



CTU Guest Accommodation Scenario

Section I. – Basic Provisions

The CTU Guest Accommodation Scenario regulates the accommodation procedure for customers – CTU guests who do not have the status of a full-time Czech university student pursuant to Art. 1 of the CTU Accommodation Rules or who have the status of a self-payer and employee according to the Self-Payers and CTU Employees Accommodation Rules.

The CTU Guest Accommodation Rules follow Financial Director Regulation No. 24/1999 on Complementary Activities. When performing complementary activities, faculties and other parts mainly follow Act No. 111/1998 Coll., on Higher Education Institutions, the CTU Management Rules and generally-binding provisions. Decisions concerning complementary activities lie with the authority of faculties, higher education institutes and other parts of the CTU that manage their assets as one accounting centre.

The CTU Accommodation Price List applies to the CTU guest accommodation category and is binding on all parts of the CTU that order this type of accommodation.

Section II. – Decisions on Awarding Accommodation

1. There is no legal claim to the CTU guest accommodation category in CTU accommodation facilities.
2. Accommodation according to this scenario is provided only to CTU guests subject to a binding application — order submitted by the customer to a CTU entity requesting the required type of accommodation. This accommodation is typically in the Masarykova Dormitory or the Novoměstský Hotel.
3. Accommodation of CTU guests shall follow the conditions and customer categories specified in the CTU Accommodation Price List approved by the Head of the SFA CTU in Prague. An exception – CTU guest status can only be applied if the order is issued and accommodation paid for by an entity within the CTU.



4. Applications for CTU guest accommodation are made at the request of Foreign and Study Departments of individual faculties and entities within the CTU and with a proposal by a dean or a statutory body of a faculty or an entity within the CTU in Prague.
5. Individual accommodation applications with CTU guest status are assessed based on the terms and conditions provided in the applicable CTU Accommodation Price List, free capacity and the capabilities of SFA CTU.
6. The standard procedure for CTU guest accommodation is bound by an application – order made by the relevant CTU entity requesting a given type of accommodation. The application must be recommended by a dean, director or secretary and the faculty or entity within the CTU approves the conditions applicable for the given type of accommodation at the CTU. Applicants submit their filled-in applications – orders of CTU guest accommodation, including prescribed requirements to the SFA CTU, confirming binding dates of the reservation, the required location, accommodation type and price in the required SFA CTU accommodation facility.
7. The application-order / reservation is decided on and approved by the Accommodation Services Department of the SFA CTU in Prague.
8. Accommodation is provided in allocated accommodation facilities of the SFA according to locations specified in the CTU Accommodation Price List and approved by the Head of the SFA CTU in Prague.
9. Payment for CTU guest accommodation shall be made in cash by the customer who ordered the accommodation via a CTU entity, or by payment card at the reception desk of the relevant accommodation facility. The SFA may also issue an invoice to the relevant CTU entity, payable within 14 days.

Section III. – Other Provisions

Accommodation services are provided for a definite period of time and at an agreed-upon price. The overall scope of accommodation services is based on the category of the given facility, the size of the dormitory or hotel and always follows the sanitary regulations of the Czech Republic. Prices and conditions of accommodation are provided in the applicable CTU Accommodation Price List.



Section IV. – Final Provisions

This CTU Guests Accommodation Scenario shall come into force on 15 September 2014.

Jaromír Příhoda
Head of the SFA CTU in Prague