

Parking conditions

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Jarov Campus parking lot

The parking lot is located on the property of the Facility Management Department of Prague University of Economics and Business (hereinafter referred to as SÚZ VŠE), which operates the parking lot.

Persons authorized to use the Jarov parking lot

University students

1. be accommodated and moved into one of the dormitories in Jarov
2. have a working personal student chip identification card (also sometimes called ISIC)
3. submit a parking application, while the issuance of a parking permit is not a claim
4. pay the parking fee

Employees of SUZ VŠE

1. have an employment relationship with SUZ VŠE based on an employment contract or an agreement on the execution of work or an agreement on work activities
2. have a functional employee chip identification card
3. submit a parking application, while the issuance of a parking permit is not a claim

Natural and legal persons for rent in the area of Jarov

1. submit a parking application, while the issuance of a parking permit is not a claim
2. pay a refundable deposit for the loan of a chip identification card
3. pay the parking fee

Other accommodation in SUZ VŠE dormitories

1. be accommodated and moved into one of the dormitories in Jarov
2. submit a parking application, while the issuance of a parking permit is not a claim
3. pay a refundable deposit for the loan of a chip identification card
4. pay the parking fee

Hotel guests

1. be accommodated and moved into one of the dormitories in Jarov
2. contact the reception [of the University hotel](#) where you are staying
3. pay a refundable deposit for the loan of a chip identification card
4. pay the parking fee

Employees of other VŠE centers

1. to have an employment relationship with VŠE based on an employment contract, not based on an agreement on the performance of work or an agreement on work activities
2. have a functional employee chip identification card
3. submit a parking application, while the issuance of a parking permit is not a claim
4. pay the parking fee

Request for parking

Those interested in long-term parking (min. 1 calendar month) follow the application procedure below. Those interested in short-term parking (min. 1 calendar day) contact the reception [of the University hotel](#) or reception of the [Eislerova dormitory](#), depending on where they are staying.

The parking application must provide true, complete, and accurate information. Any change in the data must be reported immediately without undue delay (in the same way as you applied for parking).

Students of VŠE, employees of SUZ VŠE, and other centers of VŠE

Send an e-mail with the following information to the address parkovistejarov@vse.cz :

1. name and surname
2. phone number where you can be reached (preferably mobile)
3. vehicle make (e.g., Škoda) and type designation (e.g., Fabia)
4. vehicle registration number, e.g. 1Z2 3456
5. vehicle color

Subsequently, a personal visit to the Jarov Dormitory Center building is required, during which you will receive a parking card. The visit date must be arranged by e-mail sent to the address parkovistejarov@vse.cz in advance.

Natural and legal persons for rent in the area of Jarov

Individuals and managers of legal entities renting the premises in Jarov should send an e-mail with the following information to the address parkovistejarov@vse.cz :

1. the name and surname of a natural person or the name and surname of the executive of a legal entity and the name of a legal entity
2. phone number where you can be reached (preferably mobile)
3. vehicle make (e.g., Škoda) and type designation (e.g., Fabia)
4. vehicle registration number, e.g. 1Z2 3456
5. vehicle color

Afterward, there is a personal visit to the Jarov Dormitory Center building, during which you will receive a chip card for opening the gates and a parking card. The visit date must be arranged by e-mail sent to the address parkovistejarov@vse.cz in advance.

Operating rules of the parking lot

1. The parking lot is located on the private property of VŠE (hereinafter referred to as the "Parking Lot").
2. Parking operator is the Prague University of Economics and Business, nám. W. Churchilla 4, 130 67 Prague 3, IČ 61384399, DIČ CZ61384399, represented by the Facilities Management Department of the Prague University of Economics and Business, with registered office at Jeseniova 2769/208, 130 00 Prague 3 (hereinafter referred to as the "Operator").
3. The user is the driver of a motor vehicle moving in the Parking lot, and where it follows from the nature of the matter, also the driver's passenger.

4. In the short-term parking mode, it is possible to park the motor vehicles of SUZ VŠE suppliers and visitors who need to secure entry to the Jarov campus to fulfill a contractual relationship or make a visit. Short-term parking is arranged at the [University Hotel](#) (Jarov IE) reception or reception of [Eislerova dormitory](#) or the relevant VŠE workplace within the Jarov dormitories area. Each motor vehicle must have a Visitor Parking Ticket Appendix No.1, placed behind the front windshield for the duration of the visit, see Appendix No. 1. Visitor parking is only possible from 7 a.m. to 10 p.m.
5. Parking for vans and buses is only possible based on an individual agreement for capacity reasons.
6. By entering the Car Park, the User agrees to the provisions of these Operating Rules of the Car Park and agrees to comply. Drivers of motor vehicles moving in the Parking Area declare they are the operators or authorized holders of these motor vehicles. The maximum permitted speed in the Parking lot is 20 km/h.
7. The area intended for parking (hereinafter referred to as the "Parking Area") is located on the Parking Lot as seen from the entrance gate on the right side of the street, where vehicles are parked diagonally on the sidewalk with an on-ramp on the left side of the street, where vehicles are parked on the road in one row parallel to each other with sidewalk; furthermore, a concrete area between blocks A and B of Palachova dormitory is designated for parking, where vehicles are parked along the perimeter of the area perpendicular to the front parts of the vehicles to the buildings. The center of the concrete area between blocks A and B of the Palacho dormitory (Jarov I) is excluded from the Parking Area, as well as the area where the dustbins are located and the areas where the entrances and back entrances to the dormitories are located. The Parking Area does not include sidewalks except for the exception mentioned above. Grassy areas do not belong to the Parking Area. Curbs with yellow paint mark places where parking is prohibited.
8. Only motor vehicles with valid registration plates, whose technical condition fully complies with the relevant legal regulations, may enter the Parking Lot.
9. The Operator owns the parking lot, and any movement on it is possible only by the conditions of these Operating Regulations of the parking lot.
10. Parking is paid. The parking fee is paid in advance. The price list, an integral part of these Parking Regulations, is in the [appendix](#).
11. The user is entitled to park in the Parking Lot only based on a submitted and positively processed parking request. The description of the application is given above. An application submitted in any other way will not be considered.
12. The parking application must provide true, complete, and accurate information that the Operator can use when assessing the parking request.
13. At the request of the Operator, the applicant/user is obliged to present a certificate of registration of the road motor vehicle and trailer (so-called small technical license), an identity card (citizen card or passport), driver's license and possibly other documents to verify whether the applicant/user has authorization to handle the motor vehicle for which the parking request was submitted.
14. The operator reserves the right to reject a parking request without giving a reason.
15. Any change in the User's registered data (surname and first name, telephone number, vehicle make, vehicle type designation, vehicle registration number, vehicle color) is the User's obligation to notify the Operator without undue delay by e-mail to the address parkovistejarov@vse.cz . Changing a vehicle for which authorization was issued based on a parking request is only possible if the Operator approves the change based on a certificate in one of the following exhaustively listed cases: acquisition of a new vehicle, vehicle theft, vehicle accident, or rental of a replacement vehicle (insurance company, car repair shop).
16. Access to the Parking lot is possible only with a valid and activated chip identification card. Students and employees of the Prague University of Economics and Business use their personal student/employee chip identification card issued by the Department of Identification Card Administration. The chip card will be lent to other Users based on a deposit of CZK 500. Only one motor vehicle can be registered per chip identification card. The identification card is non-transferable – it can only be used for the motor vehicle on which the parking permit is registered. A fee of CZK 500 is charged to the User for the loss or damage of the chip card.
17. There are barriers at the entrance and exit of the parking lot, which can be opened with a chip identification card. The reading devices in black plastic cases in the stands in front of the barriers are contactless, so the smart card must be approached or placed on any side of the reading device. Each

of the two stands in front of the barriers and is equipped with a microphone connected to the parking attendant. In case of problems with the chip card, the User can press the button on the stand to contact the Parking operator, who can remotely open the gate after verifying the User's identity. The reader and the communication device are activated only if a vehicle is placed at the stand. A camera system monitors the entire entrance area. The user acknowledges that the barrier closes immediately after each passing motor vehicle - simultaneous entry of two motor vehicles is strictly prohibited and may lead to damage to motor vehicles and the technical equipment of the Parking lot - barriers.

18. After parking the motor vehicle, the User keeps the chip identification card with him and not in the vehicle.
19. The borrowed parking chip identification card for entry into the premises must be returned to the reception of the [University Hotel](#) or [Eislerova Dormitory](#), depending on where it was issued. Upon returning the card, the user will receive a refund of the CZK 500 deposit paid for the card. The card must be returned immediately after the parking validity expires; otherwise, the user is obligated to pay for parking for the entire period they hold the borrowed parking card.
20. Each User also receives a Parking ticket (see attachment no. 2), which must be placed behind the vehicle's front windshield during parking. Any vehicle in the Parking Lot without a Parking Ticket (for visitors with a Parking Ticket for visits outside visiting hours) may be provided with the technical device to prevent the vehicle from leaving the so-called boot. The request for the removal of the boot can be made on the phone number indicated on the boot only on working days from 9 a.m. to 3 p.m. and after paying a fine of CZK 5,000.
21. After placing the boot on the car, a Warning sticker will be placed on the driver's door (see attachment no. 3).
22. The User must report the loss of the chip identification card or Parking ticket to the Operator immediately, specifically to the e-mail address parkovistejarov@vse.cz.
23. The request to deactivate access to the Parking lot is sent by Users from among students and employees of VŠE by e-mail only from their own school/employee address (for identity verification) to the e-mail address parkovistejarov@vse.cz, while it is necessary to indicate the date on which it should be access terminated. In case of termination during the month, the money for the started month is not returned.
24. In the following cases, the User's parking permit may be revoked by the Operator:
 - non-payment of the parking fee, or non-payment of the establishment fee, refundable deposit
 - the person ceases to meet the conditions for a parking permit, e.g., moves to a dormitory outside Jarov
 - providing a chip identification card to another person,
 - allowing the entry or exit of a vehicle other than the one for which the parking permit is issued,
 - providing false, incomplete, or inaccurate data in the parking application,
 - failure to notify changes in registered data,
 - parking lot pollution,
 - damage to entrance equipment (barriers, cameras, racks, posts, etc.), other equipment, the area of the Parking lot, or destruction of the greenery surrounding the Parking lot,
 - unauthorized handling of the input device (e.g., forcibly lifting the barrier), which may lead to damage to the device or a change in the functionality of the device,
 - the vehicle is parked outside the Parking Area,
 - the vehicle obstructs traffic in the Parking lot,
 - the vehicle is deregistered from the register of Motor Vehicles,
 - a vehicle clearly unfit for operation,
 - a vehicle with leaks of operating fluids or other technical defects.

The User will be informed (by e-mail and/or telephone) about the cancellation of the parking permit and will be given a period to remove the vehicle from the Parking Lot. A motor vehicle whose parking permit has been revoked and which has not been removed from the Parking Lot within the specified period may be towed and released to the owner of the motor vehicle only after payment of a handling fee of CZK 5,000, towing costs, or other costs, compensation for damages or fees.

25. In the case of providing a chip identification card to another person, allowing the entry or exit of a vehicle other than the one on which the parking permit is issued, providing false, incomplete, or inaccurate data in the parking application, or in case of failure to notify changes in the registered data, the User is obliged to pay A contractual fine of CZK 5,000 for the operator. The Operator is entitled to exercise a lien on the User's vehicle, located in the Parking Lot, on the date of exercise of this right.
26. The entry and parking of motor vehicles with leaks of operating fluids or other technical defects is prohibited. In the event of damage caused by the poor technical condition of the motor vehicle and/or leakage of operating fluids from the vehicle, the User is obliged to pay the Operator a contractual fine of CZK 5,000 and cover the damage caused, i.e., the costs incurred by the Operator for cleaning and restoring the parking lot to its original condition. The Operator is entitled to exercise a lien on the User's vehicle, located in the Parking Lot, on the date of exercise of this right.
27. In case of damage to the entrance device (barriers, cameras, stands, posts, railings, etc.) or the Parking equipment by the User, or in case of unauthorized handling of the entrance device (e.g. forcibly lifting the barrier), which may lead to damage to the device or a change in functionality equipment, the User is obliged to pay the Operator a contractual fine of CZK 5,000 and to cover the damage caused, i.e. the costs incurred by the Operator for repairs. The Operator is entitled to exercise a lien on the User's vehicle, located in the Parking Lot, on the date of exercise of this right.
28. A motor vehicle obstructing traffic in the Parking Lot during events such as VŠEFEST, Rector's Day, etc., may be towed and released to the owner of the motor vehicle only after payment of a handling fee of CZK 5,000, towing costs, or other costs, damages or fees.
29. In the case of unauthorized use of the Parking Lot and any other violation of the Operating Rules of the Parking Lot, the User is obliged to pay a contractual fine of CZK 5,000 to the Operator. The Operator is entitled to exercise a lien on the User's vehicle, located in the Parking Lot, on the date of exercise of this right.
30. The Operator is entitled to exercise a right of retention to secure its claims against Users and, for that purpose, use a technical device to prevent the vehicle from leaving ("boot") on parked motor vehicles. The User will then be allowed to drive the vehicle out of the Parking Lot only after the damage. Other claims have been paid, or, if it is not possible to determine the amount of the damage, only after a report on the discovery of the damage has been drawn up with the User's obligation to pay for the detected damage.
31. No persons, animals, or substances may remain in parked motor vehicles after parking, which may cause damage to the Operator or third parties or otherwise disrupt the proper use of the Parking Lot.
32. Persons who move around the Parking Lot premises are responsible for any damage they cause to the Operator or third parties through their actions.
33. The user acknowledges that the Parking lot is not guarded, i.e. the motor vehicles parked here are not professionally guarded by personnel or technical security. The operator is therefore not responsible in any way for parked motor vehicles, not even about the loss or damage of things left in them by the User, and is therefore not responsible for damage caused while the vehicle is parked. In this regard, the Operator points out that parking a vehicle near a sports ground (small football field) is associated with the risk of damage to the vehicle by a tripped-up ball or in any other way that may occur during the activity carried out on this sports ground.
34. These Operating Regulations of the parking lot take effect on September 1, 2024

Appendix – Price list from September 1st 2024

Prices include VAT.

Type of person	Daily fee	Monthly fee	Refundable deposit*
VŠE students housed in Jarov dormitories	CZK 200	CZK 2 000	CZK 0
Employees of SUZ VŠE	CZK 0	0 Kč	CZK 0

FO and PO for rent in the premises of the Jarov dormitories	CZK 200	CZK 2 000	CZK 500
Other accommodation in VŠE dormitories	CZK 200	CZK 2 000	CZK 500
Hotel guests	CZK 200	CZK 2 000	CZK 500
Employees of other VŠE centers	CZK 200	CZK 2 000	CZK 0

*If the holder of the VŠE ISIC/employee card borrows a parking card, they must also pay a refundable deposit of CZK 500.

The VŠE XPORT workplace has five free parking spaces and ten parking tickets for visitors.

Ota Zima

Director of SÚZ VŠE

Appendix No. 1 – Parking ticket intended for visitors

	<p>SUZ VŠE</p> <p>Parkovací lístek</p> <p>NÁVŠTĚVA</p>
<p>Registrační značka vozidla (SPZ)</p> <hr/>	
<p>Platí od – do:</p> <hr/>	
<p>Vydáno dne:</p> <p>Razítko a podpis:</p>	

Appendix No. 2 – Standard parking ticket

	SUZ VŠE Parkovací lístek
Registrační značka vozidla (SPZ)	
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Platí od – do:	
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Vydáno dne:	
Razítko a podpis:	

Appendix No. 3 – Warning sticker about the placement of the boot on the vehicle

