibited in all areas of the Dormitory; this does not apply to smoking areas which are marked with an information board. Smoking is defined as inhalation of smoke from combustion (*e.g. cigarettes, cigars and pipes*) or inhalation of aerosols similar to cigarette smoke produced by heating liquid refills and/or tobacco products or other mixtures (*e.g. electronic cigarettes, vaporizers*).
- 3.1.4 It is forbidden to park cars and trucks on the premises of the Dormitory, unless expressly approved by the Accommodation Provider.
- 3.1.5 It is forbidden to connect to the electricity network anywhere in the premises of the Dormitory energy chargers or other devices for charging the battery el. equipment, without the consent of the accommodating provider. This consent is not subject to charging the battery of mobile phones, laptops, tablets, headphones, watches, or appliances intended for personal hygiene (*e.g. clippers, shavers, electric toothbrushes, etc.*). The unauthorised charging of the battery in hand tools (*e.g. drills, screwdrivers, angle grinders, etc.*) and/or all types of electrically powered vehicles (*e.g. bicycles, scooters, Segway's, unicycles, motorbikes, electric cars, etc.*) is considered a gross violation of the Dormitory rules. The charging of batteries in the manner provided for in this paragraph is only possible at all times in the presence of the Accommodated Person or another Roommate whose presence is ensured by the Accommodated Person at all times during the charging of the battery.
- 3.1.6 It is forbidden to give the address of any of the Dormitories or the address of the FMD VŠE as a place of business, registered office or permanent residence.
- 3.1.7 It is forbidden to disturb or annoy other accommodates, especially with loud music, unsolicited touching, vulgar or ambiguous comments, threats, shouting, etc., in violation of the basic rules of courtesy.
- 3.1.8 Any sharing of personal data of Roommates, *e.g.* from found documents, is prohibited.

3.2. Restrictions and prohibitions related to safety and protection of life and health

- 3.2.1 It is forbidden to use open flames, *i.e.* open flame cookers, candles, oil and kerosene lamps, etc.

- 3.2.2 It is forbidden to bring in, keep or carry any weapons and ammunition within the meaning of Act No. 119/2002 Coll. on weapons, as amended (i.e. including weapons of category D), as well as to store or otherwise keep explosives and explosive objects, including fireworks.
- 3.2.3 It is forbidden to possess, produce, cultivated, consume or keep narcotic, addictive or psychotropic substances or poisons (even in small quantities), as well as to be on the premises of the Dormitory under their influence, unless it is a drug prescribed for the Accommodated Person by a physician, including corrosive, volatile or other substances causing a risk of harm to human health or the environment, whether through the air, soil or sewage. All substances listed in this provision are prohibited from being brought onto the Dormitory premises or discharged into the environment or otherwise handled in the vicinity of the Dormitory.
- 3.2.4 It is forbidden to damage or misuse fire extinguishers and fire detectors or otherwise prevent their use and functionality or prevent the use of other material fire protection and fire safety equipment.
- 3.2.5 It is forbidden to throw any objects out of the windows or place them on the window sills.
- 3.2.6 It is forbidden to enter the service and operational areas of the Dormitories (e.g. boiler rooms, exchanger stations, transformer stations, roofs, etc.).
- 3.2.7 It is forbidden to place any objects anywhere in the common corridors, especially in front of the unit/room entrance (e.g. clothes dryers, shoe racks, bicycles, etc.)

3.3. Restrictions and prohibitions related to the Accommodation

- 3.3.1 It is forbidden to use or put into operation unauthorized electrical appliances, electrical appliances without a valid inspection, or defective electrical appliances or defective extension cords and sockets; at the request of the competent representative of the Accommodation Provider, the Accommodated Person is obliged to present a certificate that the appliance designated by the Accommodation Provider has a valid inspection of the electrical appliance.
- 3.3.2 It is forbidden to throw waste into the toilet bowl, in particular any toiletries or leftover food; the Accommodated Person acknowledges that, in accordance

with paragraph 5.2.3 of the GAC, he/she is responsible for damage caused by any foreign object stuck in the waste or waste pipes of the toilet bowl, washbasins and/or shower cubicles.

- 3.3.3 It is forbidden to interfere with installations of any kind (e.g. data sockets, WIFI, EPZ, electrical wiring).
- 3.3.4 It is forbidden to transfer the Accommodation Place to another person; this is without prejudice to the provisions concerning visits according to paragraph 1.2 of the Dormitory Rules (*cf. 5.1.2 et seq. of the GAC*).
- 3.3.5 It is forbidden to move to another Accommodation place or to another Bed without the prior consent of the Accommodation Provider or the management of the Dormitory within which the Accommodation Place is assigned.
- 3.3.6 It is forbidden to behave in a multi-bed Room in a way that does not allow the Host to properly accommodate a new Roommate, i.e. to provide another person with an unallocated Bed.
- 3.3. It is forbidden to change door locks from any Room.
- 3.3.8 It is forbidden to make copies of the assigned key, smart card, dormitory card (if issued) or other access elements.
- 3.3.9 It is forbidden to rebuild or dismantle the Accessories of the Accommodation Place and to change these Accessories (especially furniture) between the individual Rooms of the Dormitory.
- 3.3.10 It is forbidden to bring and/or install your own furniture and other things of a similar nature in the Room without the consent of the Manager of the Dormitory.

IV. RIGHTS OF THE ACCOMMODATION PROVIDER

4.1. General rights of the Accommodation Provider

- 4.1.1 Claim financial compensation for damage demonstrably caused to the Property of the Accommodation Provider by the Accommodated Person or by a visit of the Accommodated Person, in particular for damage caused by defective electrical appliances or by the carry or late reporting of pests and/or infectious diseases; the obligation of the Accommodated Person to compensate for

damage in connection with joint and several liability pursuant to paragraph 5.2.3 of the GAC is not affected.

- 4.1.2 In the event of a gross violation of the provisions of these Dormitory Rules and/or the GAC (especially the night-time quiet) by the Resident or his/her visitor, the representatives of the Accommodation Provider, or the security staff authorized by him/her, have the right to verify the identity of the persons who committed this gross violation. If such a gross violation is committed by a visitor of the Accommodated Person, the aforementioned persons of the Accommodation Provider are entitled to ask the visitor to leave the premises of the Dormitory immediately; in case of non-compliance, they shall ensure the expulsion of such person with the assistance of the Police of the Czech Republic.

4.2. The right to enter the Accommodation Place without the consent of the Accommodated Person

- 4.2.1 To enter the Room without the consent of the Accommodated Person under the terms of paragraph 6.1.1 of the GAC, in particular:
- a) In the event of an accident within the meaning of paragraph 2.3.4 of the Dormitory Rules, natural disaster, suspected serious violation of hygiene regulations or prevention of imminent danger, as well as in the event of suspected operation of electrical appliances without a valid inspection or defective electrical appliances.
 - b) In the event of the necessity to carry out disinfection, disinsection and/or extermination in accordance with the operating rules of the relevant Dormitory; in such a case, the Accommodation Provider is obliged to notify the persons Accommodated Person in the Accommodation Place at least 3 calendar days in advance of the planned disinfection, disinsection and/or extermination, unless it is necessary to proceed immediately due to the nature of the matter.
 - c) If there is a reasonable apprehension that an unauthorised person is present in the Accommodation Place, in order to establish his/her identity.
 - d) If there is a reasonable concern that the Accommodation is not cleaned in accordance with paragraph 2.4.5 and/or paragraph 2.4.6 of the Dormitory Rules (daily/weekly cleaning); in the event of serious deficiencies, the

representatives of the Accommodation Provider shall call upon the Resident and/or the Roommate to remedy the deficiencies, and if the remedy is not remedied within the specified time, the Accommodation Provider shall proceed in accordance with paragraph 2.3.1 of the Dormitory Rules (*cf. paragraph 7.1.4 of the GAC*)

- e) In the event of violation of the rules of civil coexistence by the Resident (noise, disorder, etc.), the staff of the Accommodation Provider and the security staff of the hostel are authorized to enter the room or unit without the consent of the Resident in order to establish order.

4.3. The right to enter the Accommodation Place with the prior consent of the Accommodated Person

- 4.3.1 To enter the Accommodation Place without the presence of the Resident in advance for the purpose of rectifying the reported defect, for the purpose of carrying out the required repairs and/or for carrying out an inventory of the Accommodation Place Accessories.

V. OBLIGATIONS OF THE ACCOMMODATION PROVIDER

5.1. General Obligations of the Accommodation Provider

- 5.1.1 In accordance with the GAC, hand over the Accommodation Place to the Resident in a condition suitable for proper use.
- 5.1.2 To ensure, for the benefit of the Accommodated Person, the undisturbed exercise of their rights connected with accommodation.
- 5.1.3 To remedy defects and damages without undue delay after they have been duly reported.
- 5.1.4 To ensure order and cleanliness in the common areas of the Dormitory, in the vicinity of the Dormitory, at container sites, or in other areas in accordance with the Operating Regulations.
- 5.1.5 To allow the Resident to use the common areas of the Residence as well as the belongings, equipment and facilities of the Residence in the manner for which they are intended.

5.1.6 Short-term storage of the Accommodated Person valuable movable property in the safe of the Manager of the Dormitory, during office hours of the Manager of the Dormitory. The storage of these items must be arranged in advance with the Manager of the Dormitory.

5.2. Obligations of the Accommodation Provider related to safety and protection of life and health

5.2.1 Ensure that an Accommodated Person who has been diagnosed with a serious infectious disease and/or in whose Accommodation Place the presence of parasites (e.g. bedbugs, lice, scabies) has been detected immediately undergoes extermination, disinsection and/or disinfection measures to prevent transmission to other persons and/or other areas of the Dormitory. In the absence of cooperation from such person, the Accommodation provider shall ensure that such person is removed from the Dormitory until the negative effects of the parasites have been completely eliminated and/or the infectious disease has been completely cured.

5.2.2 To take the necessary precautions to prevent or substantially reduce the risk of spreading infectious diseases and/or parasites, and to this end, to consistently use all powers to avert serious harm to health, life, property and/or the environment.

5.2.3 Access elements enabling access to the dormitory and/or to the allocated Accommodation Place (keys, entrance cards, VŠE students are required to have a valid ISIC card) must be handed over by the Accommodation Provider to the Accommodated Person before taking over the Accommodation Place.

5.3. Obligations of the Accommodation Provider related to the Accommodation Place

5.3.1 Allow the Accommodated Person to safely use reported and approved electrical appliances that have a valid inspection.

5.3.2 Ensure that used bed linen is replaced with clean linen in accordance with paragraph 2.4.7(a) of the Dormitory Rules. The Manager of Dormitory shall determine the days of the week and the times when bed linen may be exchanged.

VI. COMMON AND FINAL PROVISIONS

- 6.1.1 If a violation of any of the obligations is detected, the Accommodation Provider is entitled to take all necessary measures to prevent the violation of the Dormitory Rules, the Agreement, the Accommodation Conditions and/or generally binding legal regulations, depending on the nature and intensity of the violation, also in cooperation with the Security Service of the Accommodation Provider or the Police of the Czech Republic.
- 6.1.2 The Accommodated Person has the right to appeal any decision of the Dormitory management in writing to the Director of the FMD VŠE within 7 calendar days from the date of notification of the decision of the Dormitory management. The Director of the FMD VŠE shall decide on such appeal within 7 calendar days from the date of its receipt.
- 6.1.3 These Dormitory Rules come into force on the date of signature of the Director of the FMD VŠE and come into force on 01. 05. 2024.
- 6.1.4 These Dormitory Rules replace the Dormitory Rules of 01. 09. 2023.

Prague, 30. 04. 2024

Ing. Ota Zima, CSc., MBA v. r.
Director of the FMD VŠE