

HALLS OF RESIDENCE CODE

Article I **Introductory provisions**

1. This Halls of Residence Code sets out the operational conditions relating to accommodation at the university halls of residence (hereafter halls of residence) at Brno University of Technology (hereafter BUT) which administers the BUT facilities known as Halls of Residence and Dining Services (hereafter HRDS or the provider of accommodation).
2. The halls of residence are understood as the following HRDS buildings:
 - The Pod Palackého Vrchem Halls of Residence at Kolejní 2,
 - The Purkyňovy Halls of Residence at Purkyňova 93,
 - The Listovy Halls of Residence at Kounicova 46/48,
 - The Mánesovy Halls of Residence at Mánesova 12,
 - The Starý Pivovar Boarding House at Božetěchova 1.
3. This Halls of Residence Code sets out the conditions for long-term accommodation for persons (hereafter persons provided with accommodation) with the price of accommodation charged daily.
4. Accommodation at halls of residence is subject to the Contract on Accommodation, the Civil Code, and the fire and safety regulations at BUT halls of residence.
5. The operational conditions relating to accommodation at halls of residence are also subject to the pertinent internal standards of BUT, instructions and decrees issued by the Head of the Department of Halls of Residence Operation, the superintendents of individual halls of residence, and other persons authorised by the above persons.

Article II **The rights and obligations of persons provided with accommodation**

1. The basic rights and obligations of persons provided with accommodation are set out, first and foremost, in the Contract on Accommodation.
2. Persons provided with accommodation also have the right to:
 - a) the changing of bed linen,
 - b) the free use of permitted electric appliances in the halls of residence building (computer, audio equipment, television, DVD player, microwave oven, toaster, electric kettle, coffeemaker, with the power demand of individual appliances not exceeding 950 W (in the case of microwave ovens 1100 W, in case of hot air fryer 1000 W), with the exception of appliances with a higher power demand that have been registered in advance) under the condition that these appliances, their placement and the conditions of their use correspond to all standards relating to them and that their consumption does not significantly exceed the consumption normal for such appliances,
 - c) their privacy being respected; persons other than persons provided with accommodation and persons authorised by the provider of accommodation may enter rooms only with the agreement of the persons provided with accommodation in the given rooms,
 - d) request a change to their halls of residence place.
3. Persons provided with accommodation are obliged:
 - a) to observe the above standards relating to the running of the halls of residence,

- b) to observe the principles of civic coexistence, to observe the peace at night from 10.00 p.m. to 6.00 a.m., to respect the rights and needs of other accommodated students, and to do nothing that could threaten the safety of persons or property, disturb the order and peace inside the halls of residence or otherwise infringe on the rights of other persons (this provision also relates to outdoor areas in the immediate vicinity of the halls of residence),
- c) to prove their identity on request when entering the halls of residence to the HRDS employee on duty at the gatehouse or another employee of the pertinent halls of residence or other persons accredited by the director of HRDS,
- d) to treat halls of residence facilities and common areas with consideration and to act in such a way that no damage is caused,
- e) to observe hygiene, fire and safety regulations and standards and to consider their own safety while staying at the halls of residence,
- f) to report and observe any quarantine ordered and any highly infectious diseases,
- g) to allow persons accredited by the provider of accommodation to perform cleaning work in common areas,
- h) to assure the cleaning of their room and to take out waste to the waste containers located on the grounds of the halls of residence,
- i) to secure their room against unauthorised entry by locking the door,
- j) to economise on heat, electricity, and hot and cold water,
- k) to check their post box at the gatehouse (the number of their post box is the same as their room number) and their e-mail address in such a way that they are acquainted with any organisational instructions and information from HRDS. Document sent by email according to the Accommodation Agreement, Article VI. point 4., is considered delivered the day after sending, even if the addressee does not even know.

No consideration will be given to any subsequent objection if the person in question is not acquainted with the content of their post box or e-mail,

- l) to report in person to the office of the superintendent of the halls, within 7 day at the latest, during office hours or to get in contact with the superintendent by e-mail when requested to do so (in writing, by e-mail) to resolve any matter associated with accommodation,
- m) to accept, know and agree to the rules covering the use of the KolejNet network should the person provided with accommodation decide to use the KolejNet network. These rules are published on the KolejNet network webpages at <http://www.kn.vutbr.cz/rules/>.

4. Persons provided with accommodation are prohibited from:

- a) interfering with installations of any kind,
- b) bringing in or using appliances other than those given in Article II. point 2), letter b); the superintendent of the pertinent halls of residence may make an exception in justified cases,
- c) removing furniture from their rooms or other common areas (halls, studies, etc.),
- d) keeping their own large pieces of furniture, keeping or using sports equipment or other large objects (in particular bicycles, skis, snowboards, scooters, unicycle) in their rooms or common areas of the halls of residence; a person provided with accommodation may be given an exception to this by the provider of accommodation on the basis of the written agreement of all the other people living in the room – a fee is charged for this service in accordance with the valid price list. Leaving or storing personal items or dishes on balconies or in common areas is prohibited.
- e) using any equipment (systems) for mining cryptocurrencies or connecting them to the electrical network of the halls of residence,
- f) bringing toxic substances, narcotic or psychotropic substances, alcoholic drinks (in barrels or other large containers) into the halls of residence or using them within the halls of residence, or using, handling or storing dangerous chemicals or combustibles at the halls of residence,
- g) organising mass events on indoor or outdoor halls of residence premises by means of social networks, poster sticking or other means of notification,
- h) using fire protection equipment (fire extinguishers, hydrants, fire alarms) for any purpose other than the purpose for which they are designed,
- i) keeping animals in their rooms, with the exception of guide dogs of visually-impaired students

- against the submission of a Confirmation on the Allocation of a Compensatory Aid,
- j) conducting business activities on the basis of a trading licence on the accommodation premises allocated to them by their Contract on Accommodation (in particular, stating these accommodation premises as their place of business or office),
 - k) storing objects of any kind on external windowsills and thereby posing a risk to passers-by,
 - l) placing or sticking posters or other objects on the interior or exterior fittings of the accommodation premises (windows, balconies, etc). The person provided with accommodation will be obliged to return the room to its original state or pay for any damages if the paintwork or fittings in the room are damaged,
 - m) bringing into the halls of residence or keeping in the halls of residence any weapons or ammunition defined in Annexes No. 1 and No. 2 of Act No. 119/2002 Sb. on firearms and ammunition (The Law on Firearms), as amended; this prohibition also applies to replicas of such weapons and ammunition,
 - n) smoking or using electronic cigarettes in the interior premises of the halls of residence,
 - o) parking means of transport on the site of the halls of residence anywhere other than in car parks or other areas reserved for parking.

Article III

The provision of accommodation to visitors

1. Visitors present at the halls of residence between 10 p.m. and 6.00 a.m. are obliged to make an entry in the proper manner in the visitors' book in the presence of the person they are visiting. At this moment, they become guests. They must present proof of identity at the gatehouse, report the name of the person they are visiting and the number of their room, and pay the price of accommodation. This is possible only if there is an unoccupied bed in the given room. If the person visited has the agreement of the people sharing their room to the overnight stay of a guest, this fact is entered into the information system against the name of the person visited as a paid service.
A person provided with accommodation who has received a visitor will assure that their guest is acquainted with the provisions of article II, paras 3 and 4 of this Halls of Residence Code in full.
2. At times at which the halls of residence are locked, the entry of a visitor is possible only when accompanied by the person they are visiting.
3. The fee charged for guests staying the night is subject to the valid price list.
4. Providing accommodation to persons who have not properly reported for accommodation at the halls of residence is prohibited.
5. All people sharing the room with the person visited must agree in writing to the provision of accommodation to visitors. The use of an e-mail address is considered written agreement for these purposes.
6. Visiting arrangements may be amended in the event of a state of emergency or another equivalent policy stipulated by a measure taken by a public authority entrusted with the management of the epidemiological situation in the Czech Republic or the South Moravian Region or by a decision taken by the rector or the director.

Article IV

The running of the halls of residence

1. Information relating to the running of the halls of residence and the administration of accommodation at the halls of residence is published on the webpages of HRDS. Designated in this way are, in particular, the places where cash payments can be made, the dates and places for the changing of bed

linen, the rules relating to the use of joint kitchenettes, social facilities, studies, laundry rooms, bicycle rooms, places for the storage of valuables and other common areas and premises at the halls of residence, the location and conditions of use of technical facilities at the halls of residence and rules relating to the handling of waste.

2. The provider of accommodation performs activities arising from generally binding regulations and inspections of the state of premises and cleanliness and tidiness on workdays from 8.00 a.m. to 4.00 p.m. Notification of the performance of the above activities will be given 7 days in advance on the basis of a published schedule. The Head of the Department of Halls of Residence Operation or the superintendent of the pertinent halls of residence will be present during all such activity. This provision does not relate to unoccupied accommodation places (beds, the pertinent work areas and storage areas). The provider of accommodation has the right to perform an inspection of such places before their subsequent occupation and is obliged to inform persons provided with accommodation of the inspection performed without delay.

a) Notification of planned repairs (faults) will be sent by the provider of accommodation to e-mail addresses 7 days in advance on the basis of the published schedule. Should a person provided with accommodation not be present during the repair work or fail to agree otherwise with the superintendent, they will receive written notification of the repair performed.

b) Unplanned emergency repairs that are not entered into the ledger of faults and defects and whose performance cannot be deferred for any significant length of time as this may lead to injury to persons present or to damage to the property of the provider of accommodation may also be performed without the person provided with accommodation being present. Should the person provided with accommodation not be present during the performance of such work, or should they not agree otherwise with the superintendent, they will receive written notification of the rectification of the emergency (the repair work performed).

Article V

Reporting defects and service complaints

1. There is a designated complaints point at each halls of residence for the reporting of defects and complaints relating to the services provided to persons provided with accommodation on the basis of a Contract on Accommodation. This complaints point is generally the office of the superintendent of the halls of residence and the pertinent portals on the HRDS web (electronic ledger of faults and defects).
2. Defects to equipment in rooms in which persons provided with accommodation are accommodated on the basis of a Contract on Accommodation are to be reported by persons provided with accommodation by means of the ledger of faults and defects, and the provider of accommodation is obliged to rectify such defects.
3. Persons provided with accommodation are obliged to report defects that may lead to further damage if there is any delay in their being reported or rectified immediately to the superintendent of the given halls of residence or to the pertinent gatehouse.
4. Other complaints relating to the quality of the services provided to persons provided with accommodation on the basis of a Contract on Accommodation will be submitted by persons provided with accommodation exclusively to the superintendent of the pertinent halls. Should they not be satisfied with the way in which their complaint is handled, they may turn to the Head of the Department of Halls of Residence Operation.
5. No consideration will be given to anonymous communications.

Article VI

Final provisions

This Halls of Residence Code comes into effect on its approval by the rector and on the day of its publication in the public section of the webpages of BUT Halls of Residence and Dining Services.



Dagmar Vlčková
Director

Checked by: doc. Ing. Ladislav Janíček, Ph.D., MBA, LL.M.
Rector

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