

DORMITORY ACCOMMODATION INFORMATION

1. **The monthly rent** shall be paid in advance by the **15th of each month** at the reception in cash (in CZK), by card or online by card at <https://iskam.opf.slu.cz/> (login with the same login details as for IS SU and charge your main account). There is a fine of 10 CZK for each day of unpaid accommodation. The first rent (proportional amount of the monthly rate – based on your arrival date) is due a few days after your arrival. The refundable deposit of 3,000 CZK has to be done before your arrival to the dormitory or on the date of arrival at the latest.
2. **If the accommodation is not paid by the end of the month, eviction will follow** (the landlord Mrs. Soosova always sends an email notification that the payment has not been made).
3. The **accommodation contract** can be terminated by the student from the first day of the following month at the earliest. Students are obliged to deliver a written notice to the Dormitories Office (Mrs. Šoóšová) in case they want to terminate their contract before an agreed date. In such case, **accommodation deposit will not be returned to the student**.
4. By delivering a written request to the Dormitories Office **at least a month prior** to the contracted accommodation end date, the **student may request an extension of the contract for at least a month**. In case the student fails to submit this request with this advance, a price list of short-term accommodation with daily rates applies to these additional days of accommodation. A price list of short-term accommodation (less than 1 month) is published on the website of the SU SBA or on the notice board inside the dormitory.
5. On the **due date of room handover (check out)**, the **deposit** or the contingent excess payment will be remitted to the student in cash at the dormitory reception. The student's last rent is usually paid from the deposit.
6. If there is **any change in your travel documents/visa**, please report the changes immediately at the reception (e.g.: new visa, residence card or passport).
7. **Keep kitchens and rooms tidy including your sanitary facilities and the floors**. Some cleaning equipment (mop, broom) is stored in a storage room. Key from that room is available at the reception. Cleaning liquids are not available. Vacuum cleaner is available at the reception. Please, return all borrowed items and keys on the same day! Common places are cleaned by the cleaning staff. Please, if possible, *recycle*.
8. **Laundry room**: You can exchange your bed sheets twice a month for free in a laundry room located in the basement of building B. You will be informed about the dates and hours when it is possible to make the exchange – please see the information in the hallways or elevator. Washing and drying machine is located in **room B005** (basement of building B, keys available at the reception). Washing machine including detergent: 80 CZK. Drying machine: 50 CZK (coins are inserted inside the machine). You can also borrow a clothes horse or iron from the room B005 for free and return it there after use. Clothes horse, iron and ironing desk is also available in the living room of Building A. Please don't hang your wet clothes in the common bathrooms!
9. **Fridge**: Fridge is usually shared by 4 students in 2+2 double rooms. The price of a fridge is **CZK 250 per month**. Only one student from the accommodated students shall pay this amount with his/her rent. Others should reimburse him/her. Freezers are usually not part of the fridge. A layer of frost can form in refrigerators. If possible, try to defrost the fridge regularly.
10. **Shared kitchens**: Be cautious when cooking in the shared kitchens. Always keep the cooker extractor hood ON when cooking and if possible, windows open if there is a lot of fume from your cooking, so the fume can go out and doesn't start the fire alarm. If your careless cooking triggers the alarm and the fire brigade, you will have to pay for this at your own expense!
11. **All guests (not living in the dormitory) must be reported at the reception**. Guests staying overnight have to pay for accommodation according to the price list of short-term accommodation.
12. **Respect the night hours: 10 p.m. – 6 a.m.** (dean's provision was put up in the common places). Kitchens are locked from midnight.
13. **Smoking is prohibited throughout the dormitory**. It is only allowed to smoke on the balcony of *your floor*.
14. **For entering and leaving the building, use your university student card to open the turnstiles located near the reception**. A receptionist will open the turnstiles for those who have not been issued student cards yet.
15. **Dean's provision regarding a misuse of fire alarms (put up in the common places): There is a penalty of 10,000 CZK for misusing the fire alarms and for using emergency gates. Building A can only be entered via main entrance (building B and dormitory reception).**
16. **Maintenance services**: Any faults, defects, problems or equipment issues are to be reported via email address: service@opf.slu.cz (Include a photo, your name, room number and a short description of the problem).
17. **Gym rules**:
 - Only people with appropriate footwear (that, which doesn't damage or stain the floor surface) are allowed to enter the gym.
 - User is obligated to keep the gym clean and tidy.
 - It is prohibited to bring food or drinks on a playing field.
 - User is obligated to return used areas in the same state as they were when he/she entered (put each used piece of equipment to its appropriate place).
 - It is necessary to book a gym in advance at the reception.
 - Volleyball/basketball/football can be borrowed at the reception.
18. **Fitness room**: The fitness room is now managed by student **Mr. Krejsa** (kre0200@slu.cz). Kindly contact the student if you are interested in using the fitness room. Fitness room key is available at reception. For safety reasons, it is necessary that at least 2 students (together) attend the fitness center at all times.
19. **Obligations by the end of your stay**:
 - Clean your room.

- All room equipment shall be in the room. You are responsible for buying any equipment that is missing on the day of your departure.
 - Check-out day (room check by the dormitory officer) has to be reported (to soosova@opf.slu.cz) at least 3 days in advance. Room check by the dormitory officer can only happen during working day, but when your departure is during the weekend, you can stay in the room even after the room check.
20. The student is also familiarized with the use of **security cameras** within the University-wide camera system. Rector's Directive No. 5/2022 - info on the website of the dormitories and canteens (in Czech) and at <https://www.slu.cz/opf/en/accommodation>
21. **Questions on accommodation: Check the official faculty e-mail regularly and communicate with Mrs. Šoóšová** soosova@opf.slu.cz (Building B – room V-VB133)
22. There is a dormitory council which passes on student's requests to the head of the dormitory. In case of special requests or issues about the dormitory, contact the student **Mr. Machej** (O180572@opf.slu.cz).
23. There is a bike storage room, **bikes must not be placed in your room.**