

# Rules of the Halls of Residence

---

Registered copy no.:

Stamp:

## 1. Introductory Regulations

- 1.1. **The rules of the Halls of Residence** regulate the operational conditions for accommodation at the university Halls of Residence (further only 'Residence') VSB – Technical University of Ostrava (further only 'VSB-TUO').
- 1.2. By the **Residence** is understood the group of buildings and equipment of the Housing services in Ostrava Poruba, Studentská 1770/1 (these consist of buildings A,B,C,D and E).
- 1.3. By the **Accommodating Facility** is understood the VSB-TUO as a functional facility. The Housing Services are managed by the Director of the Housing Services of VSB-TUO who is directly responsible to the Vice-Chancellor for Development and Social Affairs for the operations of the Halls of Residence to the extent of his or her authority.
- 1.4. An **Applicant for accommodation** is any person who has submitted an application for accommodation to the information system of the dormitories. The masculine gender used in the document refers to a person of any gender.
- 1.5. By the **Accommodated** is understood each person accommodated in the university Halls of Residence who has signed a housing contract with the accommodation facility. The masculine gender used in the document refers to a person of any gender.
- 1.6. The **Accommodation locale** is understood as the spaces designated for housing the accommodated including the shared areas.
- 1.7. **The Accommodation office** is contact place for bidders of accommodation and accommodated persons in contractual things.
- 1.8. **Operation service of accommodation** is following with operations manager of accommodation and resolving technical and operational conditions of accommodation and building administration the head of accommodations operations of the residence are governed by the directives.

## 2. Ruling on Accommodation

- 2.1. Accommodation at the residence is provided to applicants for accommodation on the basis of an electronic request. The accommodation request must be submitted by the established date. If necessary, the head of accommodation operations proposes criteria for selecting accommodation applicants to the director of Accommodation Services and Catering Services.
- 2.2. The director of Accommodation Services and Catering Services decides on accommodation in the dormitories. The decisions regarding an available or unavailable place at the residence will be sent to applicants for accommodation by electronic post according to the Accommodation Schedule issued for the respective academic year. Housing contracts are signed electronically via the dormitory information system, or they can sign in person at the Accommodation office.

The date for signing the contract is always set in the Accommodation Schedule for the given academic year. Those interested in accommodation have the option of choosing a room. Rooms intended for selection by students of higher years are determined in advance according to the operational needs of the Accommodation Services. An appeal for a rejected application for accommodation must be submitted in writing (by email, post) to the Director of Accommodation Services.

### 3. Rights and Responsibilities of the Accommodated

3.1. The accommodated has the right to make use of the housing locale in accordance with article 1, paragraph 1.6 and utilize the services connected with the provided accommodation.

3.2. **Accommodated person is required to:**

- a) appropriately make use of the spaces mentioned in paragraph 1.6; by appropriate use of the spaces is understood keeping the spaces clean and suitable for further use,
- b) make the acquaintance of the regulations connected with accommodation at the Halls of Residence, in particular the fire, safety and hygienic regulations posted on the web pages of VSB-TUO ([www.vsb.cz](http://www.vsb.cz)),
- c) pay the amount for accommodation and the related services as well as additional commitments in accordance with articles 5, 10, 12 and 13,
- d) announce to the accommodating facility changes in personal data and data regarding bank accounts by five (5) working days,
- e) immediately notify the accommodation provider of the need to carry out repairs in the premises reserved for the accommodation provider, via the "Defect log" form, which is located on the website of the Accommodation Services, or in writing to the building manager's e-mail,
- f) behave in such a manner as to not cause damage and immediately inform the accommodating facility if damage does occur or is ascertained, and this using the information system of the dormitories to the "Defect log",
- g) show the identification card without being requested upon entering the building of the Hall of Residence,
- h) always show the identification card upon the request of an employee of the accommodating facility or an employee of the guard services,
- i) maintain the principles of communal cohabitation, respect the principles of quiet during the night from 11 p.m. to 6 a.m., respect the rights and needs of the other accommodated individuals and refrain from behaviour which could threaten the safety of individuals and property, or disturb order and quiet within the Halls of Residence or in any other manner infringe upon the rights of other individuals,
- j) save electric energy, water and heat, when leaving the room, always turn off electrical appliances from the socket and do not leave them in standby mode.  
Use the lighting of internal spaces by means of lighting fixtures only in necessary cases and consistently turn them off, both when leaving the room for longer than 10 minutes and when artificial lighting is no longer needed (i.e. with sufficient daylight in the space).

Pay attention to water saving, check and turn off taps, or report defects immediately - dripping tap, leaking toilet, etc.

When leaving/departing the room, turn down the heating (thermostat valve or heating valve) to level No. 2. Each resident is responsible for this.

- k) move exclusively into the assigned room,
- l) refrain from removal of items of the accommodated brought in accordance with article 16,
- m) allow access to the surrounding area when window washing is announced ahead of time so as to ensure that the safety of the cleaning employee is not endangered,
- n) regularly clean the designated room including the equipment (WC, kitchen) in accordance with the rules of 'CLEANING' which are a supplement to the Rules of the Halls of Residence,
- o) when moving out of the dormitory, remove all pasted-up posters, pictures and other interior accessories and return the room to its original condition, personally hand over the room inventory and tidy room in good condition to the housekeeper or the building manager; the room key, confirmation of handover of the room and confirmation of the return of borrowed linen will be handed in by the person staying at the Accommodation office,
- p) pay for damage or losses which were incurred during the stay at the Halls of Residence – in the suite, common areas of the Halls of Residence and on the grounds of the Halls of Residence.

### 3.3. **Accommodated may not without the consent** of the accommodating facility:

- a) carry out substantial changes within the spaces listed in paragraph 3.1,
- b) consciously give access to the spaces designated for accommodation to other individuals for the purposes of accommodation,
- c) list the address of the Halls of Residence as a business address,
- d) move the furniture with the exception of that listed in paragraph 3.5. letter c),
- e) keep animals in the spaces listed in paragraph 3.1.

### 3.4. **Person accommodated at the dormitory may not in premises of dormitory:**

- a) possess or carry weapons or ammunition, or keep or in anyway have explosives and explosive objects, including fireworks and weapon replicas; or possess or carry stabbing or cutting weapons,
- b) possess, produce or have intoxicating or psychotropic substances or poisons, with the exception of medications the use of which has been prescribed by a doctor,
- c) damage, misuse or in any other manner prevent the use of fire tools or other general items for fire protection and fire safety equipment – this type of behaviour is a violation of the section for fire protections for which the appropriate organ of the fire protection.
- d) smoke outside of the designated areas,
- e) make use of other than allowed appliances within the spaces of the Halls of Residence in accordance with article 6,
- f) carry out fraudulent behaviour which could lead to the violation of any of the points of the Rules of the Halls of Residence, the Housing contract and all of the regulations connected with accommodation at the Halls of Residence,
- g) bring alcoholic beverages in crates, kegs and other large volume containers into the rooms,

- h) use any types of additional heat sources, such as direct heaters, oil radiators or infrared radiators.

### 3.5. Accommodated have the right to:

- a) allotment of a basically equipped room with WC and bathroom. Basic furnishings of the room entails a bed, desk, chair and storage space,
- b) regular changes of bed linen free of charge in accordance with the established timetable posted on the web pages (<https://www.vsb.cz/ubytovani/en>). At other times than the established timetable upon payment of a fee in accordance with the valid the Fees and penalties price list.
- c) move their furniture within the framework of the allotted room of the accommodated with the exception of rooms after reconstruction of buildings A and B, under the listed conditions that everything be returned to its original position upon terminating the accommodation,
- d) paint the walls (meaning the entire wall surfaces, not with writing and paintings), without touching the doors and furniture, performing fitted paint of wall ,have to be consulted with administrator of building-used material and color tone.
- e) welcome visitors in accordance with article 5,
- f) make complaints and suggestions either in writing or by email [pripominky@vsb.cz](mailto:pripominky@vsb.cz).

### 3.6. Serious violations entail:

- a) violating regulation article 3 under the influence of alcohol, intoxicating or psychotropic substances and violation of the safety regulations,
- b) possessing or carrying weapons and ammunition, including storing or in anyway keeping explosives and explosive objects, including fireworks, weapon replicas, stabbing or cutting weapons,
- c) possessing, producing or having intoxicating or psychotropic substances, with the exception of medication the use of which has prescribed for the accommodated by a doctor,
- d) intentional damaging or stealing of property of the accommodating facility,
- e) fraudulent behaviour which would lead to violation of any of the points of the Rules of the Halls of Accommodation, the Housing contract and all of the regulations related to accommodation at the Halls of Residence,
- f) the situation whereby the accommodated did not pay for accommodation, that is the accommodated did not pay for a period longer than 1 calendar month or if the amount of debt to the accommodating facility exceeds the amount of CZK 5,000,
- g) physical and gross verbal attacks on other people or threats of violence, endangering the health of others,
- h) repeated violation of the Rules of the Halls of Accommodation.

## 4. Operations of the Residence

### 4.1. The Halls of Residence open at 5 a.m. and are locked at 12 midnight.

---

4.2. From 12 midnight to 5 a.m. accommodated will be allowed to enter the residence only upon presentation of their identification card, or exceptionally their national identity card, passport or other document confirming the identity of the accommodated individual. Visitors are not allowed access to the residence at this time with the exception of visitors of the accommodated in accordance with article 5.

## 5. Accommodation of Visitors

5.1. The accommodated has the right to have visitors, in other words individuals who are not accommodated in the Halls of Residence. Each of the accommodated is obliged to announce these visitors to an employee of the porter's lounge, the accommodated is obliged to write the name of the guest into the guest book situated on the ground floor of the building. If the guests remain in the building from the period of 12 midnight to 6 am, the accommodated is obliged to pay the fee for accommodation of guests in accordance with the valid price list of the Housing Services.

An One-Bedroom apartment which is occupied by one person and paid duly for both beds, is exempt from payment for the visit. However, the guest is not exempt from having to report a visit to the reception of the building.

5.2. Visitors to the accommodated can be accommodated in the given room no longer than three nights in a row.

5.3. Over the course of one calendar month each accommodated individual has the right to eight nights maximum during which visitors may be accommodated in their room in accordance with paragraph 5.1.

5.4. Visitors may be in the room of the accommodated only with the agreement of all of the individuals accommodated on the basis of the Housing contract.

5.5. The accommodated is aware that the individuals who are his/her visitors must adhere to the same regulations and rules arising from the Housing contract, the Rules of the Halls of Accommodation and all other regulations.

## 6. Use of Electronic Appliances

6.1. The accommodated are entitled to use in dwellings (dwelling means 2 rooms including sanitary facilities) small electrical appliances up to a maximum power input of 500W (e.g. laptop, small desktop printer, charger for mobile devices, table fan, etc.). In the sum of used appliances, the maximum power consumption must not exceed 2000W.

6.2. Allowed appliances consist of the following:

- a) computer with accessories, notebook with accessories, tablet with accessories

- b) personal hygiene appliances (electric shaver, curling iron, hair dryer, epilator, electric toothbrush),
- c) one piece of kettle within the room. Another appliance must not be switched on while the kettle is in operation and vice versa.

6.3. It is forbidden to use any of your own appliances intended for preparing food and drink (e.g. toaster, rice cooker, coffee machine, etc.). The prohibition does not apply to a kettle whose use is permitted pursuant to Article 6, paragraph 6.2., letter c) of these Rules of the Halls of Residence. It is forbidden to use any types of additional heat sources, such as direct heaters, oil radiators or infrared radiators.

6.4. Paragraphs 6.1. and 6.3. of these Dormitory Rules do not apply to the use of own appliances (small household appliances) accommodated in the One-Bedroom apartments in building A. The use of large household appliances by the accommodated in the One-Bedroom apartments in building A requires the written consent of the Landlord. Of the large household appliances, it is possible to use an automatic washing machine / washing machine with dryer - only one machine. In the event that the applicant wants to use his own washing machine, it is necessary to connect the washing machine by the employee of the Accommodation services and after the termination of the Housing contract make it disconnected again by the employee of the Accommodation services. Each action is charged 300 CZK. The prerequisite for connecting the appliance is its perfect condition. The applicant shall also prove himself with a valid insurance contract on liability insurance for damage.

These electrical appliances must comply with paragraph 6.5

6.5. The use of all of the above-mentioned appliances is conditioned by the properly functioning technical state of the appliance and the use of the appliance in accordance with the instructions of the manufacturer. The accommodated is obliged to immediately remove the electric appliance from use upon appearance of any defects and carry out the specialized repairs at their own cost. The accommodated may directly plug the appliance into a 230V socket.

6.6. Use of an extension cord is conditioned by the performance of controls by employees of the maintenance department of the Housing Services who provide information on carried out controls of extension cords and have pre-written records on controls. Use of extension cords is only allowed with computers when it is absolutely necessary.

6.7. Appliances such as an iron, vacuum cleaner, rice cooker, etc. can be borrowed at individual receptions, for a fee according to the valid Fees and penalties price list. The list of appliances intended for loan is available on the Accommodation Services website. Borrowed appliances for food and drink can only be used in shared kitchens and not in the rooms and must be returned to the reception in a clean condition. Otherwise, a pollution fee will be charged according to the valid Fees and penalties price list.

6.8. In the case of damage to the property of the accommodated or the property of the accommodating facility as a consequence of the use of an appliance in contradiction to article

6, the accommodated is fully responsible for the incurred damage and must pay to the full amount.

- 6.9. Upon the discovery of the presence of an appliance which has not been allowed, the accommodated is obliged to pay a contractual fine in accordance with the valid the Fees and penalties price list, and that no later than by three working days in cash at the Accommodation office or at the Cash office of the accommodating facility. If the listed contractual fine is not paid within the term of three days, the fee will be collected at the next payment term.

## 7. Rights and Responsibilities of the Residence

### 7.1. The accommodating facility is obliged to:

- a) provide the accommodated with the designated space for accommodation in a state appropriate for use and ensure the undisturbed performance of the rights associated with accommodation,
- b) work on removing announced faults in accordance with article 3, paragraph 3.2, letter e) without unnecessary delays,
- c) work on removing announced faults in accordance with article 3, paragraph 3.2, letter f) without unnecessary delays, and can inform the accommodated of the responsibility of paying the costs associated with it, if it can be proved that the accommodated was responsible for the damage,
- d) provide clean communal areas in the Halls of Residence in cooperation with the accommodated in accordance with article 3, paragraph 3.2, letter a),
- e) inform the accommodated prior to signing with the regulations listed in article 3, paragraph 3.2, letter b).

### 7.2. The accommodating facility has the right to change the space allotted to the accommodated for accommodation and assign him/her another:

- a) at the request of the accommodated,
- b) in case of operational needs; by operational needs are understood the optimal use of the bedding capacity of the Halls of Residence article 8.

## 8. Operational Needs, Optimal Use of the Bedding Capacity

8.1. In cases of operational needs, the accommodated is obliged to move out of their existing room at the request of the accommodating facility, within the same Halls of Residence in accordance with article 1, paragraph 1.2. In case no spare capacity within the same building, the landlord can take advantage of free capacity on other buildings around under no. 1, paragraph 1.2.

8.2. The moving request will be received by the accommodated in written or electronic form no later than one (1) month before the moving term and will also be made public on the notice board of the accommodating facility and on the internet pages. If the accommodated does not react by seven (7) days from the date of the public notice on the notice board to the given



request, he/she will receive a second request in the same form. If the accommodated does not react by seven (7) days from the date of the second notice the existing price for accommodation will be raised to an amount of 50% from the standard price for the given accommodation space.

- 8.3. In case of fire or extensive reconstruction the accommodating facility can request group moving to another hall of residence or other accommodation facility. If this involves moving for reasons of reconstruction, the accommodating facility must post notice on the hall of residence notice board minimally one (1) month ahead of time.
- 8.4. By the optimal bedding capacity is understood the need for maximum use of the beds in the given room, in other words the type of room (3-bed, 2-bed room) changes according to the actual number of accommodated.

## **9. Housing contract**

- 9.1. The applicant for accommodation is accommodated on the basis of the Housing contract drawn up with the accommodating facility.
- 9.2. The Housing contract is made for a definite time period, usually for the duration of the academic year.
- 9.3. The applicant for accommodation who is entitled to accommodation will be requested to sign the contract by the accommodating facility. In the case of the applicant for accommodation does not sign the contract electronically via the information system of the dormitories, the individual loses the right to accommodation and his accommodation place will be offered to other interested. The accommodating facility may in certain cases make an exception and preserve the applicant for accommodation's right to accommodation, or enable the signing of the contract in person at the Accommodation office.
- 9.4. In the interests of wider university activities, the Vice-Chancellor for Development and Social Affairs may cancel accommodation of the accommodated in the Halls of Residence in extraordinary cases from 20<sup>th</sup> June to 15<sup>th</sup> September for an essentially needed period with notice having to be given to the accommodated at least one (1) month ahead of time. In cases when the accommodating facility has at its disposal available accommodation capacity, the effected accommodated will be given priority for use of this accommodation.
- 9.5. The drawing up of a Housing contract for a period longer than 1 academic year is only possible in cases of allotted building or certain specific parts which are established by the accommodating facility in light of the operational needs. The accommodated in these buildings who have signed such a Housing contract will be given priority accommodation reservations.

## 10. Deposits

- 10.1. Prior to signing the Housing contract the applicant for accommodation is obliged to pay a deposit for securing the price of accommodation and for services connected with accommodation, or for securing other debts of the accommodated. The amount of the deposit is listed in the List of accommodation services on the web pages <https://www.vsb.cz/ubytovani/en/about-dormitory/documents/>.
- 10.2. In cases when the deposit is paid but the applicant for accommodation does not move in by the given term or does not properly cancel the accommodation request, the accommodating facility has the right to charge a fee to the amount specified in the Fees and penalties price list.
- 10.3. The deposit will be returned to its full amount upon terminating accommodation with the exceptions listed in paragraph 10.4, 10.7 and 10.8 of this article.
- 10.4. In cases when unpaid debts connected with accommodation are determined upon termination of accommodation in accordance with the Housing contract, the deposit will be used in order to cover the debts listed in the information system to an amount up to the whole of the deposit. If the debts exceed the amount of the paid deposit ('debt'), the accommodation facility has the right to obtain payment from the accommodated even after the termination of the accommodation. In cases when the debts are lower than the amount of the deposit ('overpayment'), the accommodating facility is obliged to return this amount in either cash or by bank transfer to the account listed in the system of the accommodating facility no later than by 14 working days from the termination of accommodation.
- 10.5. When returning the overpayment in accordance with article 10.4 the accommodating facility is not responsible for sending the amount to another bank account of the accommodated different from the bank account used by the accommodated at the time of the termination of accommodation unless the accommodated has officially announced a change to the bank account.
- 10.6. Payment of the deposit in accordance with paragraph 10.1 is the basis for allotment of an accommodation space. Non-payment of the deposit will lead to non-allotment of the accommodation space and termination of the Housing contract.
- 10.7. If the accommodated requests an accommodation space in the following academic year, the deposit is not returned to the accommodated but automatically transferred to the following academic year. In the case of an accommodation space not being granted to the accommodated in the following academic year the deposit will be returned in accordance with article 10.4.
- 10.8. If the accommodated withdraws from the Housing contract prematurely than listed in the contract, the accommodation facility has the right to charge a fee for early termination of the contract to the amount specified in the Fees and penalties price list.

10.9. The accommodated is obliged to supplement the amount of the deposit to the designated amount.

## 11. Delivery and Publicising of Information

11.1. Notice regarding the obligation to deal with violations of obligations arising from the Rules of the Halls of Residence or the Housing contract and notice for payment of debt shall be delivered to the accommodated:

- a) personally directly in the hall of residence; by the accommodated taking a written document and confirming via signature. Refusal to pick up the written document will have registered consequences (records are kept regarding refusal) or
- b) by means of postal services by registered letter at his/her registered address; the written document is registered as of the day of its acceptance or the day when the unsuccessful attempt at delivery takes place or the registered letter is returned to the address of the accommodating facility, or the day when the ten day period for picking up the letter expires calculated as of the day when the written document is stored at the postal services facility and the addressee has been notified of its presence or
- c) by means of electronic post to the email of the accommodated resp. student (further "student's email"). This consists of the email listed when the student registers for school. The student email is in the following form:
  - [first.name.last.name.st@vsb.cz](mailto:first.name.last.name.st@vsb.cz) or
  - [assigned personal number@vsb.cz](mailto:assigned.personal.number@vsb.cz) (for example, [abc123@vsb.cz](mailto:abc123@vsb.cz))

## 12. Payments

12.1. By payment is understood the payment of bills for accommodation and services in accordance with the Fees and penalties price list. These payments usually take place in the form of deposits from the bank account of the accommodated.

12.2. In the case of establishing consent to direct debit payment, the resident is obliged to enter this information in the dormitory's information system, or tell the staff of the Accommodation Office. Changes in the bank account of the accommodated must be declared within five (5) working days from the day when the change takes place.

12.3. Deposit payment will be carried out in accordance with the date listed in the Housing contract with the payment always amounting to the current state of debt of the account of the accommodated listed in the information system as of the payment date.

12.4. In cases when the payment is not carried out in accordance with article 12.1, it can be carried out via the EPS payment system, by credit card or in cash at the Accommodation office or at the Cash office of the accommodation facility. A handling fee is charged for cash payments in accordance with the Fees and penalties price list.

12.5. Fulfilment of payment obligations in the form of deposit payment is understood by the situation when the accommodated has sufficient money to cover the deposit amount so as to make the deposit payment possible. The bank account must be in the Czech currency at a Czech financial institution. If the accommodated determines that the deposit payment has not been drawn from the bank account, he/she is obliged to pay the agreed on amount of the deposit payment by the established day in the Housing contract so as to ensure the payment has been recorded on the bank account of the accommodating facility/or paid in cash at the Accommodation office or at the Cash office of the accommodation facility.

### **13. Contractual Fines**

13.1. In case of determining violations of responsibilities in accordance with paragraphs 3.2, 3.3, 3.4, 3.6, 5.1, 5.5, 6.9 and article 12 the accommodating facility has the right to administer a fine in accordance with the Fees and penalties price list.

13.2. Payment of the contractual fine will be carried out:

- a) by deposit payment in the following month along with the unpaid amount of debt for accommodation for the actual and previous months or
- b) via the EPS payment system, by credit card or in cash at the Accommodation office or at the Cash office of the accommodating facility.

13.3. In case of non-payment of the contractual fine, the accommodating facility has the right to initiate withdrawal from the Housing contract in accordance with paragraph 13.2.

13.4. In case of serious violation of the particular regulations, withdrawal from the contract can be initiated. Serious violation is outlined in article 3, paragraph 3.6.

### **14. Controlling Activity**

14.1. Controlling activity is understood as adhering to the responsibilities set out in the Rules of the Halls of Residence, the Housing contract and hygiene, fire and safety regulations.

14.2. A record will be kept of potential determined problems which will be stored with the head of operations of the Halls of Residence.

14.3. Authorised employees of the Housing Services of VSB–TUO or authorised employees of the guard services have the right to carry out forced controls of rooms for the purposes of determining:

- a) the technical state of the room,
- b) adherence to the Rules of the Halls of Residence, Housing contract, hygiene, fire and safety regulations.

14.4. The controlling of the condition of the room will be carried out by a minimum of two individuals and must be announced prior to entrance into the room by knocking.

Announcement of entrance into the living spaces is not necessary when immediate dangers are faced (fire, accidents, etc.).

14.5. The Vice-Chancellor for Development and Social Affairs, the Director of the Housing Services, the head of operations of the Halls of Residence, operations, chambermaids, the porters, the safety technicians, fire technicians, the coordinator of fire protection, members of the guard services all have the right to controlling activity. Controlling activity may be carried out by other employees who have been authorised. The personal items of accommodated cannot be touched without their presence during the controlling activity.

14.6. Authorised employees in connection **with controlling activity have the right to:**

- 1) Request the identification card or another personal document of the accommodated at the Halls of Residence.
- 2) In case of violation of the responsibilities established by the regulations in accordance with article 14 and article 15, record this violation on the part of the individual. If and when this person is not an individual accommodated at the Halls of Residence, they have the right to ask this individual to leave and will check if the individual or individuals leave the grounds of the Halls of Residence.
- 3) Call either the State Police or the City Police in cases of criminal acts or preparation of committing criminal acts.

## **15. Safety and Health Protection of the Accommodated**

15.1. In accordance with the internal regulations regarding ensuring safety and protection of health during work the accommodated are obliged to:

- a) maintain principles of safe behaviour in all areas of the Halls of Residence,
- b) announce faults and problems to the employees of the accommodating facility which might threaten the safe functioning of the accommodating facility and the safety of the accommodated,
- c) immediately announce any injuries to the employees of the accommodating facility which have taken place during the stay at the Halls of Residence,
- d) promptly notify employees of landlords disease contagious diseases.

15.2. The accommodated may not handle, turn off or service any of the machines, tools and equipment which have not been allotted for their service within the framework of accommodation and which they have not been familiarised with.

15.3. In case of need they are obliged to call for emergency service, the police, the fire rescue or other elements of the integrated rescue system, they are further obliged to announce this situation to the employees of the accommodating facility at tel. no. **596 99 3333** or in person at the porter's lounge. When announcing the situation, the accommodated in obliged to communicate their first and last names and all the relevant information regarding the situation.

15.4. For increased security, the marked common areas and spaces are scanned by a camera system. The operation of camera systems is governed by the Directive TUO\_SME\_17\_002 Personal Data Protection and the Directive TUO\_SME\_17\_003 Protection property and persons - Security Code.

## **16. Responsibility for Damage for Items Brought into the Halls of Residence**

16.1. If requested by the accommodated custody of cash, jewelry or other valuables, the landlord assumes these things into custody. The landlord has the right to refuse to take into custody a dangerous thing, or the value or range of accommodation disproportionate. In advance things for safekeeping in a closed or sealed case.

For the above purposes the safe was set up at the accommodation cash desk. The safe is open during the operating hours of the cash desk.

Accommodated shall deposit cash and valuables in the lockers and drawers, which are located on-site accommodation.

The accommodated is also required to prevent any manner of stealing brought in items, in particular by locking the inner doors of room as well as the entrance doors of the suites. Bicycles and transport items must be stored by the accommodated in the locations designated for them and secure them with a lock.

16.2. If loss of items takes place in accordance with paragraph 16.1, the accommodated is required to immediately announce this fact to employees of the accommodating facility and ensure that the State Police are informed.

16.3. The accommodating facility reserves the right to request the State Police record from the accommodated, additional documents demonstrating the stealing of objects and other documents demonstrating the value of items.

16.4. If the damage was also caused due to the fault of the accommodated, the cost of the damages is split evenly between the accommodated and the accommodating facility; if the damage caused was exclusively the fault of the accommodated, he/she bears the burden fully.

## **17. Maintenance of Order, the Environment, and Cleanliness in the Outdoor Areas of the Halls of Residence**

17.1. The outdoor areas of the VSB-TUO Halls of Residence are understood as the surroundings, listed specifically on the ownership list no. 1873 for the Poruba land territory, the municipality of Ostrava, the district of Ostrava-city. These primarily involve paths, bus stops, car parks,

pavements, play grounds and grassy plots situated within the grounds of the Halls of Residence, see the addendum, map of the grounds.

The conditions for the movement of persons in the area are determined by the Visitors rules distributed in the area.

17.2. Cleanliness must be maintained on the outdoor areas in accordance with article 17.1. The following are prohibited on the outdoor areas:

- 1) Littering with paper, cigarette butts, wrappers, bottles, rubbish and dust, remains of food and other waste. Make use of the rubbish bins.
- 2) Advertisements, offers, posters and other items should only be placed on designated points. Placement of advertisements and notices is only allowed with the previous agreement of the director of Housing Services.
- 3) Damaging the walls of the buildings and similar surfaces with inscriptions, painting or scratching.
- 4) Damaging, removing or destruction of equipment, benches, transportation signs, bus stops, public lighting, railings, time tables, boxes, floral and other ornamentation, rubbish bins, recycling bins in public areas. Cigarette butts and lighters should not be placed in these bins and their content should not be burned.
- 5) Washing of cars.
- 6) Lighting fires including grilling apart from the designated area.

17.3. Open fires including grilling apart from the designated areas is strictly forbidden in the outdoor areas outlined in article 17.1.

17.4. The designated grilling areas are located on the grounds of the minigolf on Studentská street 1770/1, Ostrava-Poruba behind the D and E building and are available to the accommodated at the Halls of Residence in Ostrava-Poruba during minigolf operations this being daily from 2 p.m. to 10 p.m. over the course of the months April to October. The minigolf operations are run in accordance with the rules of the golf course and the areas designated for grilling. Grilling is forbidden outside of the established operations time.

17.5. The designated area is specifically understood as the area with the concrete pits and their direct proximity. The concrete pits are intended for fires and for the remains from grilling which have been properly extinguished.

17.6. Other uses of open fires connected with work (welding flames, soldering, roof repairs, etc.) are regulated by special rules and regulations valid for VSB-TUO.

17.7. The basic responsibilities when grilling and maintaining a fire are as follows:

- only have a fire in the designated pits,
- only grill in close proximity to these pits,
- In distance 4m from mini golf lanes is grilling forbidden under fine CZK 500,
- the extinguished cinder from grilling should only be placed in the pits. Water taken from the minigolf course can be used for extinguishing the fire. Hot ashes should not be placed

under the plants and trees. Violation of this will be viewed as a serious violation in accordance with article 3, paragraph 3.6, letter d),

- users are obliged to maintain order and cleanliness, placing rubbish into the rubbish bins.

17.8. Request for permission to keep a pet at the Halls of Residence is set out in the addendum to the Rules of the Halls of Residence. The owner of the pet is obliged to maintain the conditions for health protection of animals during the stay of the pet in the Halls of Residence and the care requirements connected with the environment in accordance with the following rules:

- 1) Dogs, cats and certain other small animals (for example, guinea pigs, hamsters, etc.) can only be kept at the Halls of Residence with the previous agreement of designated employees of the Housing Services of VSB-TUO and roommates, and this only if the animal is not the cause of hygiene or health problems, threatening the cleanliness and safety in the buildings. They may not bother or threaten the individuals accommodated in the Halls of Residence.
- 2) Pets can be released in the public areas only under the direct control of the owner or other designated individuals if and when this regulation is maintained with safety assured of the public, the animals and public property. Dogs must have a muzzle and be accompanied by their owner. Dogs may not be tied in close proximity to the entrance to buildings, shops, clubs and left unsupervised.
- 3) Pet owners or supervisors must immediately clean up after pets in the public areas. The owner or supervisor of dogs must have a bag with them for this purpose, or another item which can be used for cleaning up.
- 4) Dogs left without supervision may be caught and placed in a pound. The costs connected with the catching and placement in the pound must be paid by the owner of the dog.
- 5) Owners of pets must maintain their cleanliness and care for their health, including mandatory shots.
- 6) Owners of pets which injure an individual must immediately bring the animal for a veterinary check up.
- 7) Illegal keeping of animals will be fined in accordance monthly rate with the Fees and penalties price list.

17.9. The accommodated in accordance with article 3, paragraph 3.2, letter i) is required to maintain the principles of civic cohabitation, respect quiet hours from 11 pm to 6 am, respect the rights and needs of other inhabitants and behave so as not to endanger the safety of both people and property. They are obliged to maintain order and appropriate behaviour within the Halls of Residence and not infringe on the rights of other people.

17.10. Each person, be they an individual or corporate body, must respect the rules regarding quiet hours from 11 pm to 6 am within the outdoor areas.

17.11. The director USSS of the Housing Services may grant exceptions in certain cases. Granting of these exceptions will be posted on the notice boards in the housing office of the Halls of Residence.

17.12. **The prohibition on consumption of alcohol** is also valid for the outdoor areas:

- 1) the car park on the grounds of the Halls of Residence



- 2) bus stops
- 3) playground
- 4) all grass surfaces

The prohibition on consuming alcohol is not connected with the gardens of individual clubs intended for accommodation guests or certain designated areas of the crazy golf course during operating hours.

The prohibition on consuming alcohol in public areas is not applicable during certain culture or social events at VSB-TUO or organized with the agreement of the Housing Services director USSS.

Supplements: Principles for cleaning

Application for keeping pets at the Halls of Residence

Map of the grounds

The Rules of the Halls of Residence take effect as of 1.7.2023.

Ing. Gabriela Mechelová  
bursar

## PRINCIPLES

### for carrying out cleaning in the rooms of the accommodation facilities of the Housing Services of VSB -TUO

The accommodated is aware that the room which he/she has been allotted in accordance with the Housing contract for temporary accommodation must be cleaned regularly to the extent listed and corresponding to the type of room. In addition, he/she is required to regularly check if irregular occurrences have taken place, for example, water running from the building structure, electricity blockages, inappropriate heating, or appearance of insect parasites, etc. All of these items are required without exception and must be reported immediately to the housekeeper or the receptionist, and then within 24 hours to inform the building manager in writing by e-mail. The accommodated is aware that cleaning and sterilizing materials for cleaning must be bought at their own cost. Disinfection should be carried out with regularly available anti-bacterial agents. The accommodation facility provides cleaning items and tools (for example, broom, dustpan, brush, bucket and floor rag).

#### The cleaning will be carried out to this extent:

##### Daily:

- properly air out room
- air out bedding
- carry out basic cleaning in the kitchenette (C,D,E, and defined dwellings of the building A), clean work areas and remove food remains
- carry out basic cleaning in the bathroom and WC, maintain cleanliness and hygiene after each use
- check if not **using light** unnecessarily or whether water is running, WC running, etc.
- take garbage to outdoor containers. In buildings A, B, D and E, garbage will also be taken out by Accommodation Services workers, twice a week.

##### 1x week:

- clean the surfaces of tables, other furniture and the parapet
- clean the mirror - clean the surfaces of the kitchenette (C,D,E and defined dwellings of the A building), bathroom and WC
- clean and disinfect the surfaces of the kitchenette (C,D,E and defined dwellings of the A building), bathroom and WC
- disinfect the toilet including the seat, sink and shower.

##### Prior to moving out:

- clean doors, washable surfaces of the walls
- unfreeze refrigerator and thoroughly clean both inside and out
- clean the surface of the kitchen cabinets (C,D,E, and defined dwellings of the A building)
- clean the cooker
- clean surfaces in the entire suite, behind the light furniture and refrigerator
- clean the toilet seat and disinfect, clean sink
- clean shower
- take the rubbish out
- put back the furniture to its original position

##### Periodically:

- defrost and clean the refrigerator at least twice a year. If the frost exceeds 0.5 cm in thickness, it must be defrosted even earlier

**In the absence of any of the occupants within the dwelling (buildings A and B) or within the room (buildings C, D and E) for a minimum of 3 days:**

- defrost and clean the refrigerator and then turn it off

In Ostrava, 1<sup>st</sup> of July 2023

VSB – Technical University of Ostrava  
Accommodation Services

## Request for allowing a pet in the Halls of Residence

**Addressee:**

**Head of operations of accommodation**

In compliance with the Rules of the Halls of Accommodation valid as of 1<sup>st</sup> of July 2023, article 3, paragraph 3.3, letter e) I hereby request permission to allow my pet at the halls of accommodation:

Species: .....

In the case of required vaccinations, the last vaccination took place on: .....

With this I hereby declare that my pet is healthy, is not dangerous and that the following agree with having the pet:

Agreement of all fellow roommates in the dwelling:

First and last name (clearly)

signature

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

I promise to keep to all required hygienic and safety principles connected with keeping pets in the inner spaces of the Halls of Residence and on the entire grounds of VSB-TUO.

I am aware that in the case of non-compliance to hygienic principles or possible complaints from other accommodated or employees of the Housing Services this permission will be immediately terminated.

In Ostrava on.....

.....

first name, last name, building and room

Position of the building operator: recommend    do not recommend .....

Decision of the head building operator: .....

## Map of the grounds

### Poruba Halls of Residence:



**List of changes and revisions to the document**

version	Date	Content of change / revision	Name and signature of the guarantor of the document
A	10.5.2007	Inclusion of the new document 'Rules of the Halls of Residence' into the system of the administered document	Ing. Božena Jemelková
B	1.9.2007	Updating of the document (adaptation to the amount of accommodation payment in order to cover increased costs for electricity)	Ing. Božena Jemelková
C	1.9.2008	Updating of the document (supplement of an article on safety, fire protection and responsibility for damage, operations use)	Ing. Božena Jemelková
D	15.4.2010	Revision of the document	Ing. Božena Jemelková
E	1.7.2010	Updating of the document (addition of the article on maintaining order, the environment and cleanliness in the outdoor areas of the Halls of Residence)	Ing. Božena Jemelková
F	1.9.2011	Updating of the document (addition of the article on the use of electrical devices)	Marie Stonišová
G	1.9.2012	Updating of the document (organizational alternation, adaptation-cancelled premise KDrM)	Marie Stonišová
H	1.7.2015	Updating of the document (addition of an article on liability for damage to the inserted things into the tracks; the abolition of Article. Building manager)	Marie Stonišová
CH	1.5.2017	Updating of the document (addition of the article 12 Payments and article 15 Safety and Health Protection of the Accommodated )	Marie Stonišová
I	1.11.2018	Updating of the document (GDPR, The Visitors rules)	Marie Stonišová
J	1.1.2020	Updating of the document (dormitory address, change of place of payment)	Marie Stonišová
K	1.9.2020	Updating of the document (replacement of dormitory cards with the identification card of the accommodated person, addition of Article 6 Use of	Tomáš Otipka

		electrical appliances, updating of the site map)	
L	1.11.2020	Updating of the document (addition of Article 6 Use of electrical appliances)	Tomáš Otipka
M	1.7.2021	Updating of the document (addition of Article 5, 6 and 10)	Tomáš Otipka
N	1.9.2022	Updating the document (Articles 2, 9, 12, 13, 17 and Principles of self-cleaning)	Tomáš Otipka
O	1.1.2023	Updating the document (Articles 3, 6 and Principles of self-cleaning)	Tomáš Otipka
P	1.7.2023	Updating the document (Articles 1.4, 1.5, 3.6)	Tomáš Otipka