



# Dormitory Regulations

valid since 1 April 2025

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

## **Article 1.**

### **Basic provisions**

1. Dormitory Regulations regulate the conditions of accommodation at the university USB dormitories in České Budějovice.
2. The provisions of the Dormitory Regulations apply to all long-term residents of USB dormitories.
3. There is no legal entitlement to dormitory accommodation.
4. The Director of D&R, heads of individual offices and other authorised persons are authorised to act on behalf of D&R.
5. The Dormitory Head, the Accommodation Officer or other authorised persons are authorised to act on behalf of the D&R Accommodation Office in accommodation matters.

## **Article 2.**

### **Accommodation decision**

1. Accommodation is governed by the applicable policies enshrined in the relevant internal USB regulations and the current Rector's ordinance – the rules for the accommodation of students of the University of South Bohemia in České Budějovice for the academic year, hereinafter referred to as Rules for Accommodation.
2. On the day of check-in, or the next business day, a Temporary Accommodation Agreement is to be signed between D&R USB and the resident for a specified period of time. The resident is obliged to present himself/herself at the accommodation office in the K4 or K5 dormitory with a valid identity card to sign this contract, foreigners subject to visa requirements are also obliged to present a visa or residence permit certificate.
3. After agreement with the accommodation office, the residents can also use the dormitories during summer holidays outside the academic year, according to the current price list.
4. Minors under the age of 18 are obliged to present a certified consent of their legal guardian for accommodation at USB dormitories, no later than on the day of arrival.



### **Article 3.**

#### **Placement and relocation of dormitory residents**

1. The placement of residents in the dormitories is carried out by the accommodation office. Residents are required to move into their assigned rooms within the time frame specified in the Rules for Accommodation.
2. Moving within a dormitory or between dormitories is only possible with the approval of the accommodation office.
3. Residents may be ordered to move within the dormitories for economic or organizational reasons. The resident will receive the notice in writing or by e-mail at least 14 days in advance.

### **Article 4.**

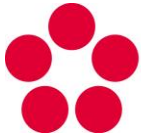
#### **Accommodation of other persons in the dormitory**

1. The available accommodation capacity can be used for short-term and long-term accommodation of other persons, e.g. students of other schools, visitors of the residents, USB residents, lecturers, etc., or for accommodation of persons within the framework of additional activities of the dormitory, for a fee according to the current price list.
2. Upon the approval of the accommodation office and other residents sharing the unit or room, accommodations may be provided for a visitor staying in a student's room in extraordinary circumstances. The visiting resident is fully responsible for the actions of his/her visitor. The cost of the accommodation follows the current price list.

### **Article 5.**

#### **Termination of accommodation**

1. The entitlement to accommodation expires:
  - a. upon a failure to pay the deposit by the due date according to the Rules for Accommodation,
  - b. if the resident does not check in to the accommodation by the deadline set in the Rules for Accommodation,
  - c. upon checking out of the dormitory,
  - d. upon the expiry of the period for which the accommodation was provided under the contract,
  - e. by a written notification from the faculty of the termination of studies (dropping out, interruption, expulsion from studies, or transfer to another school).
2. The Director of D&R may, before the expiry of the specified period, decide to cancel the accommodation immediately, on the proposal of the head of the relevant dormitory, if the resident:
  - a. grossly violated the provisions of the dormitory regulations,
  - b. failed to pay his dormitory fees by the due date,
  - c. despite warnings, repeatedly fails to maintain hygiene and cleanliness and order in the room, units, fixtures and fittings and common areas of the dormitory,
  - d. intentionally or while intoxicated caused damage to D&R property,



- e. otherwise seriously violated the dormitory rules (e.g., bringing in or charging electric bikes/scooters, harbouring unregistered persons, disorderly or abusive behaviour toward D&R employees, fraud, destruction of dormitory property, etc.),
  - f. violated the prohibition against smoking and open flames, and the prohibition against the consumption of alcoholic beverages and intoxicating substances on D&R premises,
- Termination of dormitory accommodation for these reasons, the Director of D&R will issue a written decision.
3. The resident is obliged to move out of the dormitory no later than on the day when the right to accommodation expires. The resident's obligations upon termination of accommodation are to:
    - a. hand over the room in proper condition, including the inventory according to Article 7(2/x),
    - b. turn in rented bedding,
    - c. have your dormitory fees paid by the date of departure,
    - d. return room key/entry card and dormitory card,
    - e. pay for any damage to the room or other dormitory equipment caused by him/her,
    - f. confirm the termination of accommodation by signing the form: "Confirmation – hand over of inventory on leaving the dormitory"
  4. The check-out of the resident from the dormitory is done by the receptionist or the accommodation office.

#### **Article 6.**

##### **Dormitory card**

1. The dormitory card is proof of accommodation in a dormitory, entitling you to enter USB dormitory facilities. The dormitory pass is non-transferable. The resident is obliged to present the dormitory card for inspection at the reception upon entering the dormitory.
2. It is issued at the reception upon arrival and must feature a photo.
3. In the event of loss or theft of the dormitory card, the resident is obliged to immediately report this fact to the reception or the accommodation office, which will issue a duplicate dormitory card to the resident upon payment of the administrative fee according to the current USB price list.

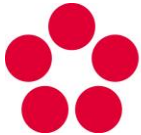
#### **Article 7.**

##### **Rights and obligations of dormitory residents**

1. The resident has the right to:
  - a. stay in a room with basic equipment and furniture,
  - b. a duvet, pillow, and bed linen,
  - c. change bed linen at least once every 4 weeks,
  - d. to come and go from the dormitory he/she is staying in at any time,
  - e. technical maintenance of the room (to the extent that it is used in the ordinary way),
  - f. use common areas of the dormitories and other dormitory facilities,
  - g. receive visitors at the times set for that purpose in accordance with Articles 9 and 10,
  - h. the loan of selected small items according to the current offer and currently valid price lists,



- i. use his/her own small electrical appliances (laptops, chargers, kettle, microwave oven), for the technical condition of which he/she is fully responsible according to the applicable CSN regulations.
2. The resident is obliged to:
- a. enter into a contract with D&R for temporary accommodation on the day of arrival at the accommodation or on the next working day,
  - b. report any detected defects to the dormitory reception within 48 hours after moving into the assigned room; if no report is made, the room is considered to be fully functional and any damages will be paid by the resident according to the current price list,
  - c. abide by the provisions of the Dormitory Regulations, applicable USB ordinances and decisions, operating rules and follow the instructions of the D&R management,
  - d. present the dormitory card for inspection in accordance with Article 6 when entering the track without being asked to, present the dormitory card when asked by a D&R employee,
  - e. report any changes in personal data (permanent address, document number, visa, etc.) to the accommodation provider within 5 working days at the accommodation office or at the dormitory reception,
  - f. maintain cleanliness and order in the common areas of the dormitory,
  - g. regularly clean the room, according to the "Cleaning of Rooms and Units and D&R Premises" policy, which is attached to these Dormitory Regulations,
  - h. clean the common areas of the occupied unit (hall, bathroom, toilet) in the case of the unit accommodation system (dormitory K1, K4), all residents are obliged to participate in the cleaning equally, according to the "Cleaning of Rooms and Units and D&R Premises" policy, which is attached to these Dormitory Regulations,
  - i. regularly take rubbish to a designated place (in containers), do not leave it in common areas (corridors, shared kitchens, etc.)
  - j. be careful with the equipment and furnishings in the rooms and common facilities of the dormitories (kitchens, study rooms, gyms, etc.), save electricity, gas and water,
  - k. close the windows, turn off the lights, unplug all electrical appliances and lock the room when leaving the room,
  - l. be present in the kitchen at all times and ensure ventilation when using electrical and gas appliances, check that all appliances are switched off and close windows before leaving,
  - m. pay dormitory fees and other obligations to D&R regularly by the due dates,
  - n. compensate for damages caused to D&R property according to the applicable price lists without delay,
  - o. familiarise themselves with the fire protection policy on arrival and to comply with it,
  - p. avoid damages, report any defects found in the room and common facilities immediately to the reception or accommodation office,
  - q. comply with hygiene regulations and measures in the dormitories,
  - r. report infectious or other serious illnesses to the accommodation office immediately,
  - s. change bedding, blanket, pillow and protect the mattress/roller with a sheet at least once every 4 weeks,
  - t. monitor bulletin boards, the D&R website, and the university email list,



- u. observe the basic standards of good behaviour and good manners and observe night-time quiet between 10 p.m. and 6 a.m,
  - v. allow unhindered access to the window in case of pre-announced window cleaning,
  - w. allow access to the room for necessary and planned repairs to the dormitory facilities and cleaning (e.g. checking electrical wiring, repairing installations, renovating furniture, painting rooms, cleaning windows, cleaning vacant beds, etc.) according to Article 12(2),
  - x. restore the room to its original condition (remove posters, stickers, pictures, etc.) when leaving the dormitory, personally hand over the cleaned area to the cleaning lady according to the instructions available at the reception, hand over the bed linen, key/card, dormitory card and the completed form "Confirmation – hand over of inventory when leaving the dormitory" to the reception after handing over the room,
  - y. Respect the right of D&R management to close the dormitories.
3. In particular, the resident must not:
- a. allow accommodation for people who are not registered in the dormitory,
  - b. move to another room without the accommodation office's consent,
  - c. receive visitors outside of the fixed hours under Article 9,
  - d. damage D&R property, room furnishings and common areas (e.g., taping doors and furniture, hammering nails and drilling holes in furniture or walls),
  - e. overload the elevators,
  - f. move inventory in the dormitory without the permission of the housing office,
  - g. bring, possess, manufacture, or consume alcoholic beverages or addictive substances on campus,
  - h. possess or carry firearms, cutlery or stabbing weapons or ammunition, store explosives and explosive substances, including fireworks,
  - i. smoke in the dormitory, including balconies,
  - j. keep animals in the dormitory,
  - k. hang grocery bags from windows or balconies and throw rubbish or other objects out of windows or balconies,
  - l. leave objects (e.g. pots, pots, shoes, etc.) on the outside windowsill
  - m. interfere with any installations and equipment in the dormitories (wiring, gas, water, heating, lift equipment),
  - n. for safety and fire reasons, the resident also must not:
    - i. use open flames in all areas of the dormitories,
    - ii. use direct heating appliances (e.g. electric spiral, electric and gas cooker, electric stove, etc.),
    - iii. park e-bikes or e-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.
  - o. bring bikes and scooters into the dormitory, bike rooms are available at every dormitory,
  - p. rollerblade in the dormitory area
  - q. leave any items in the common areas of the dormitory.



4. If a violation of the provisions of the Dormitory Regulations is detected, the accommodation office is entitled to change the accommodation of the resident to conditional accommodation in writing before the end of the academic year, but for a maximum period of six months. If a serious or repeated violation of the Dormitory Regulations is found, the dormitory head may propose the immediate termination of the accommodation (Article 5) to the Director of D&R.

#### **Article 8.**

#### **Payments and charges paid by residents**

1. The resident is obliged to pay accommodation fees (hereinafter referred to as dormitory fees), compensation for damages caused to the equipment and property of the dormitory, or other payments.
2. The residents must have the accommodation deposit paid according to the Rules for Accommodation on the day of arrival at the latest.
3. In the event that a resident is unable to move into the dormitory by the deadline according to the Rules for Accommodation, they must request an extension from the Accommodation Office. He/she must pay the full dormitory fee according to the current price list for holding the reservation until the time of their arrival, starting from the first day after the mandatory move-in according to the Rules for Accommodation.
4. In the event that the applicant does not check in or cancels the reservation, the paid reservation deposit will not be refunded and will be forfeited to D&R, according to the Rules for Accommodation.
5. The reservation deposit is converted into an accommodation deposit on the day of move-in.
6. The accommodation deposit is refundable if all the conditions set out in Article 7 are met.
7. The accommodation deposit can be used to cover arrears or debts incurred at the time of the duly concluded accommodation contract. If the arrears exceed the amount of the security deposit, the accommodation provider is entitled to recover the amount after the termination of the accommodation.
8. The resident is obliged to replenish the security deposit without delay up to the specified amount if it has been used to pay a debt or damage.
9. In case of booking accommodation for the next academic year, the accommodation deposit will be automatically converted into a reservation deposit.
10. Overpayments and deposits are not refundable to foreign bank accounts.
11. The amount of the dormitory fee will be set by the Rector of USB upon the proposal of the Director of D&R with his/her approval, respecting the economic conditions and the provisions of the binding regulations.
12. Dormitory fees are payable monthly on the last day of the current month for the following month. Payment can be made in cash or by credit card at the reception of any dormitory, by online payment gateway, by direct debit or by a single payment order.
13. In case of non-compliance with the payment deadline, the resident is obliged to pay a penalty of CZK 50 for each day of delay from the first day of the month for which the dormitory fee is not paid in full.



14. The resident may terminate the accommodation under this contract earlier by giving written notice to the reception of the respective dormitory with a notice period of 30 days from the date of giving the notice. In the event of leaving before the end of the notice period, the dormitory fee will be charged on the agreed departure date. In the event that the resident does not give notice, he/she is obliged to pay a 30-day multiple of the daily dormitory fee.
15. The resident is obliged to pay for damages caused to the equipment and property of the dormitory without delay, according to the current price lists. If the culprit of the damage is not identified, the damage shall be paid jointly and equally by the residents of the room, floor, unit or dormitory.
16. The guests are obliged according to the General Binding Decree of the Statutory City of České Budějovice to pay a fee for their stay in the amount according to the valid decree, if they are subject to the fee. It is payable on the day of the end of the stay at the latest.

#### **Article 9.**

##### **Daily routine in dormitories**

1. The dormitories have continuous operation. Between 24.00 and 06.00, only persons in residence are allowed to enter the dormitory. Non-residents are not allowed to enter the dormitory during this time.
2. Quiet hours at the dormitories are observed from 22:00 to 06:00.
3. The dormitory receptionist conducts random security patrols around the dormitory during nighttime closures. Residents may not request access to the dormitory during these rounds.

#### **Article 10.**

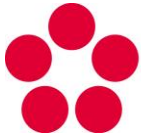
##### **Dormitory visits**

1. Visiting hours in the dormitories are set during the opening hours of the dormitories, i.e. from 06:00 to 24:00.
2. Visits of residents between dormitories are not recorded at the reception desk. Residents leave their dormitory passes at the receptions and their movement around the dormitory is not restricted. No resident can be admitted to the dormitory without a dormitory card.
3. Other visitors are registered at the reception desk upon presentation of an ID card or other valid document. The resident that is being visited is responsible for the movements and behaviour of visitors throughout their stay in the dormitory.
4. Visits to D&R staff and management are to be announced at the front desk. The receptionist will notify the appropriate D&R staff member of the visit by telephone.

#### **Article 11.**

##### **Operation of other facilities at the dormitories**

1. The use of other common areas and other facilities of the dormitories (the gym, study rooms, kitchens, laundry, drying rooms etc.) is governed by specific guidelines and is within the purview of the Accommodation Office.



2. The operation and use of the computer network is governed by specific regulations published on the D&R website.

### **Article 12.**

#### **Rights and obligations of the accommodation provider**

1. The accommodation provider is obliged to:
  - a. hand over the premises reserved for his/her accommodation to the accommodated person in a condition suitable for proper use,
  - b. repair defects and damages reported by residents without unnecessary delays,
  - c. ensure cleaning of common areas outside units and rooms.
2. The accommodation provider has the right to:
  - a. enter the room even in the absence of the resident:
    - i. during necessary maintenance and cleaning work (e.g. planned inspections and checks of the technical condition of the equipment, painting, property inventories, window cleaning, etc.), announced at least two days in advance,
    - ii. for the purpose of disinsection, disinfection, extermination and other serious operational reasons, announced at least one day in advance,
    - iii. for the purpose of unannounced inspections of compliance with fire, safety and hygiene standards and regulations and the provisions of these Dormitory Regulations, resulting from the responsibility of the D&R management for the management and administration of USB property, its protection from damage, destruction and loss, responsibility for fire safety, hygiene, and health of the residents,
    - iv. for the purpose of unannounced checks on compliance with the daily and weekly cleaning schedule.

In the event of any deficiencies, the resident will be asked to immediately remedy the situation and will be charged a fine according to the current price list.

- b. enter the room/unit in case of suspicion of an unauthorised person's stay in order to establish the identity of that person,
- c. compensation for damages according to the currently valid price list.

### **Article 13.**

#### **Liability for damages**

1. Whenever leaving the room, even for a short time, if there is no other occupant in the room, the occupant is obliged to lock the room and the unit and not to leave the key in the lock. The same applies to locking the room at night when sleeping.
2. D&R is not responsible for items brought into the dormitories for housing purposes.
3. D&R is not liable for stolen belongings of residents, beyond the scope of their own insurance.
4. Any damages incurred by the occupants to D&R property must be paid for immediately upon approval by the accommodation office.





#### **Article 14.**

##### **General provisions in dormitories**

1. Non-standard situations in the course of accommodation in the dormitories and offences committed by residents in the dormitories are dealt with by the Accommodation Office. Serious infractions are referred to the Director of D&R by the dormitory head along with a proposal for action.
2. The resident has the right to appeal the decision of the dormitory head in writing to the Director of D&R within 3 days from the date of delivery of the decision. The Director of D&R will decide on the appeal within 10 days of its receipt.
3. Incoming mail is delivered to the individual dormitories. Monetary shipments for residents are not accepted in principle.
4. Business activities are not allowed on campus. Any use of the rooms for purposes other than accommodation will be classified as a violation of the dormitory regulations.
5. The Dormitory Regulations shall take effect on the date of signature, are published on the D&R website and are available at dormitory receptions.
6. This text repeals the Dormitory Regulations of 1 February 2025 in their entirety.

In České Budějovice, on 1.4.2025

Ing. Michaela Merčáková

Director of D&R



## CLEANING IN ROOMS AND UNITS AND D&R PREMISES

### General duties:

Residents are obliged to keep their rooms or units tidy, depending on the type of accommodation. At the same time, they are obliged to monitor for unusual events, especially water leakage, the appearance of undesirable insects, changes or malfunctions in the electrical wiring. Any defects found must be reported immediately to reception or the accommodation office.

Cleaning products are at each resident's own expense. Cleaning materials (e.g. broom, dustpan, dustpan, mopping equipment) can be borrowed from the reception or the cleaning lady.

**In all room types**, residents are required to ventilate the room by opening the window fully for a few minutes daily, even in winter, and to change the bed linen regularly (at least once every 4 weeks).

Wash table surfaces, furniture and windowsills weekly, wipe the dust off shelves and mop the floor.

Regularly take out trash to the dumpsters near the dormitories, do not leave it in the hallway.

All residents are required to maintain order in all areas of the dormitories. Kitchens on every floor must be left tidy after use (wipe down the stove, kitchen, put waste in the bin).

**1) Dormitories K1, K4 – unit system:** residents are obliged to create a cleaning schedule and regularly take turns cleaning common areas.

Perform basic cleaning daily, keep the bathroom and toilet clean and hygienic, use ventilation after each use of the bathroom. At K1, wash the kitchen area (kitchen counter, cooker, sink) after each use. If necessary, sweep or mop the floor.

Once a week, wash the bathroom (shower, mirror, sink, tiles), toilet (toilet bowl, seat, tiles, sink). At K1, wash the kitchenette (kitchen counter, cooker, sink), wipe off the fridge.

Wash and defrost the fridge regularly at least twice a year. If frost exceeds 0.5 cm, defrost immediately. Wash doors and switches.

**2) Dormitory K2, K3** – once a week wash the sink and wipe off the fridge.

**3) Dorm K5** – once a week wash the bathroom (shower, mirror, sink, tiles), toilet (toilet bowl, seat, tiles, sink), wipe off the fridge.

**Before moving out**, residents should follow the instructions available at the reception of the respective dormitory.