

OPERATING RULES FOR THE CHANNEL ROOMS OF THE SÚZ VŠE JAROV SPORTS CENTER

I. Basic provisions

1. These operating rules set out the conditions for using changing rooms, showers, toilets and related sports facilities at sports facilities on the Jarov Campus of the Prague University of Economics and Business.
 2. The operating rules are binding for all persons who enter the changing rooms, showers, toilets and adjacent communication areas, especially for users of sports facilities, persons with a valid reservation, members of sports groups, escorts and, where applicable, other persons who have been permitted entry to these areas.
 3. The purpose of the operating rules is to ensure safe, hygienic, proper and respectful use of changing rooms and social facilities, protection of the property of the VŠE/FMD, protection of the health of users and proper transfer of space between individual reservations.
 4. Changing rooms, showers and toilets are intended for athletes with a valid sports venue reservation.
 5. The operating rules follow the rules for using sports facilities on the Jarov VŠE Campus, in particular the rules for reservations, access to the premises and the obligation of users to respect the time limits of their reservations.
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II. Identification of operator and location

Operator:

Prague University of Economics and Business/ Facility Management Department - VŠE/FMD, Jeseniova 2769/208 130 00 Prague 3

Operation:

Changing rooms, showers and toilets at the sports facilities on the Jarov Campus of the Prague University of Economics and Business, especially the facilities referred to on public websites as TESKO Changing rooms at the Jarov sports facility.

Location:

Sports complex at the Jarov University of Economics Campus, Prague 3.

Contact point for operational matters:

Reception of the University Hotel VŠE.

III. Operating hours and time limits for use

1. The operating hours of all sports facilities on the Jarov VŠE Campus are from Monday to Sunday from 7:00 a.m. to 10:00 p.m.
2. Changing rooms and social facilities are intended for use in connection with a valid sports facility reservation.
3. Access to the sports facility area is allowed according to the rules 10 minutes before the start of the reservation. Access to the sports facility facilities is possible half an hour before the start and half an hour after the end of the reservation.
4. The user is obliged to leave the changing rooms, showers, toilets and related areas no later than so as not to disrupt the following reservation and to enable proper operation, cleaning and handover of the premises.
5. In the event of late departure from the premises after the reservation has expired, the rules for using the sports facilities of the SÚZ VŠE are followed, which state the possibility of charging a fine for late departure from the premises by more than 10 minutes after the reservation has expired.
6. Changing room users must take into account that before the end of their reservation, people who have a reservation for the following hour may enter the changing room. They are obliged to adapt the use of the changing room, changing clothes and storing personal belongings to this fact.
7. Users must take into account that the changing rooms, showers, toilets and corridors will be cleaned between 5:20 and 5:50 p.m.

IV. Conditions for entering the changing rooms

1. Only persons who have a valid reservation for the sports facility, are part of a group with a valid reservation, or have been permitted entry by the operator are allowed to enter the changing rooms, showers, and toilets.
2. A person who has reserved a sports facility on the Jarov Campus through the ISKAM system will pick up an access card to the locker rooms at the reception of the University Hotel VŠE, against a refundable deposit of CZK 500 paid in cash.
3. The access card is intended exclusively for the reserved time and for authorized users of the given reservation. The user may not give the card to another person who is not authorized to use the locker room.
4. The person who received the card is responsible for its proper return and for ensuring that the premises are closed after use.
5. All tenants are required to check, among other things, that the locker room area and the sports field are closed when leaving.
6. Entry to the changing rooms is prohibited to persons who are not users of the sports facility or do not have the consent of the operator.

7. Entry to the changing rooms may be restricted or prohibited to persons who violate these operating rules, the rules for using sports facilities, instructions from SÚZ VŠE staff, hygiene requirements, or who behave in a manner that threatens safety, order, property, or other users.
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V. Use of changing rooms, showers and toilets

1. Users are obliged to use the changing rooms, showers and toilets respectfully, economically, hygienically and only for the purpose for which they are intended.
 2. Changing rooms are mainly used for changing clothes, short-term storage of belongings during sports activities, and personal hygiene directly related to the use of the sports facility.
 3. Showers are only used for personal hygiene of sports facility users after sports activities. It is prohibited to use showers for washing clothes, sports equipment or for other purposes that could pollute, damage or excessively burden the operation of the facility.
 4. Users are required to conserve water, electricity and changing room equipment. After use, they are required to turn off the taps, turn off the lights if this is in accordance with the technical regime of the space, and leave the space in order.
 5. The following is prohibited in the changing rooms, showers and toilets:
 - smoking or using electronic cigarettes,
 - consume alcoholic beverages or other addictive substances,
 - enter under the influence of alcohol or other addictive substances,
 - manipulate technical equipment, electrical installations, heating, locks, card system or equipment,
 - damage equipment, furnishings, doors, cabinets, tiling, sanitary facilities or signage,
 - bring in dangerous, flammable, explosive, toxic or otherwise risky substances,
 - pollute the premises,
 - disturb other users with excessive noise,
 - to sleep over or stay in the premises outside the authorized use period,
 - take photographs, videos or other recordings of people in changing rooms, showers and toilets without their express consent.
 6. Users are required to respect that the changing rooms may also be used by persons with a subsequent reservation during the transition period. For this reason, they are required to keep their personal belongings under supervision and behave in a way that does not cause conflict with another group.
 7. The user may not leave any personal belongings in the changing rooms after the reservation has ended. Items left in the premises may be considered lost property and will be dealt with according to the internal procedure of the SÚZ VŠE.
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VI. Liability for personal belongings and damages

1. The changing rooms inside the building are not locked for operational reasons.
 2. Users are required to protect their personal belongings from loss, damage or theft.
 3. It is recommended not to leave valuables, money, documents, electronics and other valuable items in the locker rooms, or to keep them under personal supervision at all times.
 4. The operator is not responsible for items left unattended unless the operator's responsibility arises from generally binding legal regulations.
 5. The user is liable for any damage caused to the operator, another user or a third party by violating these operating rules, inappropriate use of the premises, damage to equipment or negligent conduct.
 6. The user is obliged to report any damage to equipment, defect, accident, pollution or other extraordinary event to the reception of the University Hotel VŠE, the sports facility administrator or another authorized employee of the SÚZ VŠE without undue delay.
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VII. Obligations of the person who received the card

1. The person who received the access card is responsible for its proper use and return.
 2. This person is obliged to:
 - accept the card only for a valid reservation,
 - ensure that only authorized persons use the changing rooms,
 - take care not to damage the premises or equipment,
 - after use, check the order in the changing room, showers and toilet,
 - check the closure of the changing room area,
 - return the card to the reception of the University Hotel,
 - report a lost card or any malfunction.
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VIII. Hygiene, cleaning and disinfection

1. Changing rooms, showers, toilets and adjacent communication areas must be kept clean and in working order.
2. Users are required to leave the premises clean and tidy after use, in particular:
 - take away all your own waste,
 - do not leave bottles, packaging, towels, clothing or sports equipment on the premises,
 - do not contaminate floors, benches, showers, toilets or sinks,
 - immediately report any contamination or defect that they cannot safely remove themselves.
3. Cleaning of changing rooms, showers, toilets and corridors takes place on weekdays between 5:20 PM and 5:50 PM; users are required to respect this time and allow cleaning to take place.

4. Cleaning and disinfection are carried out in a manner appropriate to the nature of the operation, intensity of use and hygiene needs of common areas.
 5. Cleaning and disinfection are carried out in a way that limits the possibility of transmission of infectious and other diseases, especially in areas of frequent contact, in showers, toilets, doorknobs, handles, faucets, benches and other contact surfaces.
 6. Cleaning agents, disinfectants and cleaning aids are used according to the manufacturer's instructions and stored in such a way that unauthorized persons do not have access to them.
 7. In the event of extraordinary pollution, an accident, suspected infectious contamination or other hygiene risk, the operator may temporarily restrict or prohibit the use of the affected premises until the defect is eliminated.
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IX. Operational safety and accident prevention

1. Users are required to move carefully in the changing rooms, showers and toilets, especially with regard to wet or slippery surfaces.
 2. It is recommended to use suitable non-slip footwear in showers and adjacent wet areas.
 3. It is prohibited to run, push, jump, or manipulate doors, locks, or equipment in a way that could cause injury or damage.
 4. Users are required to exercise increased caution when moving in showers, at entrances, on stairs and in places where water may appear on the floor.
 5. The user is obliged to report any detected defect that may endanger the health or safety of persons, in particular broken equipment, malfunctioning lighting, damaged electrical installations, loose elements, defects in doors, locks or sanitary equipment, to the University Hotel reception or to an authorized employee of the VŠE/FMD without undue delay.
 6. In the event of an accident, it is necessary to provide first aid according to the possibilities and circumstances, call the emergency medical service if necessary, and report the event to the operator.
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X. Property protection and enclosure

1. Users are obliged to protect the property of VŠE/SÚZ VŠE from damage, loss, misuse or unauthorized use.
2. Any unauthorized removal, disassembly, modification or damage to the equipment is prohibited.
3. After use, the person responsible for the reservation is required to check:
 - whether there were any people from her group left in the changing rooms,
 - whether personal belongings were left behind,
 - whether the water taps are closed,
 - whether there are any obvious defects or damage,

- whether the changing room areas are closed.
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XI. Reservations and compliance with sports venue rules

1. Changing rooms are operationally linked to sports field reservations.
 2. Use of the playground at the requested time is guaranteed only by booking on the ISKAM website, via the reservation form for visitors, or at the reception of the University Hotel VŠE.
 3. Users of the changing rooms are obliged to comply not only with these operating rules, but also with the rules of use of the relevant sports facility, reservation conditions, price list and other operating instructions of the SÚZ VŠE.
 4. If there is a conflict between these operating rules and the operating instructions for a specific sports facility, the operator decides based on the purpose of the rule, operational safety, health protection and property protection.
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XII. Emergencies, accidents and malfunctions

1. The following are considered to be extraordinary events:
 - injury,
 - fire or suspected fire,
 - water, sewage, electrical or heating accidents,
 - loss of access card,
 - equipment damage,
 - pollution of premises,
 - unauthorized entry,
 - risky or aggressive behavior of people.
 2. The user is obliged to notify the reception of the University Hotel VŠE, the sports facility administrator or another authorized employee of VŠE/FMD without undue delay of any extraordinary event.
 3. In the event of an immediate threat to life, health or property, the relevant component of the integrated rescue system is called.
 4. Until the defect or risk is eliminated, the operator may close the affected area or restrict its use.
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XIII. Sanctions and measures for violation of operating rules

1. Violation of these operating rules may be grounds for:
 - expelling a person from the locker room or sports area,
 - refusal to continue using the changing rooms,
 - cancellation or restriction of a reservation,
 - claiming damages,
 - application of a contractual or operational sanction, if it results from the price list, rules for the use of sports facilities or other binding conditions.
 2. If you leave the area late after the reservation has expired, the rules for using sports facilities apply, which state that a fine may be charged if you leave the area more than 10 minutes after the reservation has expired.
 3. Serious or repeated violations of the operating rules may be grounds for refusing future reservations or restricting access to the sports facilities.
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XIV. Final provisions

1. These operating rules are binding for all users of changing rooms, showers and toilets at the sports facilities of the SÚZ VŠE Jarov.
 2. The user is obliged to familiarize himself with the operating rules before entering the changing rooms. By entering the changing rooms and using them, the user confirms that he has become familiar with the operating rules and undertakes to comply with them.
 3. The operator is entitled to change or supplement the operating rules according to operational, safety, hygiene or organizational needs.
 4. These operating rules come into effect on: **[insert effective date]** .
 5. The following is responsible for updating the operating rules: **[insert responsible person/department]** .
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Recommended to post the shortened version directly in the locker rooms

For practical use, I recommend posting this short version on the door or in the locker room area:

CHANGING ROOMS OF THE SÚZ VŠE JAROV SPORTS CENTER – BASIC RULES

1. Changing rooms, showers and toilets are only intended for athletes with a valid sports venue reservation.
2. The card can be picked up at the reception of the University Hotel VŠE against a refundable cash deposit of 500 CZK.
3. The changing rooms inside the building are not locked for operational reasons.

4. Access to the facilities is possible 30 minutes before the start and 30 minutes after the end of the reservation.
 5. Users are required to take into account that people with subsequent reservations may enter the locker room before the end of the reservation.
 6. Cleaning of changing rooms, showers, toilets and corridors takes place between 17:20 and 17:50.
 7. After use, leave the changing room, showers and toilets clean, turn off the water and remove your own waste.
 8. When leaving, check that the locker rooms and sports facilities are locked.
 9. Smoking, alcohol, addictive substances, damaging equipment and taking records of people in the locker rooms and showers are prohibited.
 10. Report any defects, accidents, loss of a card or any emergency immediately to the reception or an authorized employee of the SÚZ VŠE.
 11. Violation of the rules may result in eviction, cancellation of the reservation, compensation for damages, or other measures.
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