

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 in Brno (hereafter HRDSB or the provider of accommodation).
2. The halls of residence are understood as the following HRDSB buildings:
 - a) Pod Palackého Vrchem Residence Hall at Kolejní 2
 - b) Purkyně Residence Hall at Purkyňova 93
 - c) List Residence Hall at Kounicova 46/48
 - d) Mánes Residence Hall at Mánesova 12
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 of Law, the Statutes of BUT, the fire and safety regulations at BUT halls of residence and this Halls of Residence Code.
5. The operational conditions relating to accommodation at halls of residence are also subject to instructions and decrees issued by the Chancellor of BUT, the director of HRDSB, the manager of the halls of residence, the superintendent of the halls of residence and other persons authorised to do so by the above persons.
6. The regulations given in points 3 to 5 are published in their full wording or in the form of a link on the HRDSB web, on the HRDSB official notice board and at the halls of residence. Fire and safety regulations relating to the use of HRDSB facilities are generally placed in the vicinity of the pertinent equipment.

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 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, video recorder, refrigerator, freezer, microwave oven, toaster, electric kettle, coffeemaker, table lamp and all other appliances with a power demand of up to 500 W) 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 rooms,
 - d) to transfer to another place in accordance with the relevant rules and regulations of the Director of Halls of Residence and Dining Services.
3. Persons provided with accommodation are obliged to:
 - a) observe the above hall of residence rules and regulations,
 - b) observe the principles of civic coexistence, to observe the peace at night from 11.00 p.m. to 7.00 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, or disturb the order and peace inside the halls of residence, or otherwise infringe on the rights of other persons,
 - c) to prove their identity when entering the halls of residence to the HRDSB employee on duty at the gatehouse or other employee of the pertinent halls of residence, or other persons accredited by the director of HRDSB; a list of authorised persons is available at the gatehouse of the pertinent halls of residence,
 - 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 make it possible for halls of residence staff in charge of cleaning to clean communal areas,
 - g) to assure the cleaning of their own room,
 - h) to secure their room by locking against unauthorised entry,
 - i) to economise on heat, electricity, and hot and cold water,
 - j) to check their BUT e-mail in such a way that they are acquainted with any organisational instructions and information from HRDSB within 7 days at the latest,

4. Persons provided with accommodation are prohibited from:
 - a) interfering with installations of any kind,
 - b) using appliances other than those given in point 2, letter b); the superintendent of the pertinent halls of residence may make an exception on the basis of the demonstration of key facts,
 - c) removing furniture from their rooms,
 - d) to keep sports equipment, bicycles in the room.

Article III 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 in accordance with article I, point 6. 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 and social facilities, studies, laundry rooms, bicycle rooms, places for the storage of valuables and other common areas and parts of the halls of residence, the location and conditions of use of technical facilities at the halls of residence and rules relating to waste.
2. Provider of Accommodation performs tasks set down by generally binding regulations and the checks of the premises, cleanliness and order on weekdays between 8 am and 4 pm. The dates of such checks will be announced 14 days in advance, and at least 1 day in advance occupants of rooms concerned will be informed about the checks, and they will also be informed about the approximate time of the day when the check will be made. The head of the Halls of Residence Operations Department of the Halls of Residence Accommodation Officer will always be present when the checks are being made. This provision does not apply to unoccupied beds (beds, appropriate work and storage spaces). Provider of Accommodation has the right to check that place before it is assigned, and is obliged to inform the Occupant without any delay of the check being made.
3. Occupants will be informed about scheduled repairs 7 days in advance, and at least 1 day in advance occupants of rooms concerned will be informed about them, and they will also be informed about the approximate time of the day when the repair work will be carried out. If the student is not present at the time when the repair work is done, or if he makes no other arrangements with the Accommodation Officer, he will receive a written report on the repair work done.
4. Unscheduled repairs - accidents that are not entered into the repairs book. If the student is not present at the time when the work is being done, or if he makes no other arrangements with the Accommodation Officer, he will receive a written report on the damage cleanup (repair work done).

Article IV Reporting defects and service complaints

1. There is a designated 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 the Contract on Accommodation. This designated point is generally the office of the superintendent of the pertinent halls of residence and the pertinent portals on the HRDSB web.
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 repairs portal. The provider of accommodation is obliged to rectify such defects without unnecessary delay.
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 pertinent block or at 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 block. Should they not be satisfied with the way in which the complaint is handled, they may turn to the head of the Department of Halls of Residence Operation.
5. Persons provided with accommodation may submit suggestions and comments relating to the running of the halls of residence to the working group for halls of residence and refectories at the Student Chamber of the BUT Academic Senate. The leadership of HRDSB works with students accredited by the chairman of the working group for halls of residence and dining services at the Student Chamber of the BUT Academic Chamber on matters relating to halls of residence life and accommodation at halls of residence.
6. No consideration will be given to anonymous messages and e-mails not sent from BUT e-mail addresses.

Article V Final provisions

1. This Halls of Residence Code comes into effect on 1 April 2007.

Brno, 21.3.2007

Ing. Jaroslav Grulich

Checked by prof. Ing. Karel Rais, CSc., MBA, Chancellor of BUT, Brno 21.3.2007