

## OPERATING RULES OF THE VALUABLES DEPOSITORY

### I. Basic conditions for using the depository of valuables

1. By using the services of the valuables depository there is a contractual relationship arised between the customer and the operator under which both parties are obliged to abide by this rules and other regulations related to the depository of valuables.
2. The depository may only use a customer who has got an accommodation contract with Accommodation Services VŠB-TUO (further „AS“) and during the period of the contract only.
3. In the depository there are cash, jewelry or other valuables accepted (further „valuables“) of which the value does not exceed 5000 CZK.
4. The landlord has the right to refuse accepting valuables of a dangerous character or those with a disproportionate value or range for AS.
5. Accepted valuables must be properly sealed respectively locked in lockable safes **in the presence of the cash officer**; in case of cash a paper envelope can be used. The envelope will be secured by adhesive tape with the signature of the customer and the cash officer in a way it could not be opened without damage. In case of non-completion of the proper sealing or locking such valuables will not be taken into depository.
6. In case of full capacity the office worker is entitled to refuse acceptance of other valuables into the depository.
7. The valuables depository is established in the cash office of AS and it operates during the opening hours of the cash office.

### II. Valuables deposition

1. Valuables may be stored in the depository only during cash office opening hours of the AS. Customer will introduce the valid accommodation contract to the depository officer while depositing valuables.
2. Issued receipt about valuables depositing is the document proving the depository of valuables. The document is issued in two copies. One belongs to the operator and the second one to the customer.

Customer can issue the depository receipt which can be found on the website of the operator.

<https://www.vsb.cz/ubytovani/en/about-dormitory/documents/>.

### III. Valuables Withdrawal

1. Valuables can be released only during opening hours of the AS cash office.
2. The employee will release the valuables on basis of the depository receipt provided.
3. In case of picking up valuables when the depository receipt is lost or illegible the customer is obligated to:
  - quite accurately describe the stored valuables incl. their value and state the day and time of their depositing
  - proove identity with a valid card
  - present a valid Accommodation Contract
  - fill in the Declaration of picking up valuables without the depository receipt
4. The resident is obligated to check valuables immediately upon picking up valuables. Later complaints will not be considered.

## IV. Other arrangements

1. The operator is responsible for:
  - loss of valuables
  - damage or destruction of valuables
2. The operator is not responsible for valuables which were withdrawn by a person with the depository receipt that the customer had lost.
3. If the operator discovers the loss, damage or destruction of stored valuables, both parties are obliged to write the protocol before releasing valuables, on the basis of the protocol the operator is obliged to pay damages to the property of the customer.
4. If the customer immediately upon collection finds out loss, damage or destruction of valuables, (s)he is obliged immediately inform the operator's employee about this fact. Both parties are obliged to write the protocol about this fact upon which the operator is obliged to pay damages to the property of the customer.
5. In case the customer does not check the valuables when picking them up and leaves the depository the operator is not obliged to accept further complaint.
6. Other rights and obligations are governed by the general provisions of the Civil Code.

Operating rules are effective from 1st September 2020.

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