University of Chemistry and Technology, Prague

Title	**INTERNAL STANDARD No. A/N/961/2/2018**
Subject	**Dormitory Rules**
Applicability	All university
Effective from	1 April 2018
Effective until	Unlimited
Revision	-
Cancelled	Internal standard No. 20.26/05
Prepared by	Administration of University Facilities - 712
Issued by	Prof. Ing. Karel Melzoch, CSc.

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

DORMITORY RULES

Article I

Introductory provisions

1. These Dormitory Rules govern the operating conditions for accommodation in the university dormitories (hereinafter referred to as the 'dormitories') of the University of Chemistry and Technology, Prague (hereinafter referred to as 'UCT Prague').
2. The dormitories are administered by the Administration of University Facilities (hereinafter referred to as 'AUF') headed by a Director. The activities of AUF are governed by the Statute of UCT Prague and the Organisational Rules of AUF.
3. The dormitories are university facilities intended to provide accommodation for students and employees of UCT Prague, students and employees of other higher education institutions within the framework of inter-university cooperation, as well as university guests and other persons, subject to available bed capacity.
4. The dormitory manager is responsible for the operation of the dormitory.

Article II

Rights and obligations of residents

1. Accommodation in dormitories is governed by the Civil Code, the Accommodation Agreement these Dormitory Rules and Regulations, fire and safety regulations, the Rector's decrees and the orders issued by the Director of AUF.

2. Residents are entitled to:

a) have their bed linen changed (once a week),
b) use permitted electrical appliances free of charge,
c) make full use of all dormitory premises designated for residents,
d) rearrange furniture and equipment within their rooms and install their own small accessories to complement the room interior,
e) keep small pets, subject to the consent of the dormitory management and roommates and upon presentation of proof that the animal is in good health (the resident is fully liable for any damage caused by the animal),
f) receive visitors in accordance with the rules stated in Article II (5),
g) have their privacy respected,
h) submit complaints regarding the quality of services provided.

3. Residents are obliged to:

a) comply with all standards and rules applicable to the operation of the dormitory,
b) observe the principles of respectful communal living, including quiet hours from 11:00 pm to 6.00 am,
c) automatically present their accommodation card at the reception desk when entering the dormitory,
d) keep their room tidy and, upon termination of their accommodation agreement, restore their room to its original state (allowing for normal wear and tear),
e) allow persons authorised by the accommodation provider to access their room. (In the event of an emergency or reasonable suspicion of a breach of the accommodation conditions, entry may take place without prior notice. In all other cases, residents must be notified in advance, at least 3 working days beforehand, by means of an announcement on the public notice board),
f) immediately report any defects or damage to the dormitory reception desk,
g) secure their rooms against unauthorised entry by keeping them locked.

4. Residents are forbidden to:

a) make changes to room installations of any kind (including the replacement of locks and lock cylinders),
b) remove furniture or equipment from their rooms,
c) use unauthorised electrical appliances.

5. Visitors

a) For the purposes of these rules, students and employees accommodated in the dormitories of UCT Prague are not considered visitors.
b) Visitors are required to present a valid identity document at the reception desk, provide the name of the resident they are visiting, register in the Visitor Logbook (Návštěvní kniha) and, sign out when leaving.
c) Visitors may only enter the premises when accompanied by and in the presence of the resident they are visiting; the resident being visited is responsible for registering their visitors and for their conduct.
d) Visitors may only enter a resident's room with the consent of the resident's roommates and are required to leave the dormitory by 1:00 am. After 1:00 am, visitors may remain on the premises only under the following conditions:
- The visitor is registered in the Visitor Logbook (Návštěvní kniha) at the

reception desk
- The resident being visited remains present throughout the visit.
- The present roommates have given their consent.
- The prescribed fee has been paid.

e) Visits may last for a maximum of 3 consecutive days; visitors are allowed to stay on the premises for a maximum of 6 months per calendar month.

6. Smoking is prohibited on all premises of the dormitories.

Article III

Dormitory operations

1. Information concerning dormitory operations and administrative matters related to accommodation is published on public notice boards and websites.

2. The AUF management works in collaboration with the duly elected Dormitory Council.

Article IV

Final provisions

1. On the date on which this internal standard enters into force and effect, the Dormitory Rules dated 6 September 2005, Ref. No. 20.26/05 cease to have force and effect.
2. This internal standard was discussed by the Academic Senate of UCT Prague on 13 March 2018.

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Rector