

The University of Economics, Prague
The Department for the Administration of Facilities
Order of the Director DAF VSE in Prague No. 39/2020

Ref. No.: VŠE/6675/7000

Reg. No.: VŠE/10359/2020

Mail delivery to VSE dormitories

- 1) Employees of VSE dormitories are not entitled to take over mail intended for the recipient's own hands (registered items, cash on delivery, parcels, from the Czech Post and from commercial delivery services) for people accommodated at VSE dormitories.
- 2) Employees of VSE dormitories are not entitled to accept excessive ordinary consignments that cannot be placed in a box with shelves for consignments. These consignments cannot be left on the dormitories and the courier, whether Czech Post or commercial courier services, must return them to the Czech Post office or courier services and leave the recipient with a notification of deposit of consignment.
- 3) Employees of VSE dormitories do not bear any responsibility for the proper delivery of the consignment to people accommodated at VŠE dormitories.
- 4) Ordinary consignments delivered by the Czech Post and notifications of deposit of the consignment at the Czech Post will be taken over by the reception or the head of the relevant college.
- 5) In the hall of entrance of all VSE dormitories will be a box with shelves marked with letters of the alphabet into which designated dormitory staff will sort ordinary consignments and notifications from the Czech Post according to the first letter of the person's surname to whom the consignment is addressed.
- 6) All dormitory guests are obliged to arrange either at the Czech Post or for commercial courier services, contacting addressee in advance either by phone, SMS, e-mail or other communication service, so that they are able to take over the consignment in person.
- 7) People accommodated at the VSE dormitories shall ensure that consignments to be delivered to the dormitory have an address written in the following form:

designation of the addressee - ie	E. g.:
university dormitory	Palachova kolej VSE
name and surname,	Bonifác Befeleme, blok A, pokoj č. 999
block + room number	Koněvova 93/198
street name, object number	130 00 Praha 3
post code, municipality	
- 8) Transitional measures
The dormitory manager shall ensure that suitable consignment boxes are placed in the dormitory lobbies. The Central Accommodation will inform all people accommodated at the

VŠE dormitories about these new conditions for the delivery of consignments to the VSE dormitories. Shipments ordered by residents of the VSE dormitories before the issuance of this measure will be taken over at the receptions of individual dormitories.
Jan Zavrel agrees to change the method of delivery with individual delivery post offices.

9) This order of the Director takes effect on 15.12.2020.

In Prague, December 7th, 2020

Ing. Ota Zima, CSc., MBA m.p.
Director DAF VSE