



This translation into English is for information only. In the event of a dispute, the Czech language version has official status

House Rules of a CTU in Prague university dormitory

1. A **university dormitory** is a service facility of CTU in Prague that serves for accommodating students of CTU in Prague, students of other universities in the framework of interuniversity cooperation, and other persons in the framework of the available bed capacity.
2. A **university dormitory** (hereafter, “dormitory”) is administered by the Service Facilities Administration of CTU in Prague - Správa účelových zařízení (hereafter “SÚZ”), headed by its director, and the activities of SÚZ are regulated by the CTU in Prague Statutes and the Organisation Rules of SÚZ.
3. **Responsibility for the operation of a dormitory** is vested in the head of the dormitory (vedoucí koleje), who is subordinate to the head of the accommodation division of SÚZ.

address of the dormitory

head deputy

office no. office hours.

telephone e-mail

4. **The representative of the Student Union or the Student Self-government** cooperates with the head of the dormitory, and makes proposals and remarks on all issues concerning accommodated students.

5. An accommodated student has the right

- a) To make full use of all dormitory facilities and spaces that are designated for the use of accommodated students,
- b) To put in her/his room her/his own posters, pictures and other interior accessories; however, this does not refer to the external side of the doors of rooms.
- c) To relocate the fittings of the room, with the exception of installing bunk beds, raised beds or beds not on the level of the rest of the room,
- d) To 24-hour entry and departure from the dormitory,
- e) In consultation with the head of the dormitory, to do painting and wallpapering inside the room; however, this does not refer to the external side of the doors of rooms.
- f) To change bed linen (sheets and pillow case) once in 14 days.



6. An accommodated student is required

- a) To observe the provisions of the Accommodation Rules, the House Rules, the Accommodation Agreement and other provisions, provided that they are not at variance with the generally valid rules,
- b) To insure her/his property brought into the dormitory, in a legally binding manner,
- c) Whenever entering the building to present her/his resident's pass to the hall porter without challenge,
- d) To take due care of the equipment in the room; for hygienic reasons, not to use uncovered blankets, cushions or mattresses,
- e) When leaving the dormitory, not to leave electrical appliances and lights on
- f) To keep to the rules on night-time silence and the basic principles of social coexistence (this refers to all persons in the building),
- g) At the end of her/his stay, to return the room to its original state (taking into account normal wear and tear), to hand the room over to the head or to the deputy head of the dormitory and to settle all obligations toward SÚZ,
- h) To keep to and respect the fire safety regulations and work safety regulations, to familiarize her/himself with the Fire Safety Rules and the Fire Alarm Instructions, including the Fire Evacuation plan for the building. The student must comply with the organisational instructions of the management and control organs to ensure fire safety and safety at work.
- i) To familiarize her/himself with each type of manual fire-fighting instrument, their location and use,
- j) Not to damage or remove fire and safety hazard notices giving warnings, directions or information,
- k) Without delay to warn the head of the dormitory about any faults that might lead to a fire or that might be damaging to the health of fellow residents of the dormitory.
- l) Not to make any repairs or adjustments to electric installations or electric appliances
- m) When leaving the place, to make sure that all electric equipment is in a safe state and that appliances have been switched off,
- n) Not to use any unauthorized personal electric appliances,
- o) When cleaning up, to take the safety of fellow residents into account. To work in such a way that fellow residents are not put in danger of accidents.
- p) When working at heights, to use a step ladder or a double ladder. It is not allowed to put a chair on to a table,
- q) Not to use damaged or unauthorized electric appliances and extension cables that are not in accordance with the ČSN standards,
- r) To keep to and familiarize her/himself with the regulations of Act No.133/1985 Coll. on Fire Safety No. 67/ 2001 Coll., and to bear any consequences arising from non-compliance with any fire safety principles and generally with binding regulations for mass accommodation of people in accommodation facilities that this Act places limitations on. (see the Act on www.aspi.cz),
- s) Every time when leaving the dormitory to ensure that the cooker is switched off (in a dormitory with the cell block system), to lock the room and to have the key with her/himself. To report lost keys without delay to the housekeeper / head of the dormitory. Outside working hours, to report the loss without delay to the hall porter (at the reception desk or at the central reception desk). For the safety of persons and property, to lock the room before going to sleep,



- t) To pay regularly and on time the dormitory fee and associated charges, which are set out in the Accommodation Agreement, and to be aware of the consequences of non-compliance with all conditions of the Accommodation Agreement arising from that Agreement (e.g. non-payment for a period of more than 5 days can be grounds for cancelling the Accommodation Agreement),
- u) On entering the dormitory, to check the inventory list and within 24 hours to report in writing to the housekeeper / dormitory head any faults or damage in the room that were observed when it was taken over,
- v) Faults found in the course of the academic year are to be written at once into the Damages Book or reported to the receptionist or to the relevant housekeeper or head of the dormitory,
- w) To take full responsibility for the state of the inventory items, together with her/his roommates,
- x) When moving out of the dormitory, to return all items loaned by the dormitory administration, to make good any damages caused to the inventory items in the room or elsewhere in the dormitory, to clean the room and return it to its original state,
- y) To use only authorized electric appliances only with the consent of the head of the dormitory, in accordance with the valid SÚZ charge list, with regular reviews and checks, in accordance with the valid regulations,
- z) Not to damage a fire extinguisher or to discharge it without authorization, and not to adjust the hydrants. By misusing or removing fire-fighting equipment, an accommodated student exposes her/himself to criminal charges for endangering the community, in accordance with Act No. 133/1985 Coll., para 17, section 3, letter c), and to sanctions in the form of a fine (see List of Charges – www.suz.cvut.cz)
- aa) To keep to the strict ban on smoking in unauthorized spaces, near structures equipped with electric fire alarms, which react via automatic sensors to the presence of smoke in the building. In the event of smoking, the alarm is raised, the room number is signalled in the hall porter's office, and the room number is recorded on the printer. If this happens, the students accommodated in this room are charged (see the Charge List – www.suz.cvut.cz), and repeated alarms due to smoking are grounds for excluding a student from the dormitory.
- bb) To keep to the strict ban on adjusting the fire alarms on the ceiling in the cells. Moving the alarm or taking it off its stand is immediately indicated as a fault in the hall porter's office (even if the alarm is immediately replaced in its original place), and the room number is also registered. It is also forbidden to cover the speakers, to stick things on them, etc. Offending against this ban will be treated as an attempt to damage the equipment, and will be punished by a fine that covers the cost of calling out the reassembly service (see List of Charges – www.suz.cvut.cz).
- cc) Misuse of the fire alarm buttons in the corridors will also be punished. If the glass is broken and the button is pressed an evacuation announcement will be made in the building. Unauthorized use will be punished (see List of Charges – www.suz.cvut.cz), and, according to the circumstances, can lead to exclusion from the dormitory.
- dd) If an evacuation of the building is announced in the corridors, it is desirable not to remain in the building, and students remain in the building at their own risk. Accommodated students are required to leave the building in accordance with the fire and alarm guidelines. If she/he notes any fault in the equipment, an accommodated student is required to report this fact to the hall porter.



7. Visitors

- a. A visitor is required to present her/his identification card, to give the name of the person that she/he is visiting, to register in the Visitors Book, and to sign out when the visit is over.
- b. Visits within the framework of the same area of the dormitory are not entered into the Visitors Book.
- c. During the time when the doors of the dormitory are locked, entry and registering of a visitor can take place only when accompanied by the person being visited.
- d. Visits within the framework of the same area of the dormitory are not limited in time.
- e. The person being visited bears responsibility for registering visitors, and for the behaviour of her/his visitors.
- f. A visitor has access to a room only with the agreement of the room-mates who are present.
- g. A visitor is required to leave the dormitory before it is locked up, i.e., not later than 1 a.m., or the visitor can remain in the room after the dormitory is locked up under the following conditions:
 - Registration in the Visitors Book (name, identification card, room number, name of the person being visited),
 - Presence of the person being visited during the visit,
 - Agreement of room-mates that are present,
 - The conditions under sections h and i, below, must be met
- h. Length and frequency of visits after 1 a.m.

Uninterrupted visits may last a maximum of 3 nights in a single room (cell),

 - Every accommodated person is entitled to receive a maximum of 10 visits (10 nights) after 1 a.m. per calendar month,
- i. Payments for visitors staying in a room during the period of night-time silence
 - CTU in Prague students and students accommodated in CTU in Prague dormitories – free of charge,
 - Other visitors – an administrative payment (see List of Charges – www.suz.cvut.cz).



8. Checks on Rooms

- a. Delegated SÚZ workers are entitled to conduct checks on rooms,
 - o To check the technical state of the room (after a warning, with a representative of the accommodated students),
 - o When there is well-grounded suspicion of a breach of the conditions of the Accommodation Rules, the House Rules, or the Accommodation Agreement,
 - o To check unregistered appliances (without a warning, with a representative of the accommodated students)
- b. Checks are registered in the Book of Checks, which can be inspected at the hall porter's office, or at the office of the head of the dormitory. The report gives:
 - o The names of the persons conducting the check,
 - o The date and time when the check was conducted,
 - o The reason for the check, and the findings.
- c. A check will be conducted by at least two persons (including a representative of the accommodated students), unless some other arrangement is made by agreement between the head of the dormitory and the representative of the Student Union (Student Self-government). This does not concern breakdowns and natural disasters (fires, floods, etc.)

9. Night-time silence

From 22.00 - 06.00 (binding on all persons in the building).

10. Locked doors of the dormitory

From 01.00 – 05.00 (at this time the hall porter is required to unlock the door for an accommodated student).

11. Admitting and keeping animals in the dormitories

Dogs, cats and other animals are not admitted and cannot be kept in the dormitories. The head of the dormitory can make an exception on the basis of a written application by an accommodated person, corroborated by a statement from the representative of the Club (Student Self-government), by the room-mates and confirmation from a veterinary doctor about the state of health of the animal (this confirmation must not be more than one calendar month old).



12. Smoking

Smoking is allowed only in clearly indicated designated smoking areas. Exceptionally, smoking is allowed in rooms with the specific agreement of room-mates. Smoking is strictly forbidden in all public spaces (kitchenettes, bathrooms, WCs, study rooms, staircases, corridors, etc.)

Prague, 14.9. 2009

Ing. Zdeněk Zmrzlík
Director