

# **Accommodation Code at the dormitory of Charles University in Prague**

## **Section 1 Initial provisions**

1. This accommodation code establishes the rules of behavior in the dormitories of Charles University in Prague.
2. The rights and responsibilities of the user and the provider are defined mainly by the Accommodation Agreement - General terms and conditions of accommodation in the dormitories of Charles University in Prague (hereinafter "Terms and Conditions")<sup>1</sup>.
3. When using the college dormitories (hereinafter "dormitory") of the Charles University in Prague (hereinafter also "the university"), everybody must act to avoid risks to lives, health or property; to prevent disturbing the peace or order in the dormitory, to avoid limiting anyone staying in the university (hereinafter "the user") in his/her rights and/or liberties, and to avoid staining the good reputation of the university.

## **Section 2 Access to the dormitory, night quiet**

1. The access and departure to/from the dormitory are available 24/7 for the user; yet between 12 AM and 6 AM, the door is usually locked, and the access and/or departure are enabled by the receptionist. Upon entry, the user is required to present a dormitory pass or accommodation certificate when asked so by the receptionist. When in doubt, the receptionist can ask the user to prove his/her identity by a suitable document, such as the student ID. This doesn't apply if the access to the dormitory is secured by any other means, such as turnstiles or chip cards.
2. Between 10 PM and 6 AM, all people currently present in the dormitory are required to comply with the night quiet rules. In case the night quiet is disturbed, the receptionist is responsible for restoring it.

## **Section 3 Meeting the rules, responsibilities of the user**

1. The user of the dormitory is required to meet all rules and provisions defined by the Terms and Conditions. These rules and provisions must be published on the official dormitory board. The user must also meet the valid hygienic, safety, fire safety and other relevant regulations.
2. The user must, without any delay, inform the receptionist on the damages, shortcomings or required repairs in the accommodation area, as well as in shared areas of the dormitory, if these damages or shortcomings prevent these areas from being used properly and fully, or if they put the safety, health or property of the users at risk. The provider must always record the damage in the damage registry, and see that the reported conditions are removed without any unnecessary delay.
3. The user is responsible for the common cleaning in his/her room. Before moving out of the room, he/she must clean the room properly and clear it, and, with all accessories, restore it to the original conditions, given the usual wear and tear. In addition, the user must return the provided inventory without any damage, together with the keys and dormitory pass, and, either personally or using a proxy with the full authorization with verified signature, check out of the dormitory records. In case of any damage due to proven fault of the user, the user must pay the compensation in cash in the accommodation office of the dormitory.
4. Without the consent of the dormitory manager, the user must not move the furniture from one room to another, or disassembly the furniture, or block the areas design for daily cleaning by a dormitory employee with the user's personal effects, or place any property or food on the outer window sills. Without the consent of the dormitory manager, the user must not bring any interior equipment to the dormitory, such as carpets, furniture etc. All interior equipment must be cleared

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<sup>1</sup> To see the rights and responsibilities of the user and the provider, see Terms and Conditions – they are not quoted here.

out by the user no later than on the day the accommodation is terminated. In case the user fails to do so, the property can be disposed of by the provider, at the user's cost.

5. The user can not:
  - a) Damage, remove or by any other means disable the use of the extinguishers, hydrants or fire safety devices,
  - b) Repair or affect the power distribution network or other installations in any way,
  - c) Damage, remove or destroy instructions, guidelines or tables that are designed for the fire protection, or
  - d) Use open fire, inflammables (except, for example, cosmetic products in pressurized containers), or explosives in the dormitory areas, and bring firearms to the dormitory.
6. Without the consent of the dormitory manager, or an authorized person, the user must not enter the operational areas of the dormitory.

#### **Section 4 Smoking in the dormitory**

It's only possible to smoke in the dormitory in the areas expressly marked so by the provider. Unless there's such a place marked in the dormitory, smoking is forbidden in all areas.

#### **Section 5 Use of electric devices, power consumption**

1. The user can, without being required to report so to the provider, use his/her own electric devices used for personal hygiene. The use of other appliances and devices is defined in the Terms and Conditions. The Terms and Conditions also list the devices that may be used for free in the dormitory. The user is responsible for the technical conditions and for the appropriate use of the devices, in accordance with valid legislation and technical standards. The user, using electric devices, must compensate the provider for any incurring damage related to the use of the device.
2. The user is required to save power and heat, as well as hot and cold water. Before leaving the room, in case he/she leaves as the last user, he/she must turn off all lights and electric devices except the refrigerator, and close the water taps.

#### **Section 6 Pets**

Pets aren't allowed in the dormitory. The exceptions may be granted by the dormitory manager, based on a written application of the user, with the approval of the Dormitory Board of the said dormitory and the roommates. The dormitory manager may also require the certificate of the vet on the health conditions of the pet, and compliance of the pet's breeding in health terms.

#### **Section 7 Access to the accommodation areas**

1. Unless stated otherwise, the areas where the user is accommodated can only be accessed with his/her consent, or in case the access is required by the valid legislation or Terms and Conditions, for example for cleaning purposes.
2. The employee or the provider, or another authorized person, is entitled to access the areas where the user is accommodated in case of emergency, imminent health risk, imminent property loss risk, or to avoid another serious danger or emergency, in case the intervention is allowed by the valid legislation.
3. The employee or the provider, together with the dormitory manager or his/her deputy, is entitled to access the areas where the user is accommodated for the following reasons:
  - a) To perform control or similar task authorized or required by the valid legislation;
  - b) To check whether the duties stemming from the Terms and Conditions, or this Accommodation Code are observed, in case it can be reasonably assumed that they are not;
  - c) In case of hygienic or similar provisions pursuant to the valid legislation, based on the information published on the dormitory official board no later than three years in advance. This information must include details on the time required to access the areas. Such information can be omitted only in special cases.

4. The provider is required to announce the major cleaning or maintenance in the rooms no later than three days in advance, on the dormitory official board.
5. The employee of the provider may enter the areas where the user is accommodated in the following cases:
  - a) For cleaning that can't be ensured by the user;
  - b) For the maintenance and repairs required by the user;
  - c) To remove the damages, reported by the user or detected by a different way.
6. In case the user informs the dormitory management in writing on his/her disapproval to the access according to points 3 or 4, with appropriate reasons, the employee of the provider will not enter the areas where the user is accommodated; however, if the said reasons are inadequate, this is considered serious breach of appropriate conduct on the part of the user, and also the damage caused by the user, if this action caused costs to the provider.
7. In case the user, or the appointed representative of the user, isn't present upon the access pursuant to paragraphs 2, 3 or 4, the person that entered the areas where the user is accommodated will leave a signed statement on the access and time of entry, including his/her name, unless otherwise required by the legislation.

## **Section 8 Visits**

1. Unless otherwise stated, the user can invite visitors with no limits. This doesn't apply if the visitor(s) violated the rules defined by this section, failed to provide assistance in accordance with this section, stated incorrect information, or is clearly affected by alcohol or narcotics.
2. Unless otherwise stated, the visit is free of charge.
3. When entering the dormitory, the visitors must present themselves to the receptionist with a student ID, university employee ID, or ID of another university's employee, or in another way (such as valid personal ID card or passport).
4. Any visitors must be registered by the receptionist in the Book of visitors, both in the start and in the end of the visit. Always it's necessary to enter the following information: date of the visit, first name and surname of the visitor, number of the ID according to the point 3, name and surname of the subject to the visit, number of the visited room, time of arrival/departure. Any visitors can only be present in the dormitory in the presence of the visited user.
5. The visitors can enter the dormitory freely, i.e. without the escort of the visited persons, from 6 AM till 10 PM. In the nighttime from 10 PM to 6 AM, all visitors can only enter the dormitory in the presence of the user. If the visitor doesn't leave the dormitory until 12 AM, he/she can stay in the room provided the following conditions are met:
  - a) The visitor is registered in the Book of visitors (name and surname of the visitor, ID number, room number and the name of the visited person);
  - b) The visited person is present throughout the visit;
  - c) A written consent of all present roommates has been submitted to the reception of the dormitory (or the written consent of the absent roommate, submitted in advance);
  - d) The continuous visit is only possible for 3 nights in a row in a single room (cell);
  - e) Every user is only allowed to invite 6 all-night visitors per calendar month;
  - f) A visitor must ask the receptionist for bedclothes for a fee of 50 Czk paid in cash at the reception; the visitor/visited user must return the bedclothes to the reception once the visit is over.A visit in the room can't be done if any roommate disagrees. The application of a visitor is the responsibility of the visited person.
6. Unless otherwise stated by the valid legislation, the visitor is subject to the same rules regarding the appropriate behavior in the dormitory as the user, including the compensation of the loss. Should this provision be breached, the visitor must leave the dormitory upon the call of the dormitory employee; such a person can be prevented from entering the dormitory areas even in the future.

## **Section 9 Final provisions**

1. The director of Dormitories and Refectories can issue special details valid for the given dormitory. The draft is subject to comment by the appropriate Board.
2. This Accommodation Code is valid and effective as of the day of issue.

Attachment – Approval of the roommates to the visit in the room.