|  |
| --- |
| UNIVERSITY OF PARDUBICE |
| Directive No. 8/2021 |
| Subject: | Rules of Accommodation of the University of Pardubice |
| Applicable to: | Students, employees and guests of the University of Pardubice |
| Effective from: | September 1st, 2021 |
| Reference No: | RPO/0036/21 |
| Submitted by: | Jan Brothánek, Head of the Halls of Residence and Catering Services |
| Approved by: | Ing. Petr Gabriel, MBA, Bursar |

Rules of Accommodation

Article 1

Basic provisions

1. The Rules of Accommodation of the University of Pardubice (hereinafter referred to as “the Rules of Accommodation”) stipulate the basic common operational conditions of accommodation at the Halls of Residence of the University of Pardubice (hereinafter “the Halls of Residence”). Furthermore, it defines the basic rules for utilising the capacity of the Halls of Residence and the rules for setting the price of accommodation, services and the fees related to accommodation.
2. These Rules of Accommodation are binding for the employees of the Halls of Residence and Catering Services (hereinafter “HRCS”) and the persons accommodated at the Halls of Residence. The Rules of Accommodation stipulate their rights and obligations.
3. The Halls of Residence are included in the organisational structure of HRCS, which is a purpose-built facility of the University of Pardubice (hereinafter “the University”) for accommodation and catering services mainly for students but also for employees and other persons.
4. The Halls of Residence are located in the following buildings of the University in Pardubice:

Building A, Studentská 199

Building B, Studentská 200

Building C, Studentská 201

Building D, Studentská 202

Building E, Stavařov 100

in Litomyšl:

Building L, náměstí Václava Havla 8, the building of the former Piarist College.

1. The primary function of the Halls of Residence is to provide accommodation to the University students of all types of study (hereinafter “students”). In case of free accommodation capacity, accommodation can be provided also for the University employees or guests, or to the general public (hereinafter “clients”).

Article 2

Prices of Accommodation and Payment Terms

1. Accommodation at the Halls of Residence is provided within three schemes:
2. **discounted student accommodation** (hereinafter “discounted accommodation”), which refers to uninterrupted accommodation based on a fixed-term written agreement with the fixed dates of the beginning and the end of accommodation, stipulated by HRCS with regard to the Schedule of Accommodation issued for the respective academic year (hereinafter “the Schedule”). This accommodation scheme is intended exclusively for students of Bachelor, Master and Doctoral Degree full-time study programmes.
3. **standard accommodation,** which refers to uninterrupted accommodation based on a fixed-time written agreement for a minimum period of 31 days, with the dates of dates of the beginning and the end of accommodation according to the individual student´s / client´s request.
4. **short-term accommodation,** which refers to accommodation for the specific days or uninterrupted accommodation shorter than 31 days based on the student´s / client´s order followed by the written confirmation from the part of HRCS.
5. The price of accommodation is stipulated on the basis of the operation costs connected with accommodation, the Halls of Residence maintenance and reconstruction costs and the costs incurred by the depreciation of tangible assets of the Halls of Residence. The accommodation price includes the Value Added Tax stipulated by a specific legislative norm.[[1]](#footnote-1)
6. The price of accommodation for individual schemes is stipulated in the individual accommodation pricelists (hereinafter “Pricelists”). The prices of services provided within the accommodation and other fees connected with accommodation are stipulated in the Pricelist of services and fees (hereinafter “Pricelist of services and fees”). The pricelists are issued by the Head of HRCS. Each pricelist must be published on the publically accessible University website, at least 30 days prior to its coming into effect.
7. Students / Clients are obliged to pay the price of discounted and standard accommodation by the 5th day of the calendar month, in respect of the previous calendar month when the accommodation was provided. Standard payments for accommodation are carried out by students / clients from their accounts in the operational system ISKAM. Students / clients deposit money on their ISKAM accounts using payment terminals, an Internet payment gateway or bank transfer to the HRCS bank account; in exceptional cases via cash payment in the Cash Office of the Accommodation Centre of the Halls of Residence.
8. The price of short-term accommodation has to be paid by student / client always on starting the accommodation. In exceptional cases, the price of short-term accommodation can be paid by invoice based on the written order previously approved by HRCS.
9. The price of services within the accommodation and the fees connected with accommodation are paid in the same way as the selected accommodation scheme.

Article 3

Organisation of Accommodation

1. There is no legal entitlement to accommodation at the Halls of Residence and the University reserves the right not to conclude the Accommodation Agreement even with the student who complies with all conditions according to these Rules of Accommodation.
2. Within the capacity of the Halls of Residence, the beds are allocated according to the accommodation scheme in the following order:
3. applicants for discounted accommodation,
4. applicants for standard accommodation,
5. applicants for short-term accommodation.
6. Accommodation in the schemes of discounted and standard accommodation is provided to the students by means of reserving the particular bed if the following conditions are fulfilled:
7. submitting the application,
8. approval of the application,
9. reservation payment,
10. reaching the age of legal majority.
11. Rules for submitting the applications, processing the applications and reserving the beds within the scheme of discounted accommodation are laid down for each academic year in the Schedule, which is issued by the Head of HRCS by April 15th of the respective calendar year, at the latest. The Schedule has to be published on a publically accessible University website.
12. Applicants for standard accommodation or short-term accommodation submit their applications individually at the Accommodation Centre of the Halls of Residence – via email, personally or by phone.
13. Maximum of 5% of the total bed capacity can be used for accommodation of employees. This capacity is used primarily for the accommodation of new University employees.
14. The operation of the Halls of Residence and the organisation of accommodation is the responsibility of the Head of the Halls of Residence, subordinated to the Head of HRCS.
15. The Accommodation Agreements are concluded by the Head of HRCS on behalf of the University.

Article 4

Disqualifications

1. Head of HRCS is entitled to reject the application for accommodation even in case of available beds, under the following circumstances:
2. the applicant has an outstanding debt towards the University,
3. the applicant at least twice failed to pay the Accommodation Fee in due time,
4. the applicant was previously notified in a written form about the violation of the Accommodation Agreement or the Rules of Accommodation, or owing to the aforementioned reasons, his/her Accommodation Agreement was previously cancelled.
5. The applicant may submit a written request for reviewing the decision of the Head of HRCS about the rejected accommodation, addressed to the Bursar of the University.

Article 5

Reservation Payment and Accommodation Security Deposit

1. In case of applicants for discounted and standard accommodation, bed reservation is conditioned by making **reservation payment:**
2. the amount of reservation payment for discounted accommodation is stipulated in the Pricelist, the due date and payment method are laid down in the Schedule,
3. the amount of reservation payment for standard accommodation is stipulated in the Pricelist, the due date and payment method are determined by the employee of the Accommodation Centre who concludes the Accommodation Agreement with the student / client.
4. Reservation payment can be utilised as follows:
5. to settle the cancellation fee in case of cancelling the reservation from the part of applicant or if the applicant fails to start the accommodation on a given date,
6. to settle the accommodation security deposit.
7. On starting the accommodation, the student / client is obliged to pay the **accommodation security,** which is based on the price of individual bed and partially paid form the reservation payment. The amount, the due date and the payment method of the accommodation security is stipulated in the Schedule.
8. Accommodation security can be utilised as follows:
9. to settle the reservation payment on reserving the bed for the following academic year,
10. to compensate for damages on the HRCS property caused by the student / client during accommodation,
11. to settle the debt on Accommodation Fee
12. to settle the debt on services provided within the accommodation and fees connected with accommodation.
13. After terminating the accommodation, the remaining accommodation security deposit is returned to the student´s / client´s bank account, which is stated in the Accommodation Agreement.

Article 6

Cancellation Fee for a Reserved Bed

1. In case the student / client cancels the reservation in the discounted accommodation or standard accommodation scheme within the period shorter than 30 days prior to the previously agreed date on which the accommodation shall commence or fails to start the accommodation, s/he is obliged to pay the Cancellation Fee. The amount of Cancellation Fee and terms and conditions related to its payment are stipulated in the Pricelist.
2. Cancellation Fee payment is not required in case the applicant for a follow up study programme was not admitted to study and s/he provides the evidence by submitting the decision on non-admission to study.

Article 7

Placement of the Accommodated Persons within the Halls of Residence

1. Way of reserving the particular bed within the discounted accommodation is stipulated in the Schedule.
2. The allocated accommodation in individual rooms may be changed:
3. after a mutual agreement of the accommodated person with the Head of the Halls of Residence,
4. by the Head of the Halls of Residence due to operational reasons or due to 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 day.
3. Accommodation can be terminated prematurely by notice of termination from the accommodated person without a period of notice.
4. The Head of the HRCS is entitled to terminate the accommodation prematurely without a period of notice in the following cases:
5. the accommodated person is delayed with the payment of Accommodation Fee for the period of at least one calendar month,
6. the accommodated person has repeatedly or seriously violated the hygienic norms and the Rules of Accommodation and operational rules of the Halls of Residence, violated the Accommodation Agreement or acted against the moral code.
7. In case the accommodation is terminated by notice of termination prior to the end of the contracted accommodation period, the accommodated person is obliged to pay a contractual penalty equalling the price of accommodation for 30 days. In case the accommodation is terminated by notice within the last 30 days prior to the end of the contracted accommodation period, the accommodated person is obliged to pay the contractual penalty 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 duly reported visitors and the HRCS employees.
2. On entering the Halls of Residence, each person is obliged to submit their ID or student card on request of the HRCS employee.
3. Visiting the rooms of the accommodated persons is allowed only between 6:00 and 23:00. Reporting the visit to the particular 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 6:00 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 HRCS.

Article 10

Rights and Duties of the Accommodated Persons

1. During the accommodation period, the accommodated person has a right to:
2. the basic equipment of the room (furniture, blanket, pillow for bed) and its maintenance,
3. use the services offered at the Halls of Residence,
4. accept visitors between 6:00 and 23:00 with the consent of other roommates.
5. During the accommodation period, the accommodated person is mainly obliged to:
6. act in accordance with the provisions of these Rules of Accommodation,
7. submit his/her ID card when moving into the Halls of Residence,
8. maintain cleanliness and order in the room as well as in the shared areas of the Halls of Residence,
9. protect the property of the Halls of Residence from damage, destruction, misuse or loss
10. use electric energy and water frugally,
11. comply with fire and safety regulations, including a smoking ban,
12. apply for permission to use electrical appliances and devices defined in the Pricelist of services and fees and make proper payments,
13. report immediately any defects at the maintenance office or the reception desk in the particular building,
14. keep the rules of hygiene and obey any ordered health or hygienic measures,
15. keep the bicycles locked only in the allocated spaces (bicycle rooms) and always locked with their own bicycle locks,
16. on terminating the accommodation at the Halls of Residence, return all borrowed inventory, hand over the clean room, settle any possible debts, return all keys and check out,
17. pay the price of accommodation in due time and using the payment method defined in the Accommodation Agreement,
18. pay the fees for any other utilised services according the Pricelist of services and fees,
19. in case of violating the Rules of Accommodation, pay the penalties defined in the Pricelist of services and fees.

Article 11

Activities Forbidden at the Halls of Residence

(1) It is strictly forbidden at the Halls of Residence to:

1. limit the rights and personal freedom of other accommodated persons,
2. change or damage arbitrarily the equipment and facilities of the Halls or Residence,
3. interfere with installations of any type,
4. block the entrance to the Halls of Residence in any way,
5. damage or misuse fire extinguishers or other means of fire protection,
6. enable the accommodation to other persons who are not registered for accommodation in that particular room,
7. use the accommodation space or shared areas for one´s own business activities,
8. keep, store and carry any weapons and ammunition, as defined by the particular legislative norm,[[2]](#footnote-2)
9. produce or keep substances generally harmful to human health and property, mainly chemical substances, biological and radioactive materials, explosives and potentially explosive materials, including fireworks, and keep the equipment or substances needed for their production,
10. produce, use or keep any amount of drugs or other addictive substances,
11. keep and store pressure vessels of all types with a volume higher than 0.5 l,
12. smoke outside the allocated areas,
13. keep animals in the rooms,
14. store food and drinks on the outside window sills or on the roofs below windows.

Article 12

Access to the Room of the Accommodated Person

1. No non-accommodated persons are allowed to enter the room without the consent of the accommodated person.
2. The HRCS employees have the right to enter the room even without the consent of the accommodated person for the following reasons:
3. preventing a life-threatening or health-threatening situation,
4. preventing damage on property,
5. conducting fire-safety checks,
6. conducting general safety checks,
7. conducting checks of keeping hygienic norms,
8. conducting the checks of keeping the Rules of Accommodation,
9. performing maintenance and cleaning work and inventory checks, announced in advance.

Article 13

Final Provisions

1. Directive No. 2/2014, as amended – Rules of Accommodation of the University of Pardubice, is hereby cancelled.
2. This Directive shall enter into force on July 21st, 2021.
3. This Directive shall apply from September 1st, 2021.

In Pardubice, on July 19th, 2021.

prof. Ing. Jiří Málek, DrSc.
Rector

1. Act No. 253/2004 Coll., on Value Added Tax, as amended. [↑](#footnote-ref-1)
2. Act No. 1 19/2002 Coll., on Weapons, as amended. [↑](#footnote-ref-2)