

University of South Bohemia in České Budějovice - Student Dormitories and University Canteens
Studentská 800/15, 370 05 České Budějovice, IČO: 60076658, DIČ: CZ60076658
On behalf of: Ing. Ivan Hájek, head of department or represented by the head of dormitory
(mentioned further as the quartermaster)

and the person resident (mentioned further as the resident)

«**cName and surname** » nar. «**birthdate** »
«**address** »

Based on the measures taken by the university rector, the quartermaster and the resident make a contract for the school year of «YY/YY»

Temporary Accommodation Contract no. «contract number »

The contract is made for a temporary period from «**start date** » do «**end date** »

The resident is provided by **one bed in room no. «room number », «floor number ». patro, kolej «student dormitory name »** («address») on a plot of land no. «plot number » register area of České Budějovice 2)

Accommodation is covered in accordance with the valid price list published at www.kam.jcu.cz. Hereinafter, the amount of money paid for accommodation will be referred to as "Accommodation Fee" in this contract. The accommodated person is obliged to pay for the fees for accommodation services, compensations for damages of devices and property of the hall of residence or other payments in accordance with the valid price lists.

The Accommodation Fee and other fees are due monthly by the 20th day of the month for the month following. In case of later commencement, the Accommodation Fee and other fees are paid by the day of arrival. It is necessary to report the beginning and change of encashment to the manager of the hall of residence by the 10th day of the month. Thus the accommodated person gives assent that possible receivables for accommodation can be automatically reimbursed from the account of the accommodated person registered at IPS.

In case of failing to meet the due date, a conventional fine of 50 CZK for every commenced day of delay will be exerted. Failure to pay the Accommodation Fee or other fees is a serious breach of this contract, Residential Rules and the related regulations. In case of delay exceeding 1 calendar month, accommodation in the hall of residence will be terminated at once. In case of cancelled accommodation, the accommodated person is obliged to move out immediately.

The accommodated person bears in mind and agrees that the same room can be used by other persons as well, depending on the number of beds in the given room.

The accommodated student agrees with the processing of their personal data (name, surname, address, home address, date of birth, birth certificate number, etc.) for registration purposes of the accommodated students and payments of the Accommodation Fees and other fees. The data will not be given to third persons.

In accordance with this contract, the accommodated person can terminate their accommodation by means of a written notification addressed to the reception of the respective hall of residence – the notice period is 30 days from the day when the written notification is provided. In case of leaving before this notice period, Accommodation Fee will be charged up to the day of the notice of termination. The parties to the contract agree that the accommodated person is not entitled to any housing compensation during the termination of accommodation in compliance with this contract.

Issues that are not provided for by this contract abide by the *Residential Rules of the Hall of Residence* as currently amended and the measures and decisions of the University of South Bohemia that regulate the accommodation of students and are valid for the relevant academic year. The accommodated person declares that they have familiarized with and agree with these regulations and adjustments.

The parties to the contract declare that they read the contract before signing it, agree with its contents and in witness whereof they signed it in manuscript. The contract shall come into force on the day of its signature. It is done in duplicate, one for each party to the contract. Instructions and agreements are part of this contract.

In České Budějovice on «date and time »

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The resident

ing. Ivan Hájek
head of
department

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for correctness, dom head
«Head of college »

Guidance

Regulations for accommodation in dormitories

The accommodation is temporary and it has contractual features. There is no legal entitlement for the accommodation. The residents are obliged to abide by the enforced dormitory regulations, to keep enforced fire safety regulations and further general safety regulations and to prevent injuries. In case of an injury, this must be reported to the reception or to the dorm head immediately.

The residents are obliged to move into an allocated room when starting accommodation. The time of the student's stay at the dormitory is given by the semester class timetable of the given faculty in the given academic year. The quartermaster can withdraw from the contract if the student seriously breaches good manners even after being warned or grossly breaches their obligations coming from the contract or the dormitory regulations in any other way. The dorm head can order the student to move within the dormitory because of organizational and economical reasons. The residents are not allowed to pass or lend the allocated key to another person; nor are they allowed to provide it to people who are not the official residents of the dormitory unless they get an approval of the dorm head in advance.

The dormitory ID, a proof of student accommodation, enables access to the dormitory buildings of the University of South Bohemia. The dormitory ID is not transferable. The resident is obliged to provide the dorm ID to the porter to check without request. In case of loss of the ID, the resident is obliged to report this fact to the dorm head immediately. In case of loss of the room key, the resident is obliged to report this to the dorm head or the dorm reception without delay.

Guidance for leaving the dormitory

When moving out, the resident is obliged to pass the room on tidied and in the same state as it was when moving in. The tidy room is passed on to the cleaner when leaving or to the reception where a form called "Announcement of Accommodation Closure" must be signed by the student. Moving out must be reported to the head of dorm in advance. In case of his absence, it must be reported to the reception. If the procedure is not followed, the resident takes a risk of recourse. Possible loss and damage will be paid immediately after found.

Fire safety regulations and evacuation of people in case of fire – Fire evacuation plan of the dormitory

1. In case of fire and immediate life risk, it is an obligation of every resident to follow the evacuation plan and fire alarm regulations, which are displayed on the noticeboard in the entrance hall and on every storey of the dormitory building.

As soon as the fire or a risk of fire is found, everybody is obliged to extinguish it. If the residents are unable to put the fire out on their own, it is necessary to report the fire at the reception of the dorm and do everything possible to prevent the fire from spreading.

Layout of portable fire extinguishers

Fire extinguishers are found at the staircase on every storey and at balconies of every main corridor of the storeys in the dormitory buildings K1, K2, K3 and K4. In K5, the extinguishers are at the beginning and end of every main corridor of the storey. Directions of use are found on every extinguisher.

2. Ways to report fire – Fire alarm is made by hitting a metal stick and calling out "FIRE! (HOŘÍ)" on the ground floor and by broadcasting the password "FIRE! (HOŘÍ)" by a local radio at the dormitories K1, K2, K3 and K4, at K5 by a fire alarm on individual storeys of the dormitory building and by calling "Fire!" on the ground floor of the dorm.

3. Evacuation of people and material – Evacuation of people and material is carried out by using emergency exit ways (corridors, staircases, lifts). The direction of emergency exits is marked by signs in the corridors.

The order of evacuation: 1. people, 2. inflammable substances, 3. important documents and devices.

4. The main guidelines of evacuation from the dormitory

- Firstly, the floor where the fire appears is evacuated and after that the following storeys from the highest to the lowest one.

- The main emergency exit is the entrance to the dormitory and during a fire it must be ensured that it is open. The additional emergency exits are the side exits from the side staircases.

- As the fire alarm is made, it is necessary to close the windows and doors (do not lock) when leaving the rooms and switch off all electrical appliances.

- Evacuation of people and material is managed and monitored by the dorm head or by the porter on duty.

- The reception is the place of management of the evacuation.

- The assembly of people and material during evacuation is the canteen entrance hall for K1 and K2. For K3 and K4 it is the entrance hall of the auditorium of the University of South Bohemia (Bobík). For K5 it is the space in front of the entrance to the dormitory building. In case, a mock emergency fire alarm is announced, the resident is obliged to behave the same way as if there was a real fire risk.

Other important notifications and guidance of fire protection:

Every resident is obliged to behave so as not to cause fire especially putting emphasis on fire prevention and keeping fire safety rules and regulations. Every resident is obliged to study all the fire regulations, dormitory regulations and keep them. They should know the evacuation plan of the dormitories and layout of portable fire extinguishers. The faults found shall be reported immediately to the dormitory reception or to the dorm head.

The resident must report any electrical appliances to the reception or to the dorm head. Only approved appliances (kettle, coffee maker, radio, CD player, stereo, tape recorder, PC or laptop including its equipment, TV video recorder, DVD player, microwave, toaster, kitchen robot, electric keyboard, typewriter, copier, fish tank, and terrarium) can be used in the rooms. The resident does not have to report small electric appliances (razor, hair dryer, curling irons and a small iron, extension cable and adaptor). Also, the resident is responsible for the state and revision of all of those appliances according to ČSN 331600 norm. It is strictly forbidden to use unauthorised appliances, especially electric appliances with direct heating such as heaters, cookers, electric spirals. In case of use of unauthorised appliances, the resident will be fined by 500 CZK for every individual offence.

The resident is not allowed to infringe on the wiring of electricity, water, gas and heating and is obliged to behave in a way that does not put lives of other people or their own in danger. It is necessary to be more careful with smoking, which is only allowed in designated areas. The cigarette ends must not be thrown to the rubbish bins. Easily flammable objects must not be left on the bodies of the central heaters.