



## Accommodation Regulations

valid from 1 March 2025

These Accommodation Regulations are issued in accordance with current regulations of the University of South Bohemia in České Budějovice and USB Dormitories and Refectories.

1. USB dormitories are only allowed to accommodate duly registered guests.
2. In order to check in properly, guests must present a valid proof of identity (ID card, passport, residence permit) upon arrival at the reception of a USB dormitory. Consequently, the USB dormitory will issue the guest a dormitory card with the room number and length of stay. Upon request of the USB dormitory staff, a valid dormitory card is to be used to prove the legitimacy of his/her presence in the dormitory during the stay.
3. USB dormitories will not provide accommodation if the guest does not present identification.
4. At least one week before the arrival, we require all names of the occupants of each room and their date of birth, nationality and permanent address. Upon arrival, the guest is obliged to present proof of identity at the reception desk, even if they have already previously stayed with us.
5. In the case of group accommodation, the person ordering the accommodation or the person authorised by the person ordering the accommodation is responsible for all members of the group.
6. Guests pay for accommodation and services upon arrival. The price of accommodation and services is determined by the current price list published on the USB website. In addition to the price of accommodation, there is a surcharge in accordance with the currently valid Generally Binding Decree of the City of České Budějovice in the current set amount.
7. For orders for accommodation in excess of CZK 5000 we require payment of an advance invoice in the amount of 100% of the ordered services payable 30 days before arrival. The person ordering the services is responsible for the payment of the ordered services. The order can be altered up to 7 days before the arrival at the accommodation. If the change is not made within this period, the customer undertakes to pay for all services previously ordered. Upon completion of the accommodation, an invoice will be sent – a tax receipt for the ordered accommodation services, including the charge for the stay and any damages. Unused services ordered will be invoiced as a missed reservation or early termination of accommodation.
8. The accommodation and services ordered are non-refundable, even in the event of early termination of the accommodation.
9. In justified cases, after discussion with the guest, USB dormitories may offer the guest a different accommodation than originally agreed. In this case, USB dormitories will always take into account that the new offer does not differ substantially from the confirmed booking.
10. USB dormitories reserve the right to move a guest for technical and operational reasons.
11. If a guest requests an extension, USB dormitories may offer a different room than the one they originally stayed in.
12. Unless otherwise confirmed, each guest's room is reserved until 22:00 on the day of scheduled arrival.
13. If it is obvious that the guest is under the influence of alcohol or other addictive substances, USB dormitories are entitled to refuse accommodation, even if payment has already been made.
14. Guests can receive visitors in their room from 10:00 to 22:00 upon signing in at reception.
15. In the event of illness or injury, USB dormitories provide medical assistance or transport to a hospital. Any costs associated with this are the responsibility of the guest.
16. The room is available from 14:00 on the day of arrival. On the day of departure, the guest is obliged to leave the room by 10:00 unless otherwise agreed. If the room is vacated later than agreed, an additional night's charge may apply.
17. Guests of USB dormitories are not allowed to move dormitory equipment or tamper with the electrical network and equipment located in the rooms.



18. For safety reasons, guests may only use electrical appliances that are used for their personal hygiene, laptops and similar small electrical appliances.
19. Guests of the USB dormitories can use free wireless internet access via free Wi-Fi, if available. Otherwise, a wired internet connection with its own cable (UTP) can be used.
20. Children under the age of 10 must not be left without adult supervision either in their room or in other areas of the dormitory.
21. Long-term accommodation includes free linen change after 14 days. Exchange before this date is possible on request for a fee of CZK 40/set.
22. Residents may not bring, possess, produce, or consume alcoholic beverages or intoxicants in the dormitory.
23. Residents may not possess or carry firearms, firearms or ammunition, or store explosives or explosive substances, including fireworks, in the dormitory.
24. The use of direct-heating appliances such as heating elements, electric and gas cookers, el. coils, in rooms is strictly prohibited.
25. Residents are not allowed to use open flames in any areas of the dormitories.
26. For safety and fire safety reasons, there is a strict ban on parking electric bicycles or electric scooters in the dormitory buildings, including the bike sheds. It is strictly forbidden to bring and charge batteries from electric bikes or scooters in dormitory buildings.
27. It is strictly forbidden to bring bicycles and scooters into the dormitory, bike rooms are available in each dormitory.
28. Dogs and other pets are not allowed.
29. USB dormitory guests are required to observe night-time quiet hours between 22:00 and 06:00.
30. Any complaints and defects on the dormitory side are addressed by filing a complaint, which is received by the receptionist or the accommodation office. Complaints must be made immediately, primarily in writing.
31. USB dormitories are not responsible for jewellery, money, or other valuable belongings of the resident.
32. Loss of key/guest card is charged according to the current price list.
33. Parking for guests of the dormitory is available in the parking lots on the USB campus or in the adjacent public parking lots. These are not secure parking lots; USB dormitories are not responsible for any damage or theft of vehicles or items in vehicles.
34. USB dormitories are strictly non-smoking in all areas.
35. By staying in the USB dormitories, the guest confirms that he/she has read and understood these accommodation rules. The guest is obliged to comply with the provisions of these accommodation regulations, safety, hygiene, and fire regulations. In the event of a violation, USB has the right to withdraw from the agreed accommodation before the expiry of the agreed period, without any obligation to pay any damages to the guest.
36. Legal relations, as well as other matters not expressly regulated by these Accommodation Regulations, are governed by the applicable laws of the Czech Republic and other internal regulations of D&R and USB.

In České Budějovice, 1 March 2025

Ing. Michaela Merčáková  
D&R Director