Accommodation rules for dormitories of Charles University in Prague

Article 1
Opening provisions

1. These accommodation rules govern in particular the rules of conduct in the dormitories of Charles University in Prague.

2. The rights and obligations of the resident and the accommodation provider are fixed in the accommodation contract - part of the "General accommodation terms and conditions in the dormitories of Charles University in Prague" (hereinafter the "VUP")¹.

3. When using university dormitory space (hereinafter the "dormitory") of the Charles University in Prague (hereinafter the "University" or "CU"), each resident must behave so as not to endanger life, health or property, so as not to disturb the peace and quiet in the dormitory, so that none of the persons accommodated in the dormitory of the University (hereinafter referred to as a "resident") are restricted in their rights or freedoms, and to avoid damage to the reputation of the university.

Article 2
Access to the dormitory, quiet hours

1. Entry into and exit from the dormitory is allowed to the resident continuously, with the understanding that from 12:00 midnight to 6:00 a.m. the dormitory is usually locked and the possibility to enter or leave the dormitory is provided by the concierge service. Upon entering the dormitory the resident must prove his identity upon request by the concierge by means of an invitation card or proof of guest accommodation, in case of doubt they must prove their identity, e.g. by means of a student ID card, at the request of the concierge service. This does not apply if access to the dormitory is otherwise secured, such as turnstiles or entry by means of a smart card.

2. From 10:00 p.m. to 6:00 a.m., all persons residing in the dormitory must maintain peace and quiet. If peace and quiet is disturbed the concierge service is obliged to ensure that it is restored.

Article 3
Compliance with regulations, obligations of residents

1. Dormitory residents must comply with the regulations set by the VUP and these must be published on the dormitory notice board. Residents are also obliged to comply with applicable health, safety, fire and other relevant regulations.

2. A resident shall immediately notify the concierge service about defects, deficiencies or repairs needed as identified in the areas reserved for accommodation and common areas, which prevent full use of the premises and threaten the safety, health or property of other residents. The accommodation provider is obliged to make an entry in the book of faults and to ensure elimination of the facts reported without undue delay.

3. Residents are required to regularly clean the room in which they are accommodated. Before moving out of the room residents are required to properly clear and clean the room, including accessories, and return it to its original state, taking into account normal wear and deliver undamaged borrowed equipment, keys and dormitory pass, and personally or represented by a proxy on the basis of a power of attorney with a notarised signature, log out of the record of residents in the dormitory. Damages that are demonstrably caused by the resident must be paid by the resident in cash at the relevant dormitory accommodation office.

4. Residents cannot without the consent of the head of the dormitory move furniture between rooms or disassemble furniture or place personal belongings in spaces that are cleaned daily by an employee of the dormitory or store food or objects on the outside windowsills. Residents cannot without the consent of the head of the dormitory bring their own furnishings, such as carpets, furniture, etc. The resident will be obliged to remove all of their own furnishings no later than by

¹ The wording of the rights and obligations of the resident and the accommodation provider contained in the VUP accommodation contract is not repeated here.
the date of termination of accommodation in the dormitory. In the event that a resident fails to do so, the resident hereby acknowledges that their property will be discarded at their own expense.

5. Residents shall not:
   a) damage, remove or otherwise preclude the use of fire extinguishers, hydrants or fire safety equipment,
   b) carry out repairs or any changes to the power supply or other installation,
   c) damage, destroy or remove manuals, guidelines or tables with fire protection information, or explosives in the premises of the dormitory, or bring firearms into the dormitory.

6. Residents shall not enter the dormitory premises without the consent of the dormitory manager or a person authorised by them.

**Article 4**

**Smoking in the dormitory**

Smoking in the dormitory is only permitted in areas designated for this purpose by the accommodation provider. If no specific area in the dormitory is reserved for smoking, then smoking is forbidden throughout the dormitory.

**Article 5**

**Use of electrical appliances, energy conservation**

1. Residents may without prior notice to the accommodation provider use their own electrical appliances serving for personal hygiene. The use of other appliances is governed by the VUP; the list of appliances of the VUP also includes appliances for the use of which payment of costs is not reimbursed. Residents are required to ensure the proper technical condition and proper method of safe operation of all electrical appliances used by him in accordance with applicable laws and regulations and technical standards. Residents are required to reimburse the accommodation provider for any damage caused to electrical equipment by its use.

2. Residents are required to conserve electricity and thermal energy, hot and cold water, and before leaving the room should turn off all lamps, electrical appliances (except refrigerators) and close all faucets.

**Article 6**

**Pets**

Pets are not permitted in the dormitory. Exceptions may be granted by the head of the dormitory on the basis of a written request from a resident accompanied by an affirmative statement from the Dormitory Council of the given dormitory and the resident's roommates. The dormitory head may also seek confirmation from a veterinarian regarding the health status and safety of the pet.

**Article 7**

**Access to occupied rooms**

1. Unless specified otherwise, a resident's room can be entered only with their consent or if so stipulated by a legal regulation or VUP, for example, to carry out cleaning.

2. Staff of the accommodation provider or other entitled persons are authorised to enter a room occupied by a resident in the event of a disaster, imminent bodily injury, property damage or averting another serious risk or threat to interests protected by law.

3. Staff of the accommodation provider, together with the head of the dormitory or their representative, are entitled to enter a room occupied by the resident in case of:
   a) inspections or similar tasks set or enforced by a legal regulation,
   b) inspections of compliance with obligations laid down in the VUP or if on the part of a resident, its failure can be reasonably assumed,
   c) sanitary or similar measures arising from legal regulations, on the basis of the information published on the dormitory notice board at least three days in advance; the notice must also include details about the time of entry into the room. The obligation to provide this notice can be waived only in case of special circumstances.

4. The accommodation provider must give at least three days notice for dormitory maintenance or cleaning of rooms in advance, if this is to be done on a larger scale.
5. Staff of the accommodation provider may further access the room of a resident for the purpose of:
   a) cleaning work that cannot be carried out by residents themselves,
   b) carrying out repairs as requested by a resident,
   c) removal of damages reported or otherwise identified by a resident.

6. If a resident provides notice of their disapproval in writing, together with their reasoning under section 3 or 4, the dormitory manager or an employee of the accommodation provider shall not enter a premise occupied by such resident; however, if this reasoning is unfounded, it is considered a gross breach of good manners, as well as damage caused by the resident to the accommodation provider by this behaviour, as long as an expense is incurred to the accommodation provider.

7. If a resident or his authorised representative is not present upon entry pursuant to points 2, 3 or 4, the person who entered the premises occupied by the resident will leave a signed notice for the reason and time of entry, indicating their name, unless a legal regulation stipulates a different procedure.

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**Article 8**

**Guests**

1. A Resident may receive guests without restrictions, unless stated otherwise. The first sentence shall not apply if such guest violates the obligations set out in this Article, does not provide cooperation under this Article, gives a false declaration, or if such guest is apparently under the influence of alcohol or other intoxicating substances.

2. There is no charge for visits, unless stated otherwise.

3. Guests must show proof that they are a student or employee of CU or another university, or otherwise prove their identity (e.g. valid identity card or passport) at the concierge service at the gate.

4. Guests must sign into the guestbook at the concierge service upon arrival and departure, always writing the date of the visit, their name and surname, the number of their identity card under Section 3, the name and surname of the person being visited, the number of the room being visited, the time of arrival and the time of departure. A visit to the dormitory building can only take place in the presence of the resident being visited.

5. Guests can freely, i.e. without accompaniment, enter the dormitory from 6:00 a.m. to 10:00 p.m. From 10:00 p.m. to 6:00 a.m. guests can enter the dormitory area only when accompanied by the resident being visited. If a guest does not leave the dormitory premises by 12:00 midnight, they can remain in the room only under the following conditions:
   a) they have signed into the guestbook (name and surname, identity card, room number and name of visited person)
   b) the visited person is present during the period of the visit,
   c) they have the written consent of present roommates and provided it to the dormitory concierge, as well as the prior written consent of absent roommates,
   d) the continuous duration of the visit is a 3 night maximum in one room (bunk)
   e) each resident is entitled to receive a maximum of 6 visits (6 nights) per calendar month,
   f) guests are required to ask the concierge service at the dormitory to issue bed linen for a fee of CZK 50, paid in cash at the concierge service. The guest or the visited resident is required to return the bed linen to the concierge service after the visit.

   A visit to the room cannot take place if one of the people accommodated in the shared room or bunk disagrees with the visit. The visited resident is responsible for providing notification of the visitor to the dormitory.

6. Unless otherwise provided by the legal regulations, the visited resident's obligation to maintain peace and quiet in the dormitory premises also applies to the guest, including liability for damages. If this obligation is breached, the guest is required, at the summons of the dormitory staff, to leave the dormitory; this person may be denied further entrance to the dormitory.

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**Article 9**

**Final provisions**

1. The Chairman of D&R may take measures to determine the details of accommodation rules applicable to the given dormitory or dormitories; the relevant dormitory council shall provide its opinion regarding these measures.

2. These accommodation rules come into effect and validity on the day of their issuance.
Appendix – Consent of roommate to visit dormitory room