



PALACKÝ UNIVERSITY OLOMOUC
ACCOMMODATION AND DINING
SERVICES

**STUDENT ACCOMMODATION HOUSE RULES
OF PALACKÝ UNIVERSITY OLOMOUC**

REGULATION No. 111/2024 OF THE HEAD OF SKM UP,
DATED 25 APRIL 2024

Introductory Provisions

Pursuant to Article 1, paragraph 11 of Student Accommodation Rules of Palacký University Olomouc, these House Rules of the university dormitories are binding on all persons while on the dormitory premises (i.e. students, visitors, persons accommodated differently than according to Student Accommodation Rules, and persons entering the university dormitory for other reasons). Annex No. 1 of these House Rules is the directive of the Head of SKM UP concerning Fire, Health and Safety regulations.

I. ARRANGEMENTS ON STUDENT ACCOMMODATION FACILITY

1. The university dormitory serves as accommodation for students of the Palacký University Olomouc (hereinafter referred to as "UP"), or other persons (hereinafter referred to as "residents") subject to capacity of the respective UP dormitory (hereinafter referred to as "dormitory"). For this purpose, each person residing in the dormitory is obliged to register in the accommodation register kept at the office of accommodation officers during office hours or at the reception desk.
2. Residents can enter and leave the dormitory on 24/7 basis using their UP identification card or the provisioned chip. Other persons must always report to the reception desk of the dormitory.
3. In the period between 2200 hrs to 0600 hrs, all are obliged to respect silence pursuant to this being the designated "quiet" hours.
4. Visitors can be received in the dormitories:
 - a) from 0700 hrs till 2400 hrs only on the condition that the visitor stays solely in the designated common areas and, concurrently, is not the cause of any disturbance and/or hindrance to other residents,
 - b) between 0000 hrs and 0700 hrs only in accordance with Article 3, paragraph 2 of the Accommodation Contract.

II. Rights and obligations of the accommodated guests

1. Residents have the right:
 - a) to cleaning and maintenance service of the common areas (including sanitary facilities),
 - b) to rent bed linen and change of linen according to hygiene standards,
 - c) to repairs/rectification of defects preventing standard operation/proper use of the room,
 - d) to use of the dormitory's common spaces in accordance with their intended purpose,
 - e) to send in writing or electronically (address: skam@upol.cz) initiatives, comments, proposals, etc., to the dormitory management, inclusive of any queries relating to the accommodation,

- f) to use electrical appliances in the dormitory under the conditions set out in the standard List of Electrical Appliances in UP dormitories, and as per the standard Pricelist of additional services and fees at Dormitories of Palacký University Olomouc.

2. Residents are duly obliged:

- a) to comply with the generally binding legal regulations, the Accommodation Contract, the Student Accommodation Rules of Palacký University Olomouc, the Student Accommodation House Rules of Palacký University Olomouc, the instructions and standards of Head of SKM UP, and up-to-date information released by the head of the respective dormitory,
- b) to observe the dormitory regime according to Article I of these rules,
- c) to present the national identity card or a valid passport when moving into dormitories,
- d) comply with the in place health and safety, and fire regulations,
- e) when leaving the room, to close the windows, turn off the taps, switch off the lights, switch off the electrical appliances in accordance with the manufacturer's instructions (except for appliances that must be kept powered, e.g. refrigerators) and to lock the room,
- f) to maintain general cleanliness and tidiness in the room especially concerning accessories used by them, maintain order and cleanliness in the common areas including the dormitory area, handle the room equipment with care, and help save on electricity, heating, and water as a general duty,
- g) at the request of an SKM UP employee, to present the UP student identification card or identity card for inspection,
- h) to immediately report movement of suspicious persons in the dormitory premises to the reception or to a concerned authority,
- i) when moving out of the dormitory, to personally hand over the keys and loaned inventory in undamaged condition to the responsible staff of the dormitory; in case of long-term accommodation, to hand over a cleaned room or accommodation suite/cell and sign out from the records at the dormitory admin office,
- j) in case of applying for compensation for damage, to immediately report the damage or loss of ordinary personal belongings stored in the assigned room to the receptionist on duty. The Police of the Czech Republic will be called to investigate a reported damage that is in excess of CZK 1,000 without undue delay. Liability for damage in the relations between the residents and UP is governed by the relevant provisions of the generally binding legal regulations.
- k) to allow access to the room, even without the knowledge or presence of the resident:
 - to the head of the relevant dormitory centre or the clerk of the relevant dormitory, always accompanied by at least one other person, for the purpose of checking compliance with cleanliness and order in the sense of valid hygiene regulations,
 - to responsible employees of SKM UP for the purpose of conducting inventories and regular revisions of electrical appliances, checks of operability of fire safety devices (fire shutters, etc.), while the date of such checks shall be duly notified to the concerned residents at least 07 calendar days in advance,
 - to responsible employees of SKM UP in order to ensure reported and extraordinary critical/necessary repairs,
 - to all SKM UP employees in the event of an emergency putting health or life at risk,

- to responsible employees of SKM UP for the purposes of checking the safety of those accommodated, damage to SKM UP property, observance of quiet hours, and general order.
- l) in the event that an equipment is found to be incomplete or damaged, or the accommodation area (premises) is found to be damaged, residents are to notify this fact without undue delay to the receptionist of the dormitory or via the ISKAM electronic accommodation system. If the resident fails to do so, defects discovered later by the resident or by the accommodation provider will be removed/rectified by the latter but at the expense of all concerned residents (persons), in equal amount, unless there is a written agreement between them on another form of billing. Compensation for damage is assessed in accordance with the internal standard for determining the flat-rate compensation for damage caused to UP property.

3. Furthermore, residents must not:

- a) knowingly allow strangers to enter, or move around, the campus,
- b) relocate to another room without prior permission of the head of concerned dormitory,
- c) carry out any modifications to the construction/fixed structures or substantial changes in the dormitories,
- d) cause damage the property of SKM UP by their actions,
- e) move or remove furniture from study rooms and common rooms, move beds, tables, shelves and cabinets in the room, and use own furniture without prior permission of the responsible SKM UP employee,
- f) keep pets and other animals in the dormitories,
- g) consume alcoholic beverages to such an extent that, as a result of their consumption, the peace of other guests would be disturbed or their rights would be restricted,
- h) bring alcoholic beverages in crates, barrels and other large-volume containers into the dormitories,
- i) smoke (tobacco, heated tobacco, electronic cigarettes, hookahs, etc.), handle naked flames or use fireworks and other similar products in all areas of SKM UP buildings, including balconies,
- j) bring in, use and store illegal drugs and other narcotic substances to/on the premises of dormitories,
- k) bring firearms or blade weapons, including ammunition, into the dormitory area,
- l) park private motor vehicles and bicycles in the dormitory area outside the designated areas,
- m) violate the rules of civil coexistence in the dormitories according to applicable legal standards,
- n) operate business and other income-generating activities in the premises of the dormitories, unless this is carried out with due consent of SKM UP on the basis of a valid lease agreement.

III. Violation of House Rules

A proven violation of these House Rules shall be duly considered as gross violation of the obligations arising from it and may constitute substantial grounds for immediate termination of the Accommodation Contract.

IV. Additional Provisions

In the event that occupants disturb other occupants, damage SKM UP property and otherwise seriously disrupt civil coexistence in the dormitory and do not heed to the calls of the reception service or another competent SKM UP employee, the security service, the Municipal Police or the Police of the Czech Republic will be called.

Final Provisions

1. Regulation of the Head of SKM UP No. 111/2024, Student Accommodation House Rules of UP Olomouc, dated 25/04/2024, was discussed with the UP Dormitory Council in accordance with the provisions of Article 3, Paragraph 3 of Annex No. 2 of the Student Accommodation Rules of UP Olomouc.
2. This Regulation of the Head of SKM UP No. 111/2024, Student Accommodation House Rules of UP Olomouc, dated 25/04/2024, voids, and thus supersedes the Regulation of the Head of SKM UP No. 2/2014, Student Accommodation House Rules of UP Olomouc, dated 24/06/2014.
3. This Regulation of the Head of SKM UP No. 111/2024, Student Accommodation House Rules of UP Olomouc, dated 25/04/2024, comes into force on the date of its signing by the Head of SKM UP and becomes effective on the date of its issue.

List of attachments

Appendix No. 1: Fire, Health and Safety regulations in SKM UP buildings

Annex no. 1

Fire, Health and Safety regulations in SKM UP buildings

Pursuant to Act No. 133/1985 Coll., on fire protection, as amended, and Decree No. 246/2001 Coll., on fire prevention, as amended, I issue this directive to prevent the risk of fire, danger to life and health of persons and property of SKM UP. When extinguishing a fire and other emergencies, everyone is obliged to provide adequate personal assistance provided that such assistance does not expose the assisting persons or a dear one to serious hazard or danger to life. Accommodated students, visitors, accommodated guests and dormitory staff are obliged to ensure health and fire protection as per the below:

- a) duly familiarize yourself with the fire regulations (at the reception), with the fire alarm guidelines and the fire evacuation plan (if it has been prepared for the building),
- b) in the event of a fire, to do everything possible to extinguish/contain the fire, or raise the alarm immediately (by reporting to the reception/fire alarm) and call for help according to the fire and alarm guidelines,
- c) duly familiarize yourself with the location of fire extinguishing devices, with the instructions for their use, and do not damage or remove these devices (including informative signs and charts),
- d) follow the organizational instructions of the leading employees of SKM UP and the control authorities ensuring fire protection and safety,
- e) always ensure that your own electrical appliances are in proper technical condition,
- f) immediately seek repair to electrical appliances, whereof such repairs to electrical appliances may only be carried out by an authorized person with the relevant qualifications,
- g) respect the prohibition of any intervention to the electrical installation or setting up temporary electrical equipment,
- h) be extra careful when ironing in the rooms (irons and ironing boards can be borrowed at the reception),
- i) take extra care when cooking, especially when putting away hot pots - they must not be placed on the worktop (risk of fire),
- j) do not remove the protective covers from lighting fixtures or handle them in any way,
- k) when using cleaning agents, follow the principles of safe handling; storing of flammable liquids and gaseous substances is strictly forbidden,
- l) during work and other activities, behave in manner so as not to cause injury to yourself or other persons, and prevent risk of fire,
- m) immediately remove the causes of possible injury (shards, spilled liquids, grease on floors, etc.), or report to the reception if over a larger area,
- n) to keep the rooms and common social facilities, including kitchens, always tidy after use,
- o) perform daily ventilation (prevention of mold formation) and room cleaning, empty the trash cans daily, perform general cleaning at least quarterly including wet-wiping the furniture, vacuuming the mattresses and washing doors/windows,
- p) in the event of a serious illness, undergo medical examination immediately; in the event of an infectious disease, the resident must immediately report this fact to the head of the dormitory,
- q) immediately report all deficiencies related to non-compliance with this directive in the rooms and in the SKM UP buildings by registering them in the ISKAM electronic accommodation system, or report the discovered facts to the head of the dormitory,
- r) observe the ban on smoking and handling naked flames in all SKM UP buildings, including balconies,
- s) do not move electrical appliances in the property of SKM UP and do not cover their vents (possible risk of fire due to overheating),

- t) do not store any objects in the corridors, escape staircases and entrance areas, especially flammable items (furniture, clothes dryers, bicycles, etc.), hindering fire-fighting and rescue operations,
- u) do not obstruct fire shutters (doors) equipped with self-closers with any objects when in open position and do not disable fire shutters that are secured in standby position by magnets.

In Olomouc, on 26/04/2024

Ing. Bc. Libor Kolář, m. p.
Head of Accommodation and Dining Services