



# Campus Palace Regulations

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## 1) Introductory Provisions

Campus Palace Regulations govern the operating conditions of accommodation in Campus Palace.

## 2) Definitions

*a) Landlord or Campus Palace:*

Kampus Palace s.r.o., Smetanovo náměstí 3116/10, 702 00 Moravská Ostrava, company led since 26.4.2016 by the file reference C 65986 at the District office in Ostrava. IN: 05029627 („Campus Palace“ or “Landlord”)

*b) Resident:*

A person accommodated in Campus Palace who signed with the Landlord a proper Housing Contract.

*c) Address of the Accommodation:*

Kampus Palace s.r.o.,  
Smetanovo nám. 3116/10  
702 00 Ostrava

*d) Responsible Person:*

Director of Campus Palace.

*e) Force of the Document*

Since 1. 6. 2016.

## 3) Basic Rules of Accommodation

*a) Time*

Requirements, problems and questions regarding the operation of the Campus Palace should be consulted with the receptionists during office hours:

Mo – Fri: 7:00 – 14:00

In case of serious problems, please contact the director or the receptionist at any time. The front desk is non-stop operation.

### *b) Moving into and Moving out of Campus Palace*

Moving takes place either on the day which is specified in the Housing Contract or the date and time that Resident chooses during office hours in advance and announces it in writing via e-mail: muj@kampuspalace.cz. In the case that the Resident cannot attend personally, it is necessary to empower the person who arranges for him occupancy. If the Resident does not do so personally and will not empower anyone else, he/she loses the right to the allocated accommodation.

After the execution of all formalities at the front desk where the Resident will obtain necessary item (keys, Handover protocol).

After moving to a room the Resident checks amenities, completes and signs the Handover protocol.

Plans to move out must be reported in sufficient advance in accordance with the Housing Contract. Before moving out, the Resident is required to fill out the appropriate log book at reception with the proposed date and time, name and room number. To avoid delays the Resident should confirm in advance that there are no debts outstanding on Resident's account.

On the appointed move-out day, the Resident needs to fill out the "Moving-out Protocol" signed by Housekeeping and at the appointed time visit the Director's office to hand over the Entry Chip and Room Key. If necessary, the student may, with written approval from the Director, keep the chip until evening and submit it to the front desk before departure (refundable deposit may be required).

In the case of any debts or other outstanding items, these must be paid in cash on the spot (or other approved remedy taken), otherwise the Resident may not move out.

When moving in and out, it should be noted that queues may form. All the requirements must be consulted during the office hours.

### *c) Visits*

Resident is obliged to report all visitors to the Front desk. Possible temporary use of vacant rooms or beds by a non-resident require prior written consent of the Landlord in which the conditions of this temporary use will be determined.

- All visitors staying between 22:00 and 8:00 the following day are obligated to enrol in the presence of the person they visit into the Guestbook, then they become guests.
- The fee for overnight guests is 300 CZK. An unauthorized overnight stay is considered to be such overnight stay, which was not recorded in the guestbook. Fines may be applicable for unauthorized overnight stays.
- A visitor can stay overnight in a dorm as a guest of the Resident a maximum of 7 nights in a calendar month, then there is an obligation to pay to the Landlord a hotel price per bed according to a valid price list of hotel accommodation. Accommodated may provide accommodation for up to two people at once.

Accommodation of the people that are not Residents is prohibited and it is considered as a serious breach of the Contract for the Resident who accepted this.

Residents must behave in such way as not to bother their surroundings by excessive noise and also with the stay of the guest must agree an eventual roommate in the room. The Resident assumes full responsibility for his/her Guests.

*d) Night Peace*

Night peace is set every day from 22 p.m. to 6 a.m. During these hours, the peace must be observed in the buildings of Campus Palace as well as in the halls of the yard, so Residents will not be bothered by any noise.

*e) Cleaning and Final Cleaning*

A Resident is obliged to regularly clean the rented room, bathroom and kitchenette. During the school year, there will be random inspections to prevent damage of the property of Campus Palace because of insufficient cleaning and ventilation (mold on the walls, etc.). Such inspections will be done by Housekeeping and / or another member of the Staff. Such visits will first knock on the apartment door and once inside the Resident will be requested to enable an inspection of the room. The results are recorded in an Inspection Log that is maintained by Housekeeping. Approximately once a month Housekeeping will disinfect the sanitary facilities in each apartment. This will be announced at least one day in advance by placing a message on the door of the apartment with the relevant day and time of the planned cleaning. This cleaning is included in the rent.

In order to move out without complications, it is necessary to properly perform final cleaning:

- all trash must be removed,
- all dust must be wiped clean (desk, closets, racks, space under the bed),
- kitchenette, bathroom and WC must be thoroughly cleaned (e.g., fridge must be cleared out and washed, food items from kitchenette removed, microwave cleaned including inside, hot plates cleaned, and all sanitary surfaces cleaned).

The Resident will choose the time at the reception and arrange a visit to the Housekeeping who will check the apartment. At the same time, the Resident will receive confirmation from the inventory and cleaning. For the final condition of the apartment (cleaning and damage) is responsible a Resident who will leave the apartment as last.

*f) Changes to Rooms*

Residents may decorate their rooms and moving with furniture only with the approval and supervision of Housekeeping or Maintenance staff and roommates. Before moving out, all decorations must be removed and the condition of the room restored (including, for example, the removal of nails and screws used to hang such items and the repair of any damage done, including painting). Failure to comply will incur a fee.

#### **4) The Rights and Obligations of the Resident**

*The Resident shall be entitled*

- to use throughout his/her stay the leased premises:

The room – a bed with mattress, desk, chair, storage spaces. Bathroom with toilet and its equipment.

The kitchenette – hot plates, fridge, kettle, hood, trash can, microwave.

The items listed above are part of the Handover protocol, which will be signed by the Resident and the Landlord on the day of arrival.

- to use common areas of accommodation - lounge, gym, bike room, laundry room, courtyard.
- accommodated may receive visitors (see section 3c).
- Accommodated has a right to have keys and the chip, which also serves as an ID card authorizing him to enter the buildings of Campus Palace.
- The Resident also has the right to submit suggestions and comments on all issues related to the operation and life on campus to the leaders of Campus Palace.

*The Resident is obliged*

- to move in on the agreed deadline into the specified room.
- to move out till the date of expiry of the agreed period of accommodation. He is also obliged to move out within 7 calendar days after receipt of notification of withdrawal from the Housing Contract or termination of rights and obligations under this agreement, unless agreed otherwise in writing with the Landlord. If he/she does not move out, Campus Palace is entitled, among other, at the cost of the Resident move all Resident belongings into storage.
- to hand in the Landlord all spaces provided and reserved for Resident's accommodation in a state in which he/she received it, taking into account normal wear and tear.
- to know and comply with regulations relating to accommodation and the use of private and public spaces of the Campus Palace
- to comply with safety, sanitary and fire regulations, which are available on the premises of the Campus Palace (eg. the Front desk).
- to obey medical, sanitary, fire and safety measures when required under special circumstances.
- to pay the rent, deposit, commissions, fees and fines in keeping with the Housing Contract.
- within 5 calendar days to inform the Director in writing of any changes to the personal data and bank information.

- after finding defects in the areas of accommodation immediately report these defects on the Front desk.
- to behave in the areas of accommodation in order not to disturb the peace and order.
- to treat the roommates responsibly and considerately as well as Campus Palace property in such way not to endanger the safety of the people and damage the property.
- to observe the silence during night hours. (see section 3d).
- to conserve electricity, heat and water, to remember to ventilate the rented room at least once a day, to always check and turn off the power appliances, lighting fixtures and faucets when leaving the apartment.
- to regularly clean the rented rooms (room, hallway, bathroom with toilet and kitchenette).
- to pay the damages and losses caused during the stay in the premises of the Campus Palace (applies to both private and public spaces, courtyard).
- to immediately report any injury of the person or persons that are found on the premises of Campus Palace to Reception or to the Landlord.

*Resident is prohibited without the consent of the Landlord*

- to move the fixtures and fittings in the common areas of Campus Palace.
- to manipulate, switch on, off or use tools and equipment that were not allocated under the lease and with its operation he/she was not acquainted!
- to use Campus Palace premises as the address as Resident's place of business
- to sublease the rented space.

*Resident shall not in the premises of Campus Palace*

- committing a deliberate damage to property, fraud, theft and such behaviour that would lead to a violation of the Campus Palace regulations, the Housing Contract and regulations relating to accommodation and operation on Campus Palace.
- smoke in the building and in the courtyard, except in areas designated for that purpose.
- keep animals in all areas of the Campus Palace, in a building, as well as in the yard.
- manipulate with the fire alarm, each infringement will be fined and it is considered as a serious breach of the Contract.
- produce or bring into the spaces of Campus Palace alcoholic beverages in bulk containers (drums, barrels, crates).
- keep or bear weapons (stabbing, cutting, firearms and ammunition) nor explosives or explosive items including fireworks.
- harbor, use, hold, distribute and produce narcotic and psychotropic substances and poisons, unless it is officially allowed drug that is prescribed to Resident by a doctor.

- physically, verbally, mentally or otherwise offend or threaten or harm the health of another person.
- use other than allowed electrical devices.
- hide defects and deficiencies, especially those that could endanger the safety of persons on the premises of Campus Palace.
- repeatedly violate the Campus Palace regulation.

## **5) The Rights and Obligations of the Landlord**

- The Landlord has the right, at the request of the Resident, to assign him/her another accommodation, the same applies in the case that it is necessary to move the Resident for operational and technical reasons.
- The Landlord has the right to demand compensation for damages.
- The Landlord has the right to withdraw from the Housing Contract as provided, among other, by this document.
- The Landlord has the right to carry out random inspections.
- The Landlord has the right to monitor common areas by CCTV and to hold these images on file.
- The Landlord has the right to exclude from the accommodation the Resident, who has provided an accommodation on Campus Palace to an unauthorized person or helped him/her in any other way to get unauthorized accommodation.
- The Landlord has the right to not accept cash remittances for Residents. The Front desk is accepting just non-cash parcels and posts. The Front desk inform the Resident about his/her post after accepting it.
- Campus Palace has the right to immediately call the Police of the Czech Republic or Municipal police if any Resident or other person on the Campus Palace are committing or are preparing to commit a crime (theft, vandalism, intentional damage to property, violent activities, etc.).
- The Landlord is obliged to inform the Resident about all the significant matters and intentions related with Campus Palace.
- The Landlord is obliged to secure the premises of the Campus Palace regular cleaning, order and security, remove any defects as soon as possible, to ensure compliance with the Housing Contract and other binding documents that are part of it

## **6) Services and Facilities on Campus Palace**

- Front desk – non-stop operation
- Internet – for free.
- Laundry room - further information about the operation are located in the Laundry room
- Gym - free, more information about the operation are located in the Gym, in the case of bigger interest there will be a reservation system located at the Front desk.
- Shared kitchen - for collaborative activities organized by the Landlord. Residents can use it for collaborative activities. In case of need using of the Shared kitchen can be regulated or cancelled by Landlord. Before using the Shared kitchen, the Resident is required to report this in the Front desk. The Shared kitchen is monitored by CCTV cameras (such as other common areas in the Campus Palace).
- Student lounge - further information about the operation are located in premises of the Student lounge.
- Spaces in the corridors – is possible to use them for studying, relaxing, etc. It is not allowed to leave any objects there.
- Courtyard - further information about the operation of the Yard are located in the hallway between the Front desk and the Yard

## **7) Payments and Advances**

Residents are obliged to pay for any services used or fines levied on a monthly basis and settled in line with the Housing Contract.

## **8) Damage, Prevention and Solution**

Campus Palace publishes the Charges and Penalties to cover common problems, including fines for typical damages.

In every case and as a general rule, Residents are obliged to cover the cost of repairing any damages. Where there is more than one Resident in an apartment, and it is not clear which Resident is responsible for the damage, then all Residents in the relevant apartment (or the room) will be responsible in equal parts.

Defects, damages, and complaints are to be registered at Front desk in the relevant book.

Random inspections will be carried out by Campus Palace to ensure compliance with hygiene, safety and fire regulations.

## **9) Optimizing Capacity**

Campus Palace reserves the right to relocate Residents for technical reasons, but also capacity utilization will be improved. Where possible, the Resident will be involved in such process and be given choices. The changing a room in Campus Palace is possible only with authorisation of the Director.

## **10) Summer Accommodation Arrangements**

Residents are entitled to remain during the summer months at Campus Palace after signing the Appendix of the Housing Contract.

## **11) Campus Palace Staff**

- a) Director
- b) Reception
- c) Maintenance
- d) Housekeeping

## **12) Termination of the Housing Contract**

Campus Palace may terminate the Housing Contract if the Resident:

- a) seriously or repeatedly violates Campus Palace Regulations.
- b) repeatedly pays late by more than 30 days, or has unpaid rent in excess of two months' rent.
- c) is guilty of vandalism of property or the intimidation or physical violence against another Resident or Campus Staff, or any other person on the premises of Campus Palace.
- d) stated in a request for accommodation false data, which significantly influenced the decision on that request.

The Director will decide on the Housing Contract, who will then notify the Resident in writing, including the reasons.

The Resident is obliged to move out from the dormitory within 7 calendar days from the receipt of the notice of Housing Contract Cancellation.

In particularly serious cases, such as criminal offenses, threats to health, safety and property, the Director may decide on the Housing Contract cancellation and moving out with immediate effect.

## **13) Philosophy of Campus Palace**

Campus Palace is not just a place to sleep, but also a place for meetings, events, extracurricular education, and especially facilities for an unforgettable student life. The aim is to push student housing a step further towards residential housing type, so that the space of Campus and its atmosphere reflects this. Campus Palace is for students who are seeking a casual environment

where creating a good atmosphere, build social relations, strong friendships for life, and especially a strong background not only for learning but also for the personal development of students.

#### **14) Final provisions**

These Campus Palace Regulations are binding for all parties concerned and stated in these Regulations.

Palace Campus Regulations come into force on 1 September 2017.

Date: 1 September 2017

