

Moving to a Vacant Room

1. If you wish to move to another available room, please contact the Accommodation Office either in person or by email at ubytovatelky@skm.vutbr.cz.
2. You can collect the keys to your new room from the reception desk to move your belongings. The keys may be borrowed for a maximum of 24 hours. Before leaving your current room, you must clean it thoroughly.
3. Ask the reception desk to call the cleaning staff member, who will inspect the condition of your room and issue a check-out form. Afterward, return the keys to your original room at the reception desk and have the key return confirmed on the check-out form.
4. Bring the completed and signed check-out form (room inspection completed and keys returned) to the Accommodation Office, where you will sign an amendment to your accommodation contract.
5. After the administrative process has been completed, you will be accommodated in your new room.

Important: Room changes are only possible if all your financial obligations towards KaM BUT have been settled. Otherwise, your request for a room change will be denied.

Room Swap

1. Ask the reception desk to call a member of the cleaning staff, who will inspect the condition of your current room and issue a check-out form. Afterward, return the keys to your original room at the reception desk and have the key return confirmed on the check-out form.
2. Bring the completed and signed check-out form (room inspection completed and keys returned) to the Accommodation Office, where you will sign an amendment to your accommodation contract.
3. After the administrative process has been completed, you will be accommodated in your new room.

Important: Room changes are only possible if all your financial obligations towards KaM BUT have been settled. Otherwise, your request for a room change will be denied.