

Ref. no.: OU-80129/90-2022

## **DIRECTIVE ISSUED BY THE RECTOR**

**no. 176/2022**

### **Regulations for Halls of Residence**

#### **Article I**

##### **Introductory provisions**

1. The University of Ostrava (hereinafter referred to as “UO”) provides accommodation at the Jan Opletal Halls of Residence, Kranichova 8/1433 Slezská Ostrava (hereinafter referred to as the “Halls of Residence”).
2. The Halls of Residence are an organisational unit of the Rector’s Office of UO, the Bursar’s Division.
3. The Halls of Residence (hereinafter referred to as “Accommodation Provider”) provide long-term or short-term accommodation for a fee
  - a) to UO students and, in the case of excess accommodation capacities, also to students from other institutions (hereinafter referred to as “Student”) and to students from abroad whose home institution is not UO (hereinafter referred to as “Mobility Student”), collectively hereinafter referred to as “Accommodated Students” or “Accommodated Party”, and
  - b) in the event of excess Students’ accommodation-capacity, to other natural and legal persons (hereinafter referred to as “Other Persons” or “Accommodated Party”). Other persons may be accommodated in the Halls of Residence if there is a vacancy on the basis of a request submitted in person, by telephone, or via email, and payment of the accommodation fee, or on the basis of a binding order submitted to the Head of the Accommodation Section.
4. Accommodation is provided all year round.

#### **Article II**

##### **Rules in place before establishment of Accommodation Agreement**

1. There is no legal entitlement to accommodation at the Halls of Residence.
2. Applications for accommodation are submitted electronically by the UO Student. Students in their senior years at UO and Mobility Students submit applications for accommodation via the UO Portal, while first year Students at UO at <http://koleje.osu.cz/> applications for accommodation must be submitted by the deadline specified in the accommodation schedule according to Paragraph 5. After this date, applications can be submitted in person or by sending an email to the Head of the Accommodation Section ([ubytovani@osu.cz](mailto:ubytovani@osu.cz)), and Mobility Students can apply by sending an email to [accommodation@osu.cz](mailto:accommodation@osu.cz). Students from other institutions should apply in person or by sending an email to the Head of the Accommodation Section: [ubytovani@osu.cz](mailto:ubytovani@osu.cz)

3. The Head of the Accommodation Section creates a waiting list of Mobility Students who have applied for the accommodation according to the available capacity and/or according to the opinion of the Accommodation Committee following the accommodation schedule for a given academic year.
4. Students in their senior years at UO are informed about the allocation of accommodation by their student email, Students from other universities are informed by email indicated by them. Students in their senior years at UO and Students of other universities collect the Accommodation Consent in the office of the Head of the Accommodation Section upon showing the proof of deposit payment (unless they are transferring the deposit from a previous year) and check into their rooms at the same time. Another person, authorised by a Student, may also collect the Accommodation Consent upon presentation of a power of attorney and proof of deposit payment. The Accommodation Consent not collected by the due date expires. A Student who is no longer interested in accommodation may withdraw from the Accommodation Consent by the due date only in writing or electronically to the email address of the Head of the Accommodation Section.
5. Students in their first year at UO are sent the Accommodation Consent to the email address listed in the UO Portal. If the Student fails to pay the deposit by the due date, the Accommodation Consent expires. Mobility Students are informed about the allocation of accommodation by email according to the accommodation schedule by their Mobility Officer.
6. The accommodation schedule with dates for students' check-in is issued annually and published at <http://koleje.osu.cz/> and on notice boards in halls of residence. The accommodation schedule with dates for the check-in of Mobility Students is published at <http://koleje.osu.eu/>
7. The Student is obliged to check in at the accommodation on the date specified in the Accommodation Consent unless otherwise agreed with the Head of the Accommodation Section in person, by phone or by email. Before moving into the halls of residence, the Student is obliged to identify himself/herself to the Head of the Accommodation Section with a valid ID, proof of studies, proof of deposit payment, consent to direct debit from the Student's bank account, a 3x4 cm sized ID photo and to sign the Accommodation Agreement. Mobility Students are required to check in as instructed by their Mobility Officer in time for the start of the semester. If a Mobility Student does not arrive at the accommodation facility in person within 30 calendar days of the announced arrival date, his/her entitlement to accommodation will be forfeited and so will be the deposit.

### **Article III Accommodation conditions**

1. The Accommodated Parties are accommodated separately by gender. The same sex may share a room only if it is a double/2-bed room, upon the request and consent of both Accommodated Parties. Other persons shall be accommodated at their own discretion in the rooms allocated to them.
2. The Accommodated Party has the right to move to another bed during the accommodation period upon agreement by the Head of the Accommodation Section if the current accommodation capacities allow.
3. The Accommodated Party is obliged to move to another bed during the accommodation period,
  - a) if it is necessary in the interests of the Accommodated Parties,
  - b) if necessary for operating reasons,
  - c) for reasons of efficient use of the accommodation capacity; or
  - d) if other legitimate interests of the UO require so.

If a room is changed or the occupancy rate changes during the month, the change in the accommodation fee applies from the following 1st day of the calendar month.

4. Persons under the age of 18 may be accommodated only if their adult accompaniment (e.g., parent or other relative, teacher, course leader, coach, etc.) is also accommodated in the halls of residence.

#### **Article IV Security deposit**

1. The security deposit is an instrument securing any claims on the Accommodated Party by the Halls of Residence. The security deposit cannot be used to pay for accommodation fees during the stay at the Halls of Residence. The current amount of the deposit is set out in the Directive issued by the Rector – UO Residence Halls – Accommodation Services Price List. In case of a change in the amount of the deposit, the Accommodated Party is obliged to pay the difference no later than on the day of accommodation check-in – either in cash or via wire transfer. Mobility Students shall pay the difference no later than the following month from the date of accommodation check-in.
2. The security deposit is due according to the schedule. The deposit is paid by wire transfer to the UO Halls of Residence bank account; Mobility Students may pay the deposit in cash or via wire transfer upon arrival at the Halls of Residence under exceptional and pre-approved conditions. Students in their senior years at UO may transfer forward their deposit from the previous year.
3. The Halls of Residence are entitled to use the security deposit
  - a) to compensate for damages caused by the Student/Accommodated Party,
  - b) to cover costs caused by leaving the Halls of Residence without properly moving out (failure to return borrowed items, accommodation identity card, room key); or
  - c) to pay any outstanding accommodation fees after the termination of the accommodation or to pay any outstanding penalties.
4. In the cases referred to in Paragraph 3 a) to c), the debt will be deducted from the deposit and the remaining amount will be sent to the Accommodated Party/Student's bank account specified in the Consent to direct debit authorization the following month after the Student has moved out of the halls of residence. Mobility Students who do not pay their accommodation fees by direct debit, to the account specified in the Accommodation Termination form. If the amount owed exceeds the amount of the deposit, this amount will be claimed from the Accommodated Party after the Accommodation Agreement has been terminated.
5. The Halls of Residence are entitled to use the security deposit in full (forfeiture of the deposit) if
  - a) Student/Mobility Student fails to arrive at the accommodation on the due date,
  - b) Accommodated Party/Student is accommodated in the Halls of Residence for the period of less than 3 calendar months in a given academic year,
  - c) Accommodated Party/Student is expelled from the Halls of Residence for violation of Regulations for Halls of Residence.
6. The forfeiture of the security deposit under Paragraph 3 b) shall not apply if
  - a) the Student provides written confirmation from the study department of the Faculty concerned that he/she will participate in an international mobility,
  - b) the Accommodated Party submits a doctor's report that he/she has terminated the accommodation for medical reasons,
  - c) the Accommodated Party has concluded an Accommodation Agreement for a definite period of less than 3 months.
7. The Halls of Residence shall refund the security deposit in full to the Accommodated Party in the month following the end of the accommodation if the deposit has not been used in accordance with Paragraphs 3 to 5 or if the Accommodated Party has not applied in writing that the deposit is to be transferred to the next academic year. The security deposit shall be returned

to the Accommodated Party's bank account and, in exceptional cases, may be returned in cash upon request.

8. Proof of payment of the security deposit (bank statement, postal order or photocopy thereof) must be presented by Students of seniors years at UO when collecting the Accommodation Consent, by Students of the first year before concluding the Accommodation Agreement and by Mobility Students by the date according to the accommodation schedule by sending a simple copy (scan) of one of the above documents to the email address [accommodation@osu.cz](mailto:accommodation@osu.cz)

## **Article V**

### **Expiration of entitlement to accommodation and Termination of accommodation**

1. Entitlement to accommodation expires:
  - a) for long-term accommodation, on expiry of the period for which the accommodation was granted in the Accommodation Agreement; for the short-term accommodation, on expiry of the period for which the accommodation was granted and paid for,
  - b) if the Accommodated Party does not check in at the specified date, unless otherwise agreed with the Head of the Accommodation Section,
  - c) on the last day of the month provided that written notice of termination of the Accommodation Agreement has been received by the Head of the Accommodation Section by the 15th day of the month,
  - d) the date on which the Student has completed his/her studies at UO or his/her mobility has ended, unless otherwise agreed with the Head of the Accommodation Section – the Accommodated Party is obliged to immediately inform the Head of the Accommodation Section about the end of his/her studies/mobility,
  - e) if the Accommodation Provider cannot provide accommodation for technical or operating reasons,
  - f) if the Accommodated Party has repeatedly or seriously violated the accommodation conditions set out in the Regulations for Halls of Residence, the Accommodation Agreement, other UO internal regulations or by violating of good ethics. The Accommodation Provider shall issue such Accommodated Party with an Expulsion Order from the Halls of Residence. In such case, the Accommodated Party is obliged to move out within 3 calendar days from the date of receipt of the Expulsion Order.
2. A serious violation of the accommodation conditions is defined as
  - a) a delay in payment of the accommodation fee for more than 30 days,
  - b) the transfer of the accommodation space or part thereof to a third party without complying with the conditions set out in Article 8(4) of this Directive,
  - c) vandalism,
  - d) violence committed, in particular, against other students/accommodated parties or staff of halls of residence and other organisations carrying out their work duties in the halls of residence, visitors,
  - e) disorderly behaviour committed in particular under alcohol or substance abuse,
  - f) repeated severe soiling of a rented room.
3. The Accommodation Provider warns the Accommodated Party in writing of a serious violation of the accommodation conditions by sending them a Warning. In the event of a second violation of the conditions, the Accommodated Party is repeatedly warned in writing with another Warning. After two Warnings for violation of the conditions of accommodation, the Accommodated Party is issued an Expulsion Order from the Halls of Residence.
4. Upon proper termination of accommodation by the Accommodated Party:
  - a) submits a completed Accommodation Termination Form to the Head of the Accommodation Section by the 15th of the month,
  - b) moves out by the end of the month by 10 a.m. on weekdays,

- a) submits a loaned inventory to a designated staff member of the Halls of Residence who will acknowledge receipt of any damage in the Confirmation of Vacating form,
  - b) cleans and washes his/her kitchen cupboard and tidies his/her room/space and bed in his/her room, returns it to its original condition and hands it over to a designated staff member in the Halls of Residence, stating his/her opinion in the Confirmation of Vacating form if any defects or damages are found,
  - c) pays for any damages caused during his/her stay in the Halls of Residence as assessed by the Head of the Accommodation Section and settles other financial obligations to the Accommodation Provider,
  - d) returns his/her accommodation identity card and key and signs out of the Accommodation Office.
5. Short-term residents shall return their room key to a reception desk upon termination of their accommodation and follow any further instructions from the reception desk.

## **Article VI**

### **Accommodation fees, accommodation-related service fees and payment terms**

1. The price for accommodation is set out in the Directive issued by the Rector – UO Halls of Residence – Accommodation Services Price List.
2. Accommodated Parties pay an accommodation fee by direct debit payment from their bank account; Accommodated Parties inform the Accommodation Provider of the number of the relevant bank account. Direct debit payments are taken between the 9th and 15th day of the month for which the fee is paid.
3. Other Persons, Mobility Students and Students during the summer vacation periods pay the fee in cash, by payment card or by bank transfer.
4. Students' accommodation for the month of September is paid by direct debit payment in October together with the payment for the month of October.
5. Accommodated Parties are responsible for all damage incurred in their rooms, including damage to paintwork, windows, and doors. The cost of damage to the property of the Halls of Residence is paid by the Accommodated Party in accordance with the Schedule of fees for loss or damage caused by accommodated parties, which forms Appendix no. 1 of these Regulations. If no specific Accommodated Party is found to be responsible for damage incurred in a particular room, all Accommodated Parties in the room are jointly liable to pay the costs of the damage; the cost is spread equally among them.

## **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 cards at reception when entering the Halls of Residence without being asked to do so. Accommodated Parties also must show their card when prompted by other staff members of the Halls of Residence or authorized persons.
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 Head of the Accommodation Section, who shall issue a duplicate card upon payment of the fee as stipulated in the Schedule of fees for loss or damage caused by accommodated parties, which forms Appendix no. 1 to these Regulations.
3. Accommodated Parties are forbidden to lend their accommodation identity cards to another person and to make copies of it.

**Article VIII**  
**Opening hours and visitor rules at Halls of Residence**

1. The reception desk service at the Halls of Residence is provided 24 hours a day / 7 days a week.
2. The Halls of Residence are open daily from 6.00 (6:00 a.m.) to 22.00 (10:00 p.m.), after which time entry is available on request via the Halls of Residence reception. Entrance is permitted only if an accommodation identity card or ID are shown.
3. 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. Quiet hours do not apply to averting damage to life, health, and property (calls for help, providing assistance, fire alarms, etc.).
4. Visitors (persons not accommodated in the Halls of Residence) can be accepted 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. Visitors can be accommodated using a temporarily available bed in an Accommodated Party's room for a maximum of 3 nights under the following conditions: consent must be given by the other Accommodated Party/Parties in the room; the visitor must be registered with the reception service and the prescribed nightly fee must be paid according to the Directive issued by the Rector – UO Halls of Residence – Accommodation Services Price List. The visitor is asked to observe the Regulations for Halls of Residence. The Accommodated Party is fully liable for any damage incurred during the accommodation of the visitor.

**Article IX**  
**Room use**

1. An Accommodated Party has the right to use a standard equipped room according to an inventory list specified in the Accommodation Agreement in a condition suitable for proper use. This right cannot be transferred to another person. The Accommodated Party is obliged to accept the room in compliance with the Accommodation Agreement.
2. The Accommodated Party has the right to receive one room key. He/she may not have duplicate keys made. The Accommodated Party may not change the door lock.
3. With the consent of the roommate and in agreement with Head of the Accommodation Section, the Accommodated Party has the right to make modifications to the room that will not cause damage to property, limit the function of technical equipment, or endanger the safety of persons. Before moving out of the room, the Accommodated Party must return the room to its original condition, unless otherwise agreed with the Head of the Accommodation Section. Exchange of furniture between rooms is prohibited.
4. The Accommodated Party must not keep any objects in the room that would restrict the right of his/her roommate to use the room, endanger safety of persons and hygiene (e.g., bicycle).
5. The Accommodated Party is obliged to tolerate the entry of Halls of Residence staff members and external workers for the purpose of maintenance, servicing, repairs, cleaning, inspection, revision, inventory, extermination, disinfection, etc. Entering persons are obliged to respect the privacy of the Accommodated Party and to behave in a discreet and considerate manner. In the event that the Accommodated Party is not present in the room, a minimum of two persons, one of whom is a member of the Halls of Residence staff, shall always enter his/her room. If the Accommodated Party does not wish to be disturbed for serious reasons, he/she must communicate the reason, date, and time in advance to the Head of the Accommodation Section. The Accommodated Party shall be informed of the planned work well in advance by

posting the information on a notice board at the reception desk and on the door at the entrance to the accommodation facilities.

6. The Accommodated Party is obliged to tolerate the entry of persons who are not accommodated in the room in connection with ensuring order and no disturbance to other accommodated parties, in connection with the protection of life and health, and in connection with the prevention of crime or damage to property.
7. The Accommodated Party has the right to have bed linen changed at least once every three weeks.
8. The Accommodated Party is obliged to report any defects found in the room and the presence of bed bugs or similar insects and rodents either by sending an email to: [serviskoleje@osu.cz](mailto:serviskoleje@osu.cz) or to the Halls of Residence reception or via the mobile application.
9. Long-term Accommodated Parties are required to clean and tidy their rooms, including taking out trash into the bins provided. Accommodated Parties are required to separate waste as specified by the instructions from the Accommodation Office.
10. Accommodated Parties are obliged to secure the room against the unauthorised entry by locking it.

#### **Article X Use of communal areas**

1. The Accommodated Party has the right to use the common areas and the service areas of the Halls of Residence. This right cannot be transferred to another person.
2. The Accommodated Party may not enter the operating premises (e.g., machine room, server rooms, warehouses, staff areas and offices, attics, etc.) without the consent of the Head of the Accommodation Section and the leased premises without the consent of the lessee.
3. The Accommodated Party has the right to use the services provided in the Halls of Residence. The right may be reasonably limited in the event of the number of persons interested is beyond capacity.
4. The Accommodated Party must follow the operating rules that apply to the services provided.
5. Before leaving the communal areas (kitchens, gym, laundry room, TV room, study room, play field, etc.), the Accommodated Party must return the communal areas to their original condition.
6. The Accommodated Party is obliged to report any defects found either by sending an email to: [serviskoleje@osu.cz](mailto:serviskoleje@osu.cz) or to or to the Halls of Residence reception or via the mobile application. The above contacts may be also used to make suggestions for improving the operations of the Halls of Residents.

#### **Article XI Parking of vehicles**

1. Parking at the Halls of Residence is allowed for the time needed to move in or out. Parking is only allowed in designated areas.
2. Accommodated Parties may park their vehicles long term at the Halls of Residence for with the approval of the Head of the Accommodation Section. Accommodated Parties who are allowed to park at the Halls of Residence are required to report their name, phone number, license plate number, and vehicle type to the reception desk.
3. The Accommodated Party is required to move his/her vehicle away from the Halls of Residence when asked to do so for legitimate reasons by a Halls of Residence employee.

**Article XII**  
**Hazardous objects and materials**

1. Hazardous objects and materials are those which, by their properties or if misused, may endanger the health or life of persons or property (e.g., weapons, pyrotechnics, poisons, pressure cylinders, etc.).
2. Hazardous objects and materials shall not be brought on the premises of the Halls of Residence and stored there unless they are related to the performance of official or work duties. In this case, the holder is responsible for their security and any damage caused by them.

**Article XIII**  
**Electrical equipment**

1. The Accommodated Party has the right to use the electrical equipment that is part of the Halls of Residence equipment and is provided to him/her for use.
2. The Accommodated Party shall operate the electrical equipment according to the manufacturer's instructions or according to the instructions of the Halls of Residence employee who lends the electrical equipment to the Accommodated Party. The Accommodated Party is liable for any damage caused by improper operation of the electrical equipment.
3. The Accommodated Party must not interfere with the construction and design of the electrical equipment and must not carry out repairs on his/her own, otherwise he/she is liable for any damage caused by this activity. The Accommodated Party is obliged to report any defects found either by sending an email to: [serviskoleje@osu.cz](mailto:serviskoleje@osu.cz) or to the Halls of Residence reception or via the mobile application.
4. When using his/her personal electrical appliances, the Accommodated Party is liable for any damage caused by them.

**Article XIV**  
**Fire safety**

1. It is forbidden to start fires inside the premises of the Halls of Residence.
2. Smoking is forbidden in all premises of the Halls of Residence, except in designated smoking rooms, which are properly marked for this purpose.
3. It is forbidden to place objects in the corridors of the Halls of Residence that:
  - a) narrow the width of escape routes or otherwise adversely affect the movement of persons on escape routes,
  - b) obstruct the opening or closing of doors in escape routes,
  - c) obstruct entry to or exit from escape routes,
  - d) would cause a situation referred to in points a), b), c) if overturned, dropped, or rolled.
4. Starting fires and smoking outside designated areas where it is permitted may be fined.
5. The Accommodated Party is liable for damage caused by appliances that produce heat or can overheat if he/she has not complied with the safety instructions when using them.
6. The Accommodated Party is obliged to comply with fire and safety regulations posted on the premises of Halls of Residence.

7. Misuse or damage to fire extinguishers, hydrants, telephone lines, emergency call devices and other equipment is an act of public safety threat and is considered a serious violation of the accommodation conditions, which may be subject to a penalty.

#### **Article XV Animals**

No animals are allowed on the premises of the Halls of Residence, with the exception of guide or assistance dogs, if they are assigned to the Accommodated Party for medical reasons.

#### **Article XVI Other rights and obligations of accommodated parties**

1. The Accommodated Party is obliged to follow the instructions of the Halls of Residence employees and other persons who perform their work duties in the premises of Halls of Residence, if they are issued in connection with the operations of the Halls of Residence, occupational health and safety and/or in connection with the performance of their work duties.
2. The Accommodated Party is obliged 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 and property, or breaches of the peace within the Halls of Residence, or otherwise impinge upon the rights of other persons.
3. The Accommodated Party is obliged to report to a reception or directly to the Police of the Czech Republic his/her suspicion that a crime or offence has been committed in the premises of Halls of Residence.
4. The Accommodated Party may not use the premises of Halls of Residence for business activities without a concluded contract with UO.
5. The Accommodated Party must not have a permanent residence or registered office at the address of the Halls of Residence.
6. The Accommodated Party may only be represented by a representative who produces a power of attorney and proof of identity (ID card or passport).
7. The Accommodated Party is obliged to save (not damage) and protect the equipment and furnishings of the room and communal areas and to act in such a way as to prevent damage.
8. The Accommodated Party is liable for any damage caused by a falling object placed by him/her on a windowsill.
9. The Accommodated Party is required to avoid wasting energy (heat, electricity) and water.
10. If the conditions in the Halls of Residence allow it, the Accommodated Party is required to separate waste.
11. The Accommodated Party is advised to have personal belongings brought into the accommodation insured at his/her own expense.
12. It is forbidden to possess, manufacture, keep, cultivate, and procure for another person narcotic or psychotropic substances or poisons within the meaning of the Criminal Code as amended and the Offences Act as amended.
13. It is forbidden to engage in sports activities and use sports equipment in areas not designated for this purpose (skating in the corridors, throwing a ball or playing ball games in the rooms or communal areas, etc.).

14. The Accommodated Party has the right to the promised quality of the accommodation (i.e., to have the heating, lighting, troubleshooting ensured in the accommodation area and throughout the accommodation facility).
15. If the Accommodated Party does not vacate the room on the date of termination of accommodation, the Accommodation Provider shall evict the Accommodated Party at his/her expense or store his/her belongings in a designated area at the Accommodated Party's expense. After one month from the date of termination of the accommodation, these belongings shall be deemed abandoned.

### **Article XVII** **Ensuring bilingual environment**

The Accommodation Provider undertakes to publish all information posted in the communal areas bilingually – in Czech and English.

### **Article XVIII** **Concluding provisions**

1. This Directive replaces and revokes Directive no. 199/2013 issued by the Rector – Regulations for Halls of Residence in effect from 13 September 2013, ref. no. OU-92385/90-2013 and the Directive no. 192/2013 issued by the Rector – University of Ostrava Halls of Residence – Safety Deposit in effect from 19 March 2013, ref. no. OU-38627/90-2013.
2. This directive is valid and enters into force on the day of its issue; Appendix no. 1 shall take effect on 1 September 2022.

Ostrava, Date: 12/07/2022

prof. MUDr. Jan Lata, CSc., in his own hand  
Rector

#### **Appendices:**

Appendix no. 1: Schedule of fees for loss or damage caused by accommodated parties

**Directive drafted by:** Ing. Dagmar Navrátilová, Head of the Accommodation Section  
Ing. Karina Břenková, Mobility Officer at Jan Opletal Halls of Residence

**Distribution list:** UO Halls of Residence, UO Portal