



House rules for a CTU in Prague dormitory

1. **A university dormitory is a purpose-built CTU facility** that serves for accommodating CTU students, and students of other universities, in the framework of cooperation between universities, and other persons in the framework of available accommodation capacity.
2. **A university dormitory** (hereafter 'dormitory') is administered by the CTU Service Facilities Administration (hereafter 'SÚZ'), headed by its director, and its activities are established by the CTU Statutes and by the SÚZ Organization Rules.
3. The heads of the dormitories, who are subordinate to the director of the accommodation department, are responsible for **running the dormitory**.

Address of the dormitory

head deputy

office no. office hours.

telephone e-mail

4. The representative of the Student Union club, or of the Student Self-Administration

cooperates with the head of the dormitory and with the matron, and makes proposals and comments on all questions concerning student accommodation.

5. An accommodated student has the right

- a. To make full use of all dormitory facilities and spaces designated for the requirements of accommodated students.
- b. To put up her/his posters, pictures and other interior items, but not on the outer side of the doors of the rooms, and must hand the room over in its original state.
- c. To move the inventory items in the room, with the exception of tiered installations, raised or tiered beds.
- d. To enter and leave the dormitory at any time.
- e. After consultation with and approval from the dormitory matron, to apply paint, varnish or wallpaper, but not on the outer side of the door to the room.
- f. To change her/his bed linen once per 14 days.



6. Obligations of the resident, compliance with regulations

1. An accommodated student is required

- a. To keep to the provisions of the Accommodation Rules, the Dormitory Rules, the Accommodation Agreement and other instructions, provided that they are not in contradiction with generally valid regulations.
- b. To take out statutory insurance on her/his property brought into the dormitory.
- c. To present her/his valid accommodation pass to the porter without challenge whenever entering the building.
- d. To take due care of the furniture in the room, and, for hygienic reasons, not to use uncovered blankets, pillows or mattresses.
- e. Not to leave lights and electric appliances on when leaving the dormitory.
- f. To keep to the rules on night-time peace and quiet and the basic requirements for living together (this refers to all persons in the building).
- g. When terminating her/his stay, to put the room into its original state (taking into account normal wear and tear), to hand the room over to the dormitory matron, and settle all accounts with SÚZ.
- h. To keep to and respect regulations on fire prevention and safety at work, to acquaint her/himself with the Fire Regulations and the Fire Alarm guidelines for the building, including the Evacuation Plan for the building.
- i. To acquaint her/himself with the manual firefighting equipment, with its location and its mode of use.
- j. Not to damage or remove fire warning directions and information and safety notices.
- k. Without delay to warn the dormitory matron about any malfunction that might lead to a fire or which might endanger the health of roommates.
- l. Not to make any repairs or adjustments to the electric installations and electric appliances.
- m. Not to use any unauthorized electric appliances.
- n. When cleaning up, to have in mind the safety of her/his roommates. To work in such a way that no injuries will occur to persons.
- o. When working at height, to use a step ladder or steps. It is not allowed to put a chair on a table.
- p. Not to use a damaged or unauthorized electric appliance or an extension cord that does not comply with Czech standards (ČSN).
- q. To keep to and acquaint her/himself with the regulations in the valid Law on Fire Safety, and to bear the consequences of not keeping to all fire safety principles and generally binding regulations for mass accommodation of persons and accommodation facilities set out by this law in this matter (see the law act on www.aspi.cz)



- r. Whenever leaving the dormitory, to make sure that the cooker is switched off (in a dormitory with the cell accommodation system), to lock the room and have the key available with her/himself. To report loss of a key without delay to the matron (or to the head of the dormitory). Outside working hours, to inform the porter (reception or central reception). For the safety of persons and property, to lock the room when sleeping.
- s. To pay in due time dormitory fees and related charges, which are established in the Accommodation Agreement, and to be aware of all consequences in the event that all agreed accommodation conditions issuing from this Agreement are not kept to (e.g. payment delayed by more than 5 days can be grounds for cancelling the Accommodation Agreement).
- t. On entering the dormitory, to check the inventory list for the room, and within 24 hours to announce to the dormitory matron (or head) in writing any malfunctions or damage that were found in the room when it was taken over.
- u. Where defects are discovered, these must be recorded into the electronic book of defects immediately, see <https://www.suz.cvut.cz/intranet>, or reported to the appropriate treasurer – campus manager.
- v. To take full responsibility for the state of the inventory of the room, jointly with the other roommates.
- w. When moving out of the dormitory, to return all items loaned by the dormitory administration, to make good any damage caused to the inventory of the room or elsewhere in the dormitory, to clean up the room and to return it to its original state.
- x. To use only authorized electric appliances only with the agreement of the head of the dormitory, in accordance with the valid SÚZ List of Charges, with regular inspections and checks, in agreement with the valid regulations.
- y. Not to damage or release the flow of fire extinguishers or to manipulate the hydrants. By misusing or taking a fire extinguisher away from the dormitory, an accommodated student renders her/himself liable to legal proceedings for causing a threat to the public, in accordance with the valid law and a sanction in the form of a fine (see the List of Charges at www.suz.cvut.cz).
- z. To maintain order, cleanliness and basic hygienic standards in the room and in the communal spaces.
- aa. An accommodated student is not allowed to take into the dormitory premises a firearm and ammunition, to keep explosives, including recreational fireworks, or to carry and keep a pointed or cutting weapon.
- bb. In the event that the fire alarm is broadcast in the corridors, it is not desirable to remain inside the building, and accommodated students remain at their own risk. Accommodated students are required to leave the building in accordance with the fire and alarm guidelines. If any fault in the equipment is noted, an accommodated student is required to announce this fact at the porter's office.



2. The resident must not:

- a. Carry out any repairs or modifications of the room, in particular drilling into walls, modifications of windows, window sills, blinds, etc.
- b. It is prohibited to tamper or otherwise interfere with the façade and windows of the building.
- c. Arbitrarily change a safety lock cylinder of the door to the room.
- d. It is forbidden to manipulate the fire detectors on the ceilings of the room cells. Any movement of the detector or removing it from its holder is immediately indicated as fault in the porter's office (even if it is immediately returned to its original place), and again the number of the room is registered in the protocol. It is also forbidden to cover the detector, to stick it down, etc. This type of breach of the ban will be treated as an attempt to destroy the equipment, and will be punished by a fine that covers the costs for calling out the servicing organization (see the List of Charges at www.suz.cvut.cz).

3. Other provisions

- a. Smoking is allowed only in specified locations, as established and signposted. Smoking is not allowed in all other places, including social spaces (kitchens, shower rooms, toilets, study rooms, staircases, corridors, etc). In the case of buildings equipped with an electric fire alarm system, this reacts by means of automatic smoke detectors to the presence of smoke in the building, which is indicated in the porter's office and the room number is registered on the printer. Students accommodated in the relevant room in this case pay a fine (see the List of Charges at www.suz.cvut.cz). Repeated raising of the alarm due to smoking constitutes grounds for excluding a student from the dormitory.
- b. Misuse of the push-button fire alarms in the corridors is also an offence. If the glass is broken and the button is pressed, an evacuation announcement for the building will be broadcast. A fine will be payable for any misuse (see the List of Charges at www.suz.cvut.cz), and, according to the circumstances, the culprit may be excluded from the dormitory.

7. Visitors

- a. A visitor is required to present a valid identification document at the porter's office, to state the name of the person being visited, to write her/his name in the Visitors' Book, and sign out at the end of the visit.



- b. Visits within a single area of a dormitory are not registered in the Visitors' Book, and are subject to no time limit.
- c. At times when the dormitory is locked up, a visitor can enter and register only when accompanied by the person being visited.
- d. Visitors are allowed to enter the room only with the agreement of roommates who are present.
- e. Visitors must leave the dormitory before it is locked up, i.e. not later than at 1.00 a.m. A visitor may remain in a room after the dormitory has been locked up, on the following conditions:
 - She/he must be registered in the Visitors' Book (name, identification, room number, name of the person being visited).
 - Presence during the visit of the person being visited.
 - Agreement of roommates who are present.
- h. Duration and number of visits after 1.00 a.m.
 - Visitors may not stay more than three successive nights in one room (cell).
- i. Payments for visitors staying in a room at the time when the dormitory is locked up:
 - Students accommodated in a CTU in Prague dormitory – FREE OF CHARGE (on presenting a valid dormitory pass)
 - Other visitors – an administration charge (see List of Charges at www.suz.cvut.cz).

8. Entry into the room of an accommodated student

- a. The accommodator is entitled to enter the premises handed over to an accommodated student without the knowledge of the accommodated student only in cases when there is a threat to the life and health of persons, or a danger of damage being done to CTU - SÚZ property. In this case, the entry is registered in the Control Book, which is available for inspection at the porter's office/reception.
- b. An accommodated student is required after prior announcement and agreement with the accommodator to enable entry to the room for the purpose of checking the electricity, for technical checks, for dealing with faults that have been noted and reported, etc., either in her/his presence or in the presence of a representative of the Student Union (Student Self-Administration), or she/he must express her/his agreement to the entry in writing in the Control Book or in the Book of Malfunctions.



- c. Checks that are carried out are registered in the Control Book, which is available for inspection at the porter's office or in the head of the dormitory's office, and contains:
- The names of the persons carrying out the control,
 - The date and time of the control,
 - The reason for the control, and the findings,
- d. A control is carried out by a minimum of two persons (including the representative - if any - of the accommodated persons), unless there is some other agreement between the head of the dormitory and a representative of the Student Union club (Student Self-Administration). This does not apply to emergency situations and natural disasters (fires, flooding, etc.)

9. Night-time peace and quiet

From 10 p.m. until 6 a.m. (binding on all persons in the building).

10. Locked dormitories

From 1 a.m. until 5 a.m. (during this period of time, the porter is required to open up for an accommodated student).

11. Entry and stay of animals in dormitories

It is not allowed to raise and keep dogs, cats or any other animals in a dormitory. The head of a dormitory can make an exception on the basis of a written application by an accommodated person, submitted with an expression of agreement from her/his roommates. The head of the dormitory must request from the accommodated student confirmation (issued not more than one calendar month previously) from a veterinary doctor that the animal is in good health and that it is not dangerous. Payment for an animal – see List of Charges.

In Prague on 15 July 2015

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