

UNIVERSITY OF PARDUBICE	
Directive no. 2/2014	
Subject	Rules of Accommodation of the University of Pardubice
Affects	Students, employees and guests of the University of Pardubice
Effective of	June 1 st , 2014
Reference number	RPO/0011/14
Processed and submitted by	RNDr. Pavel Ďurovec, Head of the Halls of Residence Administration
Approved by	Ing. Petr Gabriel, MBA, the Bursar

Rules of Accommodation

Article 1 Basic Provisions

- (1) Rules of Accommodation of the University of Pardubice (hereinafter referred to as “the Rules of Accommodation”) stipulate the basic commonly binding conditions of accommodation at the University of Pardubice Halls of Residence (hereinafter referred to as “the Halls of Residence”). Furthermore, this directive defines the rules for utilising the capacity of the Halls of Residence as well as the rules for setting the price of temporary accommodation (hereinafter referred to as “accommodation”) and other related services.
- (2) The Rules of Accommodation are binding for the employees of the Halls of Residence and Mensa Administration (hereinafter referred to as “the SKM”) and the persons accommodated at the Halls of Residence. The Rules of Accommodation stipulate the rights and duties of the above affected persons.
- (3) The Halls of Residence are included in the organisation structure of the SKM, which is a part of the University of Pardubice (hereinafter referred to as “the University”).
- (4) The Halls of Residence are located in the University’s premises of in Pardubice:
 - pavilion A, Studentská street, no. 199
 - pavilion B, Studentská, no. 200
 - pavilion C, Studentská, no. 201
 - pavilion D, Studentská, no. 202
 - pavilion E, Stavařov, no. 100
 - pavilion F, Stavařov, no. 98
 - and in Litomyšl:
 - pavilion L, Jiráskova street no. 8, the building of the former Piarist College
- (5) The elementary task of the University Halls of Residence is to provide accommodation for the University’s students of all study branches (hereinafter referred to as “students”). In case of vacancies, accommodation can be provided for the University employees or guests, and the general public.
- (6) Specific operational conditions of the individual pavilions are stipulated by their individual Rules of Operation.

Article 2

Prices of Accommodation

- (1) Accommodation at the Halls of Residence is provided within three price levels:
 - a) **Standard student accommodation (further as “standard accommodation”)**
uninterrupted accommodation based on a fixed-term contract with fixed beginning and end corresponding with the individual requirement; this type of accommodation is intended for students of all study programmes and, if possible, for employees, visitors and the general public.
 - b) **Reduced price student accommodation (further as “reduced price accommodation”)**
uninterrupted accommodation based on a written contract for the fixed term of the beginning and end corresponding to the relevant academic year; this type of accommodation is intended only for students of undergraduate, postgraduate and doctoral programmes; those interested in this type of accommodation will be preferred to those interested in other types of accommodation.
 - c) **Short-term accommodation**
accommodation for specific days of uninterrupted accommodation not exceeding 60 days, based on an order; this type of accommodation is intended for students, employees, visitors and the general public.
- (2) The price of accommodation is stipulated on the basis of the necessary financial costs connected with the losses incurred by the depreciation of tangible assets of the Halls of Residence, other operational costs connected with the provision of accommodation at the Halls of Residence, and the Halls of Residence maintenance and reconstruction costs. The accommodation price includes the VAT stipulated by a specific legislative norm.¹
- (3) Pricelists for the individual accommodation price levels are issued by the Head of the Halls of Residence Administration (hereinafter referred to as “the Pricelist”) issued by the Head of the SKM. The Pricelist must be published on the publicly accessible University web-site, the SKM section, at least 30 days prior to the first day of its validity. The Pricelist also stipulates the prices of other provided services, as well as other fees and fines relating to the accommodation at the Halls or Residence.
- (4) The price of standard or reduced residential accommodation is paid at the latest by the 15th day of the current calendar month by means of a bank transfer to the university bank account.
- (5) The price of short-term accommodation is paid in cash always on starting the accommodation. In exceptional cases and with the consent of the Head of the Halls of Residence Administration, the accommodation price can be paid on the basis of an invoice.

Article 3

Organisation of Accommodation

- (1) There is no legal entitlement to accommodation at the Halls of Residence.

¹ Act no. 235/2004 Coll., on Value Added Tax.

Accommodation takes form of a bed allocated in a room of one of the University's Halls of Residence pavilions.

- (2) Organisation of the reduced price accommodation for each academic year is stipulated in the Schedule of Accommodation (further the "Schedule") issued by the Head of the SKM at the latest by the 15th April of the relevant calendar year. The Schedule is published on an publicly accessible University server, in the section Accommodation and Catering.
- (3) The starting and ending period for the reduce price accommodation for each academic year is stipulated by the Schedule.
- (4) Individual beds are allocated in the order in which the applications for accommodation are received. In case the number of received applications exceeds the available accommodation capacity, the submitted applications are organised into separate housing lists for the individual groups of students (usually a separate housing list for the first-year students and a separate housing list for the students of the other years). The rules for setting the applicant's position within the housing list are defined by the Schedule.
- (5) On the basis of a faculty Vice-Dean's or other University superior employee's request, the Head of the Halls of Residence Administration is entitled to allocate accommodation to a student outside the housing list as a reward for exceptional study results, representing the University, activity in the University Student's Council and other substantiated cases.
- (6) The operation of the Halls of Residence and the accommodation organisation is the responsibility of the Head of the Halls of Residence subordinated to the Head of the Halls of Residence Administration.
- (7) The Accommodation Contracts are concluded by the Head of the Halls of Residence Administration on behalf of the University.

Article 4 Disqualifications

- (1) The Head of the Halls of Residence Administration can, even in the event of free beds availability, decline the accommodation of those applicants who:
 - a) have an outstanding payment towards the University accommodation,
 - b) have at least twice failed to pay the accommodation fee on time,
 - c) were notified in writing of their violation of the accommodation contract, of Rules of Accommodation, or their accommodation contract was prematurely terminated for these reasons.
- (2) The applicant may submit a written application for a review of the disqualifying decision of the Head of the Halls of Residence Administration to the Bursar.

Article 5 Financial Deposit (security payment)

5.1 Reservation payment

- (1) Reservation of a residential or individual accommodation is conditioned by making a financial deposit.
- (2) An applicant for residential accommodation is obliged to make a financial deposit within 10 days after his/her application for accommodation has been approved. The sum, date of payment and the way of making the deposit are stipulated by the Schedule. Should the applicant fail to make the required financial deposit within the defined payment term, his/her accommodation reservations will be cancelled.
- (3) Reservation payment can be utilised as follows:
 - a) to settle the cancellation fee in the case of cancelling the reservation by an applicant or if an applicant fails to start the accommodation on the given date.
 - b) to settle the accommodation security payment.

5.2 Accommodation security

- (1) The accommodated person who failed to pay the reservation security is obliged to settle the balance in full on the day of the beginning of his/her accommodation at the latest.
- (2) The accommodated person who paid the reservation payment is obliged to settle the difference between the reservation payment and accommodation security within 15 days from starting the accommodation.
- (3) The amount and method of security payment is stipulated in the Pricelist.
- (4) The accommodation security can be utilised as follows:
 - a) To settle the accommodation and relating services on the accommodation termination.
 - b) The accommodation security will be transferred to the following period at the reservation of accommodation for the next academic year.
- (5) An applicant for individual accommodation is obliged to make the deposit according to the instructions of an employee of the SKM Accommodation Centre, at the latest on the date of starting the accommodation.
- (6) During the reservation and accommodation, the financial deposit serves to cover the possible incurred losses and unsettled debts connected with the accommodation.
- (7) The deposit may be utilised as follows:
 - a) on the reservation of accommodation for the following academic year, the financial deposit is transferred for the following period,
 - b) on terminating or cancelling the accommodation, the financial deposit is included in the final settling of payments or is used to cover the cancellation fines. The remaining financial deposit is returned through a direct transfer to the bank account of the accommodated person or in exceptional cases in cash at the Halls of Residence cash desk.

Article 6

Fines for Cancelling the Reserved Accommodation

- (1) In case the applicant for the accommodation cancels the accommodation reservation within a period shorter than 30 days prior to the date on which the reserved

accommodation should commence or s/he does not start the accommodation on the given date, s/he is obliged to pay a cancellation fine.

- (2) The applicant is not obliged to pay the cancellation fine in case s/he has been not accepted into a master study programme or a post-graduate doctoral study programme and s/he has submitted the written notification of non-acceptance..
- (3) The actual sum of the cancellation fine is stipulated by the Pricelist.

Article 7

Placement of the Accommodated Persons within the Halls of Residence

- (1) The allocation of a reduced price accommodation is stipulated by the Schedule; in other types of accommodation it is allocated upon agreement with the SKM Accommodation Centre staff.
- (2) The accommodation may be changed:
 - a) after a mutual agreement of the accommodated person and the Head of the Halls of Residence,
 - b) by the Head of the Halls of Residence due to operational or emergency reasons or due to the effective utilisation of the accommodation capacity.

Article 8

Terminating the Accommodation

- (1) Accommodation terminates at the end of the period for which it was contracted.
- (2) Accommodation can be terminated prematurely by mutual agreement on a particular date.
- (3) Accommodation can be terminated prematurely by notice of termination from the accommodated person without a period of notice.
- (4) The Head of the Halls of Residence Administration is entitled to terminate the accommodation without a period of notice in the following cases:
 - a) the accommodated person is delayed with the payment of the accommodation fee for the period of at least one calendar month,
 - b) the accommodated person has repeatedly or seriously violated the hygienic norms and the Rules of Accommodation, the operational rules of the Halls of Residence, violated the accommodation contract or acted against the moral code.
- (5) In case the accommodation is terminated by notice of termination prior to the end of the contracted accommodation period, the accommodate person is obliged to pay a contractual fine equalling the price of accommodation for 30 days. In case the accommodation is terminated within the last 30 days prior to the end of the contracted accommodation period, the accommodated person is obliged to pay a contractual fine equalling the price of accommodation for the days remaining to the end of the contracted accommodation period.

Article 9

Operation of the Halls of Residence

- (1) Entry to the Halls of Residence is permitted only to the accommodated persons, their visitors and the SKM employees.
- (2) When entering the Halls of Residence, each person is obliged to submit their ID or student card on request of the SKM employee.
- (3) Visiting the rooms of the accommodated persons is allowed only between 06:00 and 23:00. Reporting the visit to the appropriate reception desk and the behaviour of the visitor during his/her stay at the Halls of Residence is the responsibility of the accommodated person.
- (4) The period between 23:00 and 06:00 is defined as the period of peace and quiet at night. Granting the exceptions from keeping the period of peace and quiet at night is the responsibility of the Head of the Halls of Residence.

Article 10

Rights and Duties of the Accommodated Persons

- (1) During the accommodation period, the accommodated person has the right to:
 - a) the basic equipment of the room (furniture, bedding) and its maintenance,
 - b) use the services offered at the Halls of Residence,
 - c) accept visitors between 06:00 and 23:00 with the consent of the roommates.
- (2) During the accommodation period, the accommodated person is obliged to:
 - a) obey the provisions of these Rules of Accommodation,
 - b) submit his/her ID when moving into the Halls of Residence,
 - c) maintain cleanliness and order in the room as well as common grounds,
 - d) protect the property of the Halls of Residence from damage, destruction, misuse or loss,
 - e) use electric energy and water frugally,
 - f) obey safety and fire regulations, including no smoking,
 - g) apply for permission to use electrical appliances and gadgets defined in a special directive and pay the appropriate fees,
 - h) report any damage immediately at the office of the given pavilion or at the appropriate reception desk,
 - i) obey the rules of hygiene and obey any ordered health and hygienic measures,
 - j) keep his/her bicycle locked only in the allocated spaces (bicycle rooms) and always locked with their own bicycle lock,
 - k) on terminating the accommodation return all borrowed items, leave the room devoid of all personal belongings, settle any possible debts, return all keys and log off from the evidence of the accommodated persons,
 - l) pay the accommodation price, including the fines, in terms and ways stipulated by the accommodation contract,
 - m) pay the fees for any other utilised services according to the Pricelist,
 - n) in case of violating the Rules of Accommodation pay the fines defined in the Pricelist.

Article 11
Activities Forbidden at the Halls of Residence

It is strictly forbidden at the Halls of Residence to:

- a) limit the rights and personal freedom of the other accommodated persons,
- b) change or damage arbitrarily the furnishings and equipment of the Halls of Residence,
- c) interfere with installation of any type,
- d) in any way block the entrance into the Halls of Residence,
- e) damage or misuse fire extinguishers and/or other means of fire protection,
- f) enable the accommodation of other persons, whose accommodation in that particular room was not approved,
- g) use the accommodation space or common grounds for one's own business activities,
- h) keep, store or carry any stabbing or cutting weapons, guns or firearms and ammunition as defined by the Act no. 119/2002 Coll., on Weapons, as amended,
- i) produce and keep substances generally damaging to human health and property, mainly chemical substances, biological and radioactive materials, drugs, explosives and materials threatening to explode, including fireworks; it is forbidden to keep the equipment and substances in concentrations needed (or higher) for the production of the above,
- j) produce, use or keep any amount or form of drugs or other addictive substances,
- k) keep and store pressure cylinders of all types of a volume higher than 0.5 l,
- l) smoke outside the allocated areas,
- m) keep pets or any animals in the rooms,
- n) store food and drinks on the outside window ledges or on the roofs below windows.

Article 12
Access to the Room

- (1) No non-accommodated persons are allowed to enter the room without the consent of the accommodated person.
- (2) The SKM employees have the right to enter the room without the consent of the accommodated person only for the following reasons:
 - a) preventing a life-threatening or health-threatening situation,
 - b) preventing damage on property,
 - c) checking how fire regulations are obeyed,
 - d) checking how safety rules are obeyed,
 - e) checking how hygienic norms are obeyed,
 - f) checking how Rules of Accommodation are obeyed,
 - g) carrying out maintenance and cleaning jobs and surveys reported beforehand.

Article 13
Final Provisions

- (1) The University Directive no. 3/2011 – Rules of Accommodation of the Halls of Residence of the University of Pardubice, is hereby cancelled.
- (2) This directive comes into effect on the date of its publication. This directive comes

into effect on July 1st, 2014, with the exception of Article 1 paragraph 6, which comes into effect on the date of its publication.

In Pardubice, March 24th, 2014

prof. Ing. Miroslav Ludwig, CSc.
the Rector

Amendment N. 1 to Directive 2/2014 became effective on September 1st, 2016.