

DIRECTIVE ISSUED BY THE RECTOR
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University of Ostrava Halls of Residence – Regulations for Halls of Residence

Article I

Introductory provisions

1. Within the organizational structure of the University Offices (“Rektorát”) of the University of Ostrava, the halls of residence of the University of Ostrava (hereafter “Halls of Residence”) form part of the Accommodation Section of the Bursar’s Division.
2. The Halls of Residence provide accommodation to:
 - a) full-time students (in Master’s and Bachelor’s programmes),
 - b) doctoral students,
 - c) persons visiting the University on study stays,
 - d) students, as short-term accommodation if necessary for purposes of study – practical placements, exchange visits organized by departments of the University’s faculties
(hereafter “the accommodated party/parties”).
3. Subject to accommodation capacity, accommodation services can be provided to students of other universities and other members of the academic community, or to other individuals in a private or corporate capacity, either during the academic year or during the summer vacation period.

Article II

Organization and management

1. The Halls of Residence consist of the following site:
 - the halls of residence at Kranichova St. 8/1433, Slezská Ostrava (hereafter “Hladnov Halls of Residence”) – 24-hour reception service.
2. The Head of the Accommodation Section is responsible for the provision of accommodation and decisions pertaining to the use of the allocated funds. In this capacity, the Head of the Accommodation Section cooperates with the Accommodation Committee.
3. The site manager at the Hladnov Halls of Residence reports directly to the Head of the Accommodation Section.

Article III

Accommodation

1. Accommodated parties are accommodated at the Halls of Residence on the basis of a contract of accommodation.
2. There is no legal entitlement to accommodation at the Halls of Residence.
3. The accommodation is provided by the site manager on the basis of a priority-ordered list compiled according to an approved methodology, subject to the capacity of the Halls of Residence and requests for accommodation. Accommodated parties select their bed on the basis of current instructions published at <http://koleje.osu.cz/> or at another location generally used for this purpose.

4. The commencement of accommodation is governed by the accommodation schedule issued by the Head of the Accommodation Section for each academic year. This schedule is available at <http://koleje.osu.cz/>.
5. An accommodated party may only move to a different bed during the academic year if permission is issued by the site manager. In exceptional cases, the site manager may instruct a change of bed if such a change is necessary in the interests of the accommodated students, or for operational reasons, for purposes of efficient use of accommodation facilities, or for other reasons related to the justified interests of site management or of the University of Ostrava.
6. Co-accommodation of spouses or couples is provided solely in separate twin-bed rooms, provided that both accommodated parties are students of the University of Ostrava.
7. It is not permitted to accommodate children at the Halls of Residence; exceptions may be granted by the Head of the Accommodation Section for events such as organized school excursions or when providing accommodation to participants in cultural or social events.

Article IV

Termination of accommodation

Accommodation is terminated in the following circumstances:

- a) upon termination of the period covered by the contract of accommodation;
- b) before the termination of the agreed period of accommodation, on the basis of written notice of termination of the contract of accommodation (withdrawal from accommodation). This notice must be delivered to the accommodation provider no later than the 15th day of the calendar month at the end of which the accommodation is to be terminated. Accommodation may only be terminated on the last day of a given month;
- c) on the day on which the accommodated party ceases to be a student of the University of Ostrava, unless otherwise agreed between the accommodated party and the site manager;
- d) if accommodation cannot be provided pursuant to the relevant provisions of the Civil Code, as currently valid; this applies primarily to cases in which the accommodation provider is unable to provide accommodation and related services due to the poor structural state of the site as certified by the relevant state administration bodies, or for other objective reasons;
- e) if the accommodation provider withdraws from the accommodation contract before the scheduled termination of the period of accommodation; this may occur if the accommodated party, despite warnings, acts in a socially unacceptable manner or otherwise engages in a gross breach of his/her legal or contractual obligations. Gross breaches of the obligations of the accommodated party (to which termination applies without the necessity for prior warning by the accommodation provider) are as follows: failure to pay accommodation fees within 30 days following the due date, the provision of the accommodation (or part of it) to third parties, vandalism, physical violence, and the breach of obligations under the influence of alcohol, narcotics or psychotropic substances. Notification of such withdrawal from the accommodation contract, including the grounds for withdrawal and the date of termination of accommodation, shall be given by the site manager to the student in written form. The notification is delivered either in person or by registered post (to be signed for by the recipient on delivery); if doubt exists as to the date of delivery, the date of delivery to the accommodated party is deemed to be the fifth calendar day from the day on which the notification was delivered to the post office or other public carrier;

- f) failure of the student to present him/herself to be accommodated on the required date as specified in the Notification on Accommodation;
- g) when terminating accommodation, the accommodated party is subject to the internal regulations on termination of accommodation published at <http://koleje.osu.cz/> or at another location generally used for this purpose.

Article V

Rooms and communal areas at Halls of Residence

1. A room is defined as a space designated for the purpose of temporary accommodation, containing a bed for the accommodated party in addition to other fixtures and fittings.
2. Communal areas are defined as spaces such as study rooms, shared bathroom/WC facilities, shared kitchens and smoking rooms, which are available for use by all students equally.
3. Accommodated parties accommodated year-round shall be allocated rooms of designated capacities in order to ensure the efficient use of accommodation facilities at the Halls of Residence.
4. Rooms and communal areas may only be used for their designated purposes. When moving into a room (on conclusion of the accommodation contract), the accommodated party is obligated to inspect the state of the room and its fixtures and fittings and to report any faults or damage immediately after moving into the room by recording said faults or damage in the faults book which is located at the reception; alternatively, the accommodated party may immediately report the faults or damage to the site manager or a designated person; the accommodation provider shall investigate the extent of the faults or damage without undue delay. If no such notification is given upon commencement of accommodation, the room shall be deemed to have been free of faults or damage when the accommodated party moved into it; the costs of rectifying any faults or damage discovered at a later date shall be charged to all accommodated parties in the room, who are jointly liable for said charges.
5. Accommodated parties are obligated to clean and tidy the rooms and to observe standards of hygiene.
6. In rooms with bathroom/WC facilities, employees of the accommodation provider disinfect said facilities once a month.

Article VI

Operation of Halls of Residence with reception service

1. Halls of residence open at 5:00 (5 a.m.). Entrance to the Halls of Residence is permitted only if an Accommodation Identity Card is shown.
2. Quiet must be maintained between 22.00 (10 p.m.) and 6.00 (6 a.m.). Throughout this period, accommodated parties must take all necessary steps in order to prevent any noise. During this period it is not permitted to play musical instruments, sing, or talk at loud volumes (except in premises designated for these purposes). Radios, televisions and other appliances must be operated at low volumes in order to prevent disturbance of other accommodated parties due to noise.
3. Visitors can be accepted:
 - a) between 8.00 (8 a.m.) and 22.00 (10 p.m.) upon production of a valid identity document (identity card, passport) and upon registration in the visitors' book at the reception desk; after 22.00 visitors are obligated to leave the Halls of Residence site,
 - b) in exceptional cases, guests can be accommodated using a temporarily available bed in an accommodated party's room, on the following conditions: consent must be given by the other accommodated party/parties in the room;

the guest must be registered with the reception service and the prescribed nightly fee must be paid according to the valid List of fees, for a maximum of 3 nights; the guest must collect bed linen, which must be returned to the reception on termination of accommodation. The accommodated party is fully liable for any damage incurred during the accommodation of the guest,

- c) the guest may not be admitted to or accommodated in the room unless consent is given by the other accommodated party/parties in the room.
4. Accommodated parties receiving guests are responsible for full compliance with the Regulations for Halls of Residence and are liable for the full extent of any damage caused by the guest.
5. Any accommodation of persons without prior notification subject to conditions stipulated in the Regulations for Halls of Residence and in 3b) (short-term accommodation, overnight accommodation) is not permitted. Breach of this provision may represent grounds for termination of the student's accommodation at the Halls of Residence.

Article VII Accommodation Identity Card

1. An Accommodation Identity Card is a document proving that its holder is accommodated at the Halls of Residence and is entitled to gain entry to the site. Accommodated parties must present their Accommodation Identity Card at reception when entering the Halls of Residence without being asked to do so.
2. Accommodation Identity Cards are non-transferable. Loss or theft of an Accommodation Identity Card must be reported by the student without delay to the site manager, who shall issue a duplicate card upon payment of the fee as stipulated in the List of fees payable for damage caused, which forms Appendix no. to these Regulations (hereafter "List of fees for damage").

Article VIII Fees for accommodation, charges for accommodation-related services, conditions of payment

1. Accommodated parties pay accommodation fees according to the List of fees (Directive issued by the Rector) (hereafter "List of fees") by direct debit from their bank account; accommodated parties inform the accommodation provider of the number of the relevant bank account. Accommodated parties must authorize their bank to carry out direct debit payments; the bank charges for said payments are paid by the accommodated party.
2. Direct debit payments for accommodation fees are taken between the 9th and 15th day of the month for which the fee is paid. During the summer vacation periods, students pay the fee in cash to the reception of the Halls of Residence, or to the site manager, or by bank transfer.
3. Accommodated parties are responsible for all damage incurred in their rooms, including damage to paintwork, windows and outer doors. The cost of damage to the property of the Halls of Residence is paid by the accommodated party in accordance with the List of fees for damage (which forms Appendix no. 1 of these Regulations); this payment must be made during the period of the party's accommodation, either by bank transfer, or in cash at the Halls of Residence cash office, or by deduction from the party's deposit upon termination of accommodation. If no specific accommodated party is found to be responsible for damage incurred in a particular room, all parties

accommodated in the room are jointly liable to pay the costs of the damage; the cost is spread equally among them.

Article IX

Rights and obligations of accommodated parties

1. The right to use the room and communal areas on the basis of the accommodation contract is an exclusive right of the accommodated party; the accommodated party is not permitted to transfer this right to another person.
2. Accommodated parties have the following rights:
 - a) to use the room allocated to the accommodated party and the communal areas in accordance with their intended purpose, to use accommodation-related services;
 - b) to use basic fixtures and fittings of the room (as specified in the room inventory) and to have said basic fixtures and fittings maintained on an ongoing basis;
 - c) to receive an Accommodation Identity Card entitling the accommodated party to gain entry to the Halls of Residence and a key to the accommodated party's room;
 - d) to have bed linen changed at least once every three weeks;
 - e) to receive visitors in accordance with Article VI, Paragraph 3 of these Regulations;
 - f) to submit proposals and suggestions concerning the operations of the Halls of Residence to the Head of the Accommodation Section;
 - g) to use only authorized electrical appliances. Unauthorized appliances are defined as those appliances which are stated by the manufacturer as exceeding 300W, e.g. kettles, microwave ovens, toasters, toasted sandwich makers, coffee-makers, etc.
3. Accommodated parties have the following obligations:
 - a) when moving in to the Halls of Residence, to present a valid identity document, a photograph (3x4 cm), a confirmation of student status, an authorization for direct debits from the accommodated party's bank account, and a document proving payment of the deposit;
 - b) if appointing a person to represent them, to ensure that such a representative produces a power of attorney and an identity document (identity card or passport);
 - c) to pay the accommodation fees as stipulated in the List of fees (Directive issued by the Rector), published at <http://koleje.osu.cz/> or at another location generally used for this purpose, to the full extent and by the stipulated deadline; to pay fees for accommodation-related services and other mutually agreed payments to the full extent and by the stipulated deadline;
 - d) if the accommodation fees are changed, accommodated parties are obligated to pay the new accommodation fee from the date on which the change becomes effective. Conditions of payment are stipulated in the contract of accommodation;
 - e) to comply with legal, internal and other regulations of the University of Ostrava and the Halls of Residence, namely:
 - the Regulations for Halls of Residence, the contract of accommodation;
 - fire and safety regulations;
 - University of Ostrava internal regulations;

- other regulations and instructions published on the official noticeboards of the University of Ostrava and the Halls of Residence or on the site of the Halls of Residence, especially in the vicinity of the relevant fixture/fitting (e.g. electrical appliance); this applies to fire and safety regulations;
 - to move into the room as stipulated in the contract of accommodation;
 - to take due care of the fixtures and fittings in the room and the communal areas, and to act in such a way as to avoid damaging said fixtures and fittings;
- f) to pay to the accommodation provider the costs of all damage caused by the accommodated party's actions or negligence;
- g) to comply with the principles of harmonious coexistence, to respect the needs of other accommodated parties, and to refrain from actions which may endanger the safety of persons or property, cause disorder or breaches of the peace within the Halls of Residence, or otherwise impinge upon the rights of other persons;
- h) to inform the National Police Force and the accommodation provider in the case of any suspicions that a crime or offence may have been committed within the Halls of Residence;
- i) to comply with hygiene, fire and safety regulations, to clean and tidy the room;
- j) to prevent unwarranted intrusions by locking the door of the room;
- k) it is recommended that accommodated parties take out insurance cover for their property at the Halls of Residence;
- l) when entering the Halls of Residence, to present their Accommodation Identity Card to the employee at reception. Furthermore, if requested to do so, to present their Accommodation Identity Card to other employees of the Halls of Residence or to other authorized persons as designated by the Head of the Accommodation Section;
- m) to use electricity, hot and cold water in an economical manner;
- n) to enable persons to enter the room for the purpose of carrying out technical inspections of electrical appliances, fixtures and fittings, fire safety provisions and the structural state of buildings as required by regulations and legislation pertaining to occupational safety and fire safety; to enable employees of the Halls of Residence to enter the room for the purpose of rectifying faults of the fixtures and fittings of the room;
- o) without delay, to report to reception (and record in the designated book) any faults or damage discovered at the Halls of Residence, including damage to borrowed items (e.g. washing machines, sports equipment, table tennis equipment, gym equipment, board games etc.); if damage is not reported, liability for the damage rests with the most recent user;
- p) when using communal areas for purposes other than their designated purpose, to submit a written request to the Head of the Accommodation Section for said use of the areas;
- q) to report any loss of an Accommodation Identity Card; the site manager shall issue a duplicate for a fee stated in the List of fees for damage;
- r) when terminating accommodation at the Halls of Residence, to inform the site manager of his/her departure and to comply with the requirements listed below:
- to leave the room in its original state and to participate in a final inspection in the presence of a designated employee according to the instructions published at <http://koleje.osu.cz/> or at another location

generally used for this purpose. If faults or damage are discovered, to record the accommodated party's statement on said faults or damage in the report;

- to return borrowed items in their original state to a designated employee, who records said return on the appropriate form;
- to return his/her Accommodation Identity Card and key, and to record his/her departure in the register;
- to pay the costs of any damage caused by the accommodated party during his/her period of accommodation, as calculated by the site manager;
- to settle any other outstanding payments due to the accommodation provider.

4. Accommodated parties are forbidden from:

- a) moving to a different room or bed without the consent of the site manager or a designated employee;
- b) accepting visitors in breach of these Regulations;
- c) interfering with any water, electrical, heating etc. installations and using unauthorized appliances;
- d) changing the lock on the door of the room in which they are accommodated;
- e) dismantling and otherwise altering furniture in the room, moving furniture between rooms;
- f) smoking at the Halls of Residence site, with the exception of designated smoking rooms or areas; a breach of this regulation may incur a fine of 100 CZK to be paid to the accommodation provider; this fine may be collected by the receptionist, who shall issue a receipt;
- g) parking cars and goods vehicles on the Halls of Residence site outside the designated parking areas;
- h) keeping firearms and explosives in the room;
- i) possessing, producing, storing, growing or procuring for another party any narcotics, psychotropic substances or toxic substances pursuant to the Criminal Code, as currently valid, and the Act on Minor Offences, as currently valid;
- j) keeping animals in the room, with the exception of guide dogs for blind or partially sighted students (the relevant document proving the official allocation of a guide dog should be submitted);
- k) placing any items on the outside window-ledges;
- l) affixing posters or other items to furniture and doors. If the walls are damaged, parties are obligated to return the walls to their original state;
- m) using fire extinguishers for purposes other than their intended purpose, or using and damaging fire hoses. Breach of this provision may be deemed to constitute the criminal offence of endangering public health and safety ("obecné ohrožení");
- n) storing in rooms sports equipment, bicycles and other large items;
- o) in the corridors at the Halls of Residence, using roller skates, kick-scooters, bicycles and other sports equipment;
- p) lending their Accommodation Identity Card to a third party or falsifying this card;
- q) carrying out commercial, business etc. activities within the Halls of Residence;
- r) bringing into the Halls of Residence and using unauthorized electrical appliances. Unauthorized appliances are defined as those appliances which are stated by the manufacturer as exceeding 300W, e.g. kettles, microwave ovens, toasters, toasted sandwich makers, coffee-makers, etc. breach of this regulation

may incur a fine of 100 CZK to be paid to the accommodation provider; this fine may be collected by the receptionist, who shall issue a receipt.

Article X

Rights and obligations of the accommodation provider

1. The accommodation provider has the right:
 - a) to issue instructions related to compliance with these Regulations;
 - b) without prior notice, to enter a room; this applies solely in cases of technical/structural emergencies or danger to persons or property; in other cases (e.g. inspections of room use, technical inspections of appliances etc., rectification of faults, stock-taking etc.) the accommodation provider enters the room under the conditions stipulated in these Regulations;
 - c) should the accommodated party fail to vacate the room by the date of termination of accommodation, to remove the property of said accommodated party from the room, or to store (at the expense of the accommodated party) said property in a designated space,. Said property is considered to have been abandoned if not claimed within one month of the date of termination of accommodation;
 - d) to move an accommodated party to different accommodation if serious grounds exist for doing so – especially for operational/technical reasons, for purposes of efficient use of accommodation facilities, or for other reasons related to the justified interests of site management or of the University of Ostrava; in such cases the accommodated party shall be re-accommodated in a different bed within the same Halls of Residence, unless agreed otherwise by both parties.
2. The accommodation provider undertakes:
 - a) to provide the accommodated party with a room, including fixtures and fittings, in a condition suited to its designated use;
 - b) to ensure that the accommodated party enjoys due and uninterrupted rights connected with accommodation, i.e. the required quality of accommodation (i.e. the provision of heating and lighting, the rectification of faults in the accommodation area and throughout the site).
3. The Head of the Accommodation Section and the site manager, in addition to other designated persons, have the right:
 - a) to inspect rooms following prior notification;
 - b) to enter the room in the presence of the accommodated student or a person authorized by the student, or in the presence of members of the Halls of Residence Council;
 - c) in order to prevent immediate danger, technical/structural emergency, damage to property or harm to persons, the accommodation provider is entitled to enter accommodation areas without prior notice. The accommodated party shall subsequently be informed of the circumstances by the accommodation provider in a suitable manner.
4. The accommodation provider is obligated:
 - a) to ensure due and proper operations of the Halls of Residence;
 - b) to publish on the official noticeboard and on the website all regulations and instructions pertaining to accommodation and the operations of the Halls of Residence;
 - c) to give prior notice to accommodated parties of all important circumstances influencing the operations and conditions of the accommodation facility;
 - d) to ensure compliance with the provisions of these Regulations.

Article XI
Concluding provisions

1. This directive is valid and enters into force on the day of its issue.
2. This directive replaces and revokes Directive no. 92/07 issued by the Rector (Regulations for Halls of Residence) and the Instruction no. 20/07 issued by the Rector (University of Ostrava Halls of Residence – List of fees payable for damage).
3. Monitoring of compliance with this Directive is the responsibility of the Head of the Accommodation Section.

Prof. RNDr. Jiří Močkoř, DrSc., in his
own hand

Rector

Directive drafted by: Ing. Dagmar Navrátilová, Head of the Accommodation Section

Distribution list: All University of Ostrava units and workplaces, University of Ostrava
Portal

Appendix: no. 1 – List of fees payable for damage caused