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| <b>UNIVERSITY OF PARDUBICE</b>                              |  |
| Directive No. 8/2021, as amended by appendices Nos. 1 and 2 |  |
| Subject-matter:   | Rules of Accommodation of the University of Pardubice              |
| Applicable to:  | Students, employees and guests of the University of Pardubice      |
| Effective from:   | 1 September 2021   |
| Reference number:   | RPO/0036/21  |
| Prepared and submitted by:                                  | Jan Brothánek, Head of the Halls of Residence and Catering Service |
| Approved by:  | Ing. Petr Gabriel, MBA, Bursar                                     |

## **Rules of Accommodation**

### **Article 1 Basic Provisions**

- (1) The Rules of Accommodation of the University of Pardubice (the “Rules of Accommodation”) stipulate the basic common operational conditions of accommodation at the Halls of Residence of the University of Pardubice (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 Service (“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 (the “University”) for accommodation and catering services mainly for students but also employees and other persons.
- (4) The Halls of Residence are located in the following buildings of the University in Pardubice:
  - Block A, Studentská 199
  - Block B, Studentská 200
  - Block C, Studentská 201
  - Block D, Studentská 202
  - Block E, Stavařov 100

in Litomyšl:

  - Block L, náměstí Václava Havla 8, the building of the former Piarist College.
- (5) The primary mission of the Halls of Residence is to provide accommodation to University students of all types of study (“students”). In the case of free accommodation capacity, accommodation may also be provided to University employees, guests or those interested

in accommodation from the public (“clients”).

## **Article 2**

### **Prices of Accommodation and Payment Terms**

- (1) Accommodation at the Halls of Residence is provided in three schemes:
  - (a) **discounted student accommodation** (“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 (the “Schedule”). This accommodation scheme is intended exclusively for students of Bachelor, Master and Doctoral Degree full-time study programmes.
  - (b) **standard accommodation**, which refers to uninterrupted accommodation based on a fixed-time written agreement for a minimum period of 28 days, with the dates of the beginning and the end of accommodation according to the individual student’s/client’s request.
  - (c) **short-term accommodation**, which refers to accommodation for specific days or uninterrupted accommodation shorter than 28 days based on the student’s/client’s order, followed by a written confirmation from the part of HRCS.
- (2) The accommodation price is determined based on the financial operating costs associated with the 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 is subject to value-added tax at the rate specified by special legislation.<sup>1</sup>
- (3) The price of accommodation for individual schemes is set out in separate pricelists (“Pricelists”). The cost for accommodation services and other accommodation-related charges is set out in the Pricelist of Services and Charges (the “Pricelist”). The Pricelist is issued by the Head of HRCS. Each Pricelist shall be posted on the University’s public website at least 30 days before its effective date.
- (4) Students/clients are obliged to pay the price for discounted and standard accommodation by the 5<sup>th</sup> day of the month, retroactively for the past calendar month in which the accommodation was provided. Payment for accommodation is made by students/clients from their account in the ISKAM operating system as standard. Students/clients deposit funds into the ISKAM account via payment terminals, web payment gateway or bank transfer to the HRCS account, or in exceptional cases in cash at the Cash Office of the Accommodation Centre of the Halls of Residence.
- (5) The student/client is obliged to pay the price for the short-term accommodation upon arrival at the accommodation. In exceptional cases, the price for short-term accommodation can be paid based on an invoice according to a prior written order approved by HRCS.
- (6) The price for the services provided within the accommodation and the fees related to the accommodation are paid the same way as the selected accommodation scheme.

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<sup>1</sup> Act No. 235/2004 Sb., on Value Added Tax, as amended.

**Article 3**  
**Organisation of Accommodation**

- (1) There is no legal entitlement to accommodation at the Halls of Residence. The University reserves the right not to conclude the Accommodation Agreement even with the student who complies with all conditions herein.
- (2) The bed capacity of the Halls of Residence is occupied according to the accommodation scheme in the following order:
  - (a) applicants for discounted accommodation,
  - (b) applicants for standard accommodation,
  - (c) applicants for short-term accommodation.
- (3) Discounted and standard accommodation is provided to the students by reserving a particular bed if the following conditions are fulfilled:
  - (a) the application is submitted,
  - (b) the application is approved,
  - (c) the reservation deposit is paid,
  - (d) the age of legal majority is reached.
- (4) The rules for submitting applications for accommodation, processing applications and reservation of beds under the discounted accommodation scheme are set out for the relevant academic year in the Schedule issued by the Head of the HRCS no later than 31<sup>st</sup> March of the applicable calendar year. The Schedule shall be published on the University's public website.
- (5) Applicants for standard or short-term accommodation submit their applications individually at the Halls of Residence Accommodation Centre – by email, in person or by phone.
- (6) A maximum of 5 % of the total bed capacity can be used to accommodate employees. This capacity is mainly used for the accommodation of new University employees.
- (7) The operation of the Halls of Residence and the organisation of accommodation is the responsibility of the Head of the Accommodation Section, subordinated to the Head of HRCS.
- (8) The Head of HRCS concludes the Accommodation Agreements on behalf of the University.

**Article 4**  
**Disqualifications**

- (1) The Head of HRCS is entitled to reject the application for accommodation even in case of available beds, if:
  - (a) the applicant has an outstanding debt towards the University,
  - (b) the applicant has been in default at least twice in the payment of the accommodation fee,

- (c) the applicant has been notified in writing of a breach of the Accommodation Agreement or the Rules of Accommodation or has had the Accommodation Agreement terminated for these reasons in the previous period.
- (2) The applicant may submit a written request for review to the University Bursar against the accommodation-rejecting decision of the Head of HRCS.

## **Article 5**

### **Reservation and Accommodation Deposits**

- (1) The reservation of a bed for an applicant for discounted or standard accommodation is subject to the payment of a **reservation deposit**:
  - (a) the amount of reservation deposit for discounted accommodation is stipulated in the Pricelist of Services and Charges; the due date and payment method are laid down in the Schedule,
  - (b) the amount of reservation deposit for standard accommodation is stipulated in the Pricelist of Services and Charges; the due date and payment method are determined by the employee of the Accommodation Centre who concludes the Accommodation Agreement with the student/client.
- (2) The reservation deposit may be used as follows:
  - (a) to pay a cancellation fee in the event of cancellation of the reservation by the applicant or termination of the reservation due to the applicant's failure to check in at the scheduled time,
  - (b) to pay the accommodation deposit.
- (3) Upon arrival at the accommodation, the student/client is obliged to pay an **accommodation deposit** based on the price for a specific bed and partially covered by the reservation deposit. The amount, due date and payment method of the accommodation deposit are set out in the Schedule.
- (4) The accommodation deposit may be used as follows:
  - (a) to pay the reservation deposit when reserving a bed for the next academic year,
  - (b) to pay for damage to the HRCS property caused by the student/client during the accommodation,
  - (c) to pay for the outstanding accommodation fee,
  - (d) to pay for outstanding fees for services provided in the accommodation or accommodation-related charges.

## **Article 6**

### **Cancellation Fee for a Reserved Bed**

- (1) If a student/client with a discounted or standard accommodation reservation cancels the reservation less than 30 days before the agreed start date or fails to arrive at the

accommodation within the agreed time, they shall pay the cancellation fee. The cancellation fee amount and the payment conditions are set out in the Pricelist.

- (2) The cancellation fee shall not be payable by an applicant for a follow-up study programme if they have not been admitted to the study; this fact is documented by the Decision on non-admission to study.

#### **Article 7**

##### **Placement of the Accommodated within the Halls of Residence**

- (1) The method of reserving a specific room within the discounted accommodation is set out in the Schedule.
- (2) Allocated accommodation in individual rooms may be changed:
  - (a) by mutual agreement between the accommodated person and the Head of the Halls of Residence,
  - (b) by the Head of the Halls of Residence for operational reasons or effective use of the accommodation capacity.

#### **Article 8**

##### **Termination the Accommodation**

- (1) Accommodation shall terminate upon expiry of the period for which it was agreed.
- (2) Accommodation may be terminated prematurely by mutual agreement on a specific day.
- (3) Accommodation may be terminated prematurely by notice of termination from the accommodated person without a notice period.
- (4) The Head of the HRCS may terminate the accommodation prematurely without notice if:
  - (a) the accommodated person is in arrears with payment of the accommodation fee for at least one calendar month,
  - (b) the accommodated person has repeatedly or seriously violated the hygiene standards and regulations on accommodation and operational rules of the Halls of Residence, violated the Accommodation Agreement or acted contrary to good morals.
- (5) If the accommodation is terminated by notice before the expiry of the agreed period, the accommodated person is obliged to pay a contractual penalty equalling the accommodation price for 30 days. If the accommodation is terminated by notice in the last 30 days before the expiry of the agreed period, the accommodated person is obliged to pay a contractual penalty equalling the accommodation price for the days remaining until the expiry of the agreed accommodation period.
- (6) Any overpayment in the ISKAM operating system on the student's/client's account (after all liabilities have been settled) shall be refunded by HRCS to the student/client at the student's/client's expense within 21 days from the date of termination of accommodation.

**Article 9**  
**Operation of the Halls of Residence**

- (1) Access to the Halls of Residence is only permitted to the accommodated persons, their duly reported visitors and the HRCS employees.
- (2) Upon entering the Halls of Residence, any person is obliged to submit their ID or student card to an HRCS employee upon request.
- (3) Visiting the rooms of the accommodated persons is only permitted between 6:00 and 23:00. Reporting the visit to the appropriate reception desk and the visitor's behaviour during their stay at the Halls of Residence is the responsibility of the accommodated person.
- (4) There is a night-time quiet period from 23:00 to 6:00. The Head of HRCS decides on exceptions to the night-time quiet period.

**Article 10**  
**Rights and Obligations of the Accommodated Persons**

- (1) During the accommodation period, the accommodated person has the right to:
  - (a) the basic room equipment (furniture, blanket, and pillow for bed) and its maintenance,
  - (b) benefit from the services offered at the Halls of Residence,
  - (c) receive visitors between 6:00 and 23:00 with the consent of the other roommates.
- (2) During the accommodation period, the accommodated person shall, in particular:
  - (a) abide by the provisions hereof,
  - (b) produce their ID card upon moving into the Halls of Residence,
  - (c) keep the room and the common areas of the Halls of Residence clean and tidy,
  - (d) not use an unoccupied room bed,
  - (e) not keep items in the room that would restrict the right of a roommate to use the room,
  - (f) suffer the entry of persons who are not staying in the room in connection with ensuring order and not disturbing other residents, the protection of life and health, and the prevention of crime or damage to property (e.g., emergency services, Halls of Residence security service),
  - (g) protect the property of the Halls of Residence from damage, destruction, misuse or loss,
  - (h) conserve electricity and water,
  - (i) comply with safety and fire regulations, including observance of the smoking ban,
  - (j) apply for permission to use electrical apparatus and equipment as specified in the Pricelist of Services and Charges and pay the prescribed charges properly,
  - (k) report any defects found without delay to the ISKAM operating system, the Halls of Residence accommodation centre, or the reception,
  - (l) observe the hygiene policy and comply with the health and hygiene measures ordered,
  - (m) store bicycles only in designated areas (bike rooms), always locked with their locks,

- (n) return any borrowed inventory, hand over the vacated room, pay any debts, return all keys and sign out of the accommodation register at the end of the accommodation at the Halls of Residence,
- (o) pay the price for the accommodation within the terms and in the manner specified in the Accommodation Agreement,
- (p) pay the price for other services used in accordance with the Pricelist of Services and Charges,
- (q) in the event of a breach of the rules hereof, pay an agreed penalty in accordance with the Pricelist of Services and Charges.

**Article 11**  
**Activities Forbidden at the Halls of Residence**

- (1) Regarding the Halls of Residence, it is strictly forbidden to:
- (a) restrict the rights and personal freedoms of other accommodated persons,
  - (b) arbitrarily alter, move or damage the equipment and facilities of the Halls of Residence,
  - (c) interfere with any installation,
  - (d) block in any way the entrance door to the Halls of Residence,
  - (e) damage or misuse fire extinguishers or other fire protection equipment,
  - (f) enable the stay or accommodation of other persons not registered for accommodation in the room,
  - (g) use the accommodation and common areas for business activities,
  - (h) keep, store and carry weapons, ammunition, and munition as defined by a special legal regulation,<sup>2</sup>
  - (i) produce or keep substances generally endangering health and property, in particular chemical substances, biological and radioactive materials, explosives and potentially explosive materials, including fireworks, and store the equipment and substances for their production,
  - (j) produce, use or possess any quantity of narcotics and other addictive substances,
  - (k) keep and store pressure vessels of any type with a volume higher than 0.5 litres,
  - (l) smoke outside the designated areas,
  - (m) keep animals in the rooms,
  - (n) store food and drink on external window sills or roofs under windows,
  - (o) keep, store or charge any electrical equipment (except permitted appliances), particularly electric bicycles, scooters and mopeds.

**Article 12**  
**Access to the Accommodated Person's Room**

- (1) No non-accommodated persons are allowed to enter a room without the permission of the accommodated person.
- (2) The HRCS employees have the right to enter a room even without the permission of the accommodated person for the following reasons:

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<sup>2</sup> Act No. 119/2002 Sb., on Firearms and Ammunition (Weapons Act), as amended.

- (a) avoiding danger to the life or health of persons,
- (b) preventing damage to property,
- (c) carrying out fire-safety checks,
- (d) carrying out general safety checks,
- (e) carrying out checks on compliance with hygiene standards,
- (f) carrying out checks on compliance with the Rules of Accommodation,
- (g) carrying out pre-announced maintenance and cleaning work and inventory checks.

**Article 13**  
**Final Provisions**

- (1) Directive of the University of Pardubice No. 2/2014, as amended, the Rules of Accommodation of the University of Pardubice, is hereby cancelled.
- (2) This Directive shall enter into force on 21 July 2021.
- (3) This Directive shall take effect as of 1 September 2021.

In Pardubice, this 19 July 2021.

Prof. Ing. Jiří Málek, DrSc.  
Rector

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Appendix No. 1 Directive No. 8/2021 took effect on 1 February 2023.

Appendix No. 2 Directive No. 8/2021 took effect on 26 March 2025.