

# University of Chemistry and Technology in Prague

Designation	<b>Internal regulation No. A/N/961/2/2018</b>
Subject	<b>Residence Hall Rules</b>
Applies to:	whole school
Effective from:	April 1 <sup>st</sup> , 2018
Effective to:	not limited
Revision	-
Cancelling:	Internal regulation No. 20.26/05
Prepared by:	Administration of University Facilities - 712
Released by:	prof. Ing. Karel Melzoch, CSc.

## **Residence Hall Rules**

### **Article I**

#### **Introductory statements**

1. Residence Hall Rules is a document specifies operational conditions for the accommodation in residence halls of the University of Chemistry and Technology in Prague (hereinafter referred to as “UCT Prague”).
2. Residence halls are managed by the Administration of University Facilities (hereinafter referred to as “AUF”) led by its director. Activities of AUF are regulated by the UCT Prague statute and AUF ´s operational regulations.
3. Residence halls are purpose-built facilities serving to accommodate students and employees of UCT Prague as well as students and employees of other universities within the scope of cooperation among universities. Residence halls also provide accommodation to university guests and other persons depending on room vacancies available.
4. Each residence hall has its head. The residence hall head is a person responsible for the operation and management of the relevant residence hall.

### **Article II**

#### **Rights and obligations of accommodated persons**

1. The accommodation in residence halls is regulated by the Civil Code, Accommodation contract, Residence hall rules, safety and fire measures, directives

and regulations issued by the university rector and orders issued by the AUF director.

2. Accommodated persons are entitled to:

- a) require a change of linen and bed clothes (1 x week),
- b) use all permitted electrical appliances for free,
- c) fully use all residence hall facilities that are designated to accommodate the needs of accommodated persons,
- d) move the room inventory and install small accessories to complement the room interior,
- e) keep small domestic pets – that only if approved by the residence hall management and the roommates and after providing a certificate confirming their perfect health (the keeper of the pet/s is fully responsible for any damage caused by the animal/s),
- f) accept visits in accordance with the rules stated in Article II, paragraph 5,
- g) have their privacy preserved,
- h) claim the quality of provided services.

3. Accommodated persons are obliged to:

- a) follow directives and rules related to the operation of residence halls,
- b) observe principles of decent civil coexistence, including the preservation of night peace from 11.00 p.m. until 6.00 a.m.,
- c) automatically present the accommodation card at the reception desk when entering the residence hall,
- d) maintain their room tidy and, when terminating their accommodation contract, return their room to its original state (with respect to its common wear and tear),
- e) enable persons authorised by the accommodation provider to access their room (without prior announcement - in the event of accident and well-founded suspicions concerning the breach of accommodation conditions, and with prior announcement – in all other cases. There, the announcement is to be displayed on the public notice board at least 3 working days before the day on which the access is required),
- f) immediately report any damage or accidents at the residence hall reception,
- g) secure their room against unauthorised access by locking it.

4. Accommodated persons are forbidden to:

- a) interfere with room installations of any kind (including the replacement of locks and lock cylinders),
- b) move any furniture and equipment away from the room,
- c) use unauthorised electrical appliances.

## 5. Visitors

- a) other students and employees accommodated in UCT Prague residence halls are not considered as visitors,
- b) when entering a residence hall, visitors are obliged to present their identity card at the reception desk, state the name of the person they are going to visit and sign in the register of visits and then again to deregister when leaving,
- c) the access of visitors into residence halls is allowed only in the company and presence of the person they are going to visit. The person visited is responsible for the signing of visitor/s in the register as well as for their behaviour during their stay in residence halls,
- d) visitors can access the relevant room only if agreed upon by all roommates and is obliged to leave the residence halls at 01.00 a.m. at the latest. After this time, visitors are allowed to stay in the object only under the following conditions:
  - they have signed into the accommodation book at the reception desk,
  - the persons they visit are present during their whole stay,
  - all the roommates have agreed with it,
  - they have paid the fee related,
- e) a continuous visit can last uninterrupted for the maximum of three days. A visitor can stay in residence halls for the maximum of 6 nights per calendar month.

6. Smoking is forbidden in all premises of residence halls.

### **Article III Operation of Residence Halls**

1. Information dealing with the operation of residence halls and administration related to the accommodation is published on public notice boards and at the website.
2. The management of AUF closely cooperates with the regularly elected Residence Hall Committee.

### **Article IV Final provisions**

1. On the day this internal regulation becomes valid and effective, the previous version of residence hall rules No.20.26/05, issued on 6. 9. 2005, shall be terminated,
2. This internal regulation was debated and approved by the academic senate of the UCT Prague on 13. 3. 2018.

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rector