

DORMITORY AND ACCOMMODATION RULES OF THE UHK DORMITORY

Article 1 Basic Provisions

1. The University Dormitory (hereinafter the Dormitory) functions as an accommodation facility for the University of Hradec Králové (hereinafter the UHK).
2. The Dormitory is located in a building at Palachova Street No. 1129-1135 in Hradec Králové.
3. The mission of the Dormitory is:
 - a) To provide accommodation subject to a rent to the UHK students who have enrolled into a bachelor, master or doctoral degree programme (hereinafter the Students);
 - b) To provide accommodation subject to a fee to other persons, provided this is not to the detriment of the mission laid down under a) above;
 - c) To manage, maintain and develop property and increase the standard of accommodation.
4. Accommodation at the Dormitory follows the provisions of these Rules, the Accommodation Contract, Accommodation Schedule of the Dormitory of the University of Hradec Králové (hereinafter the Accommodation Schedule), valid price list, Fire Prevention Rules for the Dormitory and generally binding legal regulations of the Czech Republic.
5. The Dormitory and Accommodation Rules are used appropriately for accommodation of persons within the meaning of paragraph 3(b) above.

Article 2 Accommodation Rent and Fee

1. The accommodation at the Dormitory is divided to:
 - a) Accommodation of Students – accommodation of students based on a written Dormitory Accommodation Contract for limited period no less than 1 month;
 - b) Hotel-type accommodation (Students accommodated for a period less than 1 month, UHK employees and guests - if available).
2. The accommodation rent and fees for each type of accommodation are stipulated by a pricelist issued as the Bursar's Directive and available at the public part of the UHK website. The pricelist also includes payments for accommodation-related services and for damage caused to the Dormitory equipment and property.
3. The accommodation rent and/or fee shall be paid by the 15th day of every month at the latest, either in form of the direct debit, by bank order, payment card, or in cash at the Dormitory reception desk.

Article 3 Accommodation

1. No-one has legal claim to be accommodated at the Dormitory.
2. Accommodation at the Dormitory is provided to the Students subject to an application submitted electronically by the Students on the ISKAM web interface at <https://ubytovani.uhk.cz> within the dates stipulated in the Accommodation Schedule for the given academic year. This Schedule defines the number of rounds for application submissions, dates of accommodations and dates of payment every year.
3. Applicants who were admitted to study in the 2nd round (or later) of the admission procedure, may submit their application for accommodation even after the date stipulated by the Schedule; they submit the application to the Dormitory Directorate by e-mail (e-mail: koleje@uhk.cz).
4. The accommodation at the Dormitory is decided by the Dormitory Director according to criteria specified in Article 8 hereof. The applicants will be notified of the decision on accommodation within the time period and in the way stipulated by the Schedule. No appeal is allowed against a negative

decision.

5. Students who have been allocated accommodation in the Dormitory are required to register at the reception desk and sign the Dormitory Accommodation Contract by the date stipulated by the Accommodation Schedule for the given Academic Year. Should any Student delay his/her moving in, he/she is required to submit justification thereof into the hands of the Director either in writing or via an e-mail sent to the Dormitory e-mail address. Should such a Student fail to do so within the given deadline, the Student's right for accommodation shall cease and his/her accommodation facility will be allocated to another applicant.
6. Vacant places of applicants who have been excluded from the accommodation procedure are filled subject to the accommodation applicants' waiting list.
7. Accommodation is preferentially allocated to:
 - a) Foreign Students enrolled to study under international treaties;
 - b) Doctoral Students;
 - c) Students who don't have parents;
 - d) Disabled Students ("ZTP" disability card holders).
1. The waiting list of applicants is made and processed separately for each Round. Time required to arrive, i.e. the time required to go from the place of residence to Hradec Králové, is used as the criterion for accommodation applicants from all years of the UHK. Data are obtained from CHAPS spol. s r.o. data (Idos, Abus). Average time required to arrive (in minutes) represents the number of point.

Article 4 Accommodation Exclusions

1. The Dormitory Director may, even if there are some vacant beds, refuse an applicant's accommodation if:
 - a) The applicant has an unpaid debt towards the University;
 - b) The applicant was in delay with the accommodation payment (Rent);
 - c) The applicant has previously breached the Accommodation Contract or the Dormitory and Accommodation Rules, the safety and fire prevention regulations (vandalism, physical violence, rude manners towards the UHK staff, fraud, destruction of the Dormitory property etc.) and a written record has been made about it.

Article 5

Booking Deposit and Accommodation Deposit

1. The accommodation applicant whose application has been met is obliged to make the booking deposit payment within the deadline stipulated by the Accommodation Schedule for the given Academic Year and in the amount stipulated by the pricelist. If the booking deposit is not paid within the given period of time, the right for accommodation ceases.
2. The booking deposit payment may be used to pay:
 - a) the cancellation fee in case of cancellation of the reservation by the applicant after the deadline set in the Schedule or if the reservation ceases to exist because the applicant has not appeared for accommodation within the period of time set for the given Academic Year (except for delayed boarding if notified to and approved by the Director in advance);
 - b) Accommodation deposit payment.
3. If the student is not obliged to pay the reservation deposit, he is obliged to pay the accommodation deposit in the amount of the reservation deposit, which is determined according to the price list for the academic year, no later than on the day of arrival or the next working day.
4. The accommodation deposit payment may be used to:
 - a) Settle any potential claims (payment of owed Rent, services provided, damage caused, potential fees and fines according to the valid pricelist);
 - b) Pay the booking deposit payment at reservation of accommodation for the following academic year.
5. The accommodation deposit payment or its part will be repaid to the Student's account within 30 days from termination of the accommodation.

Article 6

Termination of Accommodation

1. Accommodation will be terminated in the following cases:
 - a) Following lapse of the time period for which accommodation was agreed upon (under the Accommodation Contract);
 - b) Should the Student fail to move in by the date stipulated by the Accommodation Schedule for the given Academic Year and should he/she

- fail to submit justification according to Article 3 (5) hereof;
- c) Should the Student submit a Notice of Termination subject to a one-month notice period which will commence to run on the first day of the month following the date when the Notice of Termination was submitted;
 - d) Completion of studies, suspension of studies, expulsion from the University or transfer to another higher education institute;
 - e) Decision of the Dormitory Director on termination of accommodation (should the Student breach the Dormitory and Accommodation Rules, his/her accommodation may be terminated by an immediate notice).
2. The Dormitory Director may decide to terminate accommodation prior to the lapse of the accommodation period agreed upon under the Accommodation Contract as per paragraph 1(e):
- a) Should the Student repeatedly or grossly breach any of the provisions laid down by the Accommodation Contract, these Dormitory and Accommodation Rules and Safety and Fire Prevention Rules (vandalism, physical violence, rude manners towards the UHK staff, fraud, destruction of the Dormitory property, etc.), subject to a prior warning;
 - b) Should the Student allow not-reported persons to stay overnight in his/her apartment or should he/she provided reserved accommodation premises to other persons;
 - c) Should the Student, notwithstanding the fact that he/she has been warned, repeatedly fail to keep his/her room clean and tidy and in good hygiene-order, as well as the common space within the Dormitory;
 - d) Should the Student cause damage to the UHK property;
 - e) Should the Student repeatedly fail to pay the Accommodation Rent within the stipulated period of time and the amount due has exceeded the Accommodation Rent for one month.
3. The Dormitory Director issues a written decision on termination of accommodation. The Student concerned is required to move out of the Dormitory within three days following delivery of the Decision and hand over the room to the Quartermaster on the day of termination of accommodation. Decision on termination of accommodation will be sent to the Student in writing (via e-mail). The Student may submit a written appeal against such a decision within fifteen days with the Vice-Rector for the UHK internal affairs.

The submission of such an appeal does not have a suspensive effect.

4. Should the accommodation be terminated by the Dormitory, the Student does not have any right for any substitute accommodation. Should the Student fail to move out within the time period stipulated by Article 6(3) hereof, he/she will be moved out forcibly by the Dormitory staff and will have to pay related damage incurred by the Quartermaster. The Student will be charged a fee for his/her things storage according to the valid pricelist.

Article 7

Rights and Obligations of Accommodated Students

1. Accommodated Students are entitled to:
 - a) Basic equipping and furnishing in their room (furniture, a blanket and pillow and bed linen);
 - b) Have their bed linen changed;
 - c) Use of the common space of the Dormitory and services provided within the Dormitory, receive visitors with the approval of other roommates in the room from 8:00 to 22:00 (in accordance with the further provisions of these Dormitory and Accommodation Rules);
 - d) Timely remedy of reported defects;
 - e) Obtain keys to a specific entrance, apartment and room;
 - f) Use only those electrical appliances permitted in the Dormitory under the condition they comply with technical conditions stipulated by the valid standards.
2. Accommodated Students are obliged to:
 - a) Follow the provisions of these Dormitory and Accommodation Rules, the Dormitory Director's instructions and generally binding legal regulations;
 - b) Present their proof of identity and other documents (ID card, passport, visa, residency permit) when moving in the Dormitory;
 - c) Pay the Rent and other fees according to the valid pricelist within the given period of time;
 - d) Move into the flat and room allocated to them and to make receipt of the room equipping and furniture;
 - e) Maintain the code of conduct and observe silent hours from 22.00 to 6:00;
 - f) Regularly clean and keep clean and tidy their apartments and common Dormitory places; they are required to conserve the apartment equipment

- and furnishing; save water, heat and electricity;
- g) Provide the caretaker with access to sanitary facilities for cleaning purposes;
 - h) Own a valid UHK Student Identification Card which will allow them to enter the Dormitory and use the Dormitory services. If requested by the Reception Desk personnel, or any other Dormitory Staff, Students are required to submit their ID Cards for inspection;
 - i) Observe fire and safety rules and hygienic regulations;
 - j) Immediately report detected defects in the ISKAM accommodation system (so-called online reporting of defects), in case of an urgent accident, report the defect at the dormitory reception, to maintenance staff or dormitory housekeeper;
 - k) Reimburse, immediately after calculation, any and all damage to the Dormitory property caused by incorrect usage or intentionally;
 - l) Clean their rooms and apartment before moving out and have the form Certificate of Cleaning confirmed. When moving out, hand over the room in the same condition as taken over at the start of accommodation (remove all posters, pictures and other accessories to the interior; i.e. restore the room), including any and all lent inventory. Students are required to hand over their keys in person at the Dormitory Reception Desk and sign out;
 - m) Whenever leaving their rooms, even for a short period of time, and if none of their roommates remain in the room, to switch off the lights and lock the door of their room and the apartment. The key may not be left in the lock. The same applies to locking the room and apartment at night before going to bed, provided the next door room is vacant and guests can be accommodated there (temporary, short-term hotel-like accommodation).

3. Accommodated Students may not:

- a) Restrict rights and personal freedoms of other accommodated persons;
- b) Use the accommodation and common premises for private entrepreneurial activity;
- c) Move to another room or apartment without consent of the Dormitory Director's or personnel authorized by her;
- d) Allow persons who are not registered to accommodate themselves at the Dormitory (short-time or overnight stay), or receive guests in any other way than stipulated in Article 9(4) hereof;

- e) Damage or wilfully change the Dormitory equipment and furnishing (e.g. rearrange and disassemble furniture in the room, exchange furniture between individual rooms, place posters on the room walls; otherwise, the Students are obliged to pay the room decoration according to the valid pricelist);
- f) Intervene, in the premises of the Dormitory, into any wiring networks, water-supply networks or lift devices;
- g) Damage, abuse or in any other way impede the use of fire extinguishers, wall hydrants or fire protection equipment. They may not damage, remove or destroy information sheets, guidelines or tables that support fire protection. Any breach of this sub-section gives reason for a fine to be imposed in accordance with the valid pricelist;
- h) In any way intervene in telephones installed at the Dormitory;
- i) Block in anyway the function of the Dormitory entrance door, change their room door lock, make copies of keys and provide them to other persons;
- j) Overload lifts;
- k) Hold, store and carry cold weapons, fire-arms, guns and ammunition within the meaning of Act No. 119/2002 Sb., on weapons, as amended;
- l) Produce or hold substances that endanger generally health and property, including, but not limited to chemical substances, biological and radioactive materials, explosives and other potentially explosive substances, including entertainment fireworks, and hold equipment and substances for their production;
- m) Produce, use or hold any amount of drugs and other addictive substances;
- n) Hold in the Dormitory alcoholic beverages in barrels and other large capacity containers, hold and store pressure bottles of any type and volume exceeding 0.5L;
- o) Consume alcohol at the Dormitory at a rate that disturbs the peace and quiet of the premises and the study needs of the other accommodated Students;
- p) For safety and fire protection reasons, use mobile grills or make open fires in their apartments or on their balconies; it is also prohibited to make open fires in the games area and in the garden;
- q) Ride bicycles or inline skates in the halls;
- r) Throw out any objects or pour out any liquids from the Dormitory windows;

- s) Smoke at any part of the Dormitory and throw out cigarette ends in front of the Dormitory premises;
- t) Breed or hold animals at the Dormitory;
- u) Use any other non-standard high energy consuming electrical appliances (such as space heaters, air conditioning, non-standard IT equipment like server etc.).

Article 8 Disciplinary Transgressions

1. Should any Student breach the provisions of these Dormitory and Accommodation Rules, the Dormitory Director is entitled to make a record.
2. Should a Student repeatedly or grossly breach these Dormitory and Accommodation Rules, the Dormitory Director is entitled to terminate the given Student's Accommodation Contract. The Dormitory Director notifies the Vice-Rector for internal affairs of it in writing and the Student is obliged, based on a written notification, to move out within the period of time stipulated by Article 6(3).

Article 9 House Rules

1. The accommodated persons, visitors registered at the Reception Desk and the Dormitory staff only may enter the Dormitory.
2. When entering the Dormitory, every person is obliged to submit a valid Student's ID (ISIC card) or an ID card to the Dormitory staff upon request.
3. Silent Hours are from 22:00 to 6:00. During the Silent Hours, the accommodated persons must make measures to prevent any noise. They must ensure that noise does not get in the neighbourhood and does not disturb other accommodated persons. The accommodated persons must keep the Silent Hours not only in their apartments but also in the games area and in the garden. Exceptions from the Silent Hours are decided by the Dormitory Director.
4. Visiting Hours in the Students' rooms are from 8:00 to 22:00. Visitors are required to record their details at the Reception Desk. Visitors present at the Dormitory after 22:00 are obliged to pay the appropriate Accommodation Fee according to the valid pricelist. The accommodated person is responsible for

- his/her visitor's keeping the Dormitory and Accommodation Rules and also for damage caused by his/her visitor. All the accommodated person's roommates must agree with the visit; otherwise the visit may not be received.
5. The entrance to the Dormitory (individual entrances) will be opened upon request between 22:00 and 6:00 for Students and guests accommodated at the Dormitory only. Persons not accommodated at the Dormitory will not be allowed into the Dormitory.
 6. If requested to do so by the Dormitory staff, visitors are obliged to leave the Dormitory should their conduct endanger other persons or the Dormitory property, or should they breach these Dormitory and Accommodation Rules.
 7. The receptionist makes random safety rounds around the Dormitory during the Silent Hours. While he is making his rounds, accommodated persons cannot demand to be let into the Dormitory.
 8. A First-Aid Kit is available at the Dormitory Reception Desk.
 9. The Dormitory staff may enter rooms even without the accommodated person's consent on the following grounds:
 - a) Prevention of danger to life or health;
 - b) Prevention of damage to property;
 - c) Checks of fire and safety regulations observation;
 - d) Checks of hygienic standards observation;
 - e) Checks of the Dormitory and Accommodation Rules observation;
 - f) Performance of maintenance and cleaning and inventory-taking announced in advance.

Article 10 Final Provisions

These Dormitory and Accommodation Rules become valid and effective on the day of their issue. The previous Dormitory and Accommodation Rules hereby cease their validity.

In Hradec Králové on 13 May 2020

Ing. Aleš Klicnar