



MILITARY HOUSING FUND ADMINISTRATION PRAGUE

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Prague, 1st January 2008

Appendix No. 8

Print No.:

Number of sheets: 5

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INTERNAL RULES

FOR THE ACCOMMODATION FACILITIES

**Chodská 17/A1-A4, Chodská 17/B1-B2, Dobrovského 27/B,
Dobrovského 27/C, Dobrovského 27/AL, Tučkova 23, Černá Pole,**

Article 1

General Provisions

1. The military residence hall is designed for accommodation of career soldiers detached from their families, for unmarried soldiers and for civilian employees of the military administration. On the basis of a permission, it is also possible to accommodate other civilian persons and foreign nationals from the NATO and EU countries.
2. Military Housing Fund Administration Prague (hereinafter only “MHFA”) provides the occupant with full and undisturbed exercise of rights connected with using the residence hall. The administration hands over to the occupant his/her room with all accessories and equipment in a state sufficient for proper use.
3. The occupant shall check the assigned room over on the basis of the “List of Objects and Equipment in the Room”. Any discrepancies shall be immediately dealt with at the reception desk. The occupant shall use the residence hall, social areas and facilities in accordance with their purpose, he/she follows the “Rules for the Residence Hall” and creates conditions for the undisturbed use of the residence hall and social areas for all occupants.
4. The accommodation permission (the permission for temporary accommodation or a list of occupants) is issued by a person authorised by the garrison commander. When checking out, the occupant is obliged to hand over the borrowed bedclothes and other borrowed items in accordance with the appropriate “List of Objects and Equipment in the Room”.

5. In necessary cases and convenient times arranged in advance, the occupant is obliged to allow an authorized MHFA representative to enter the room to check its condition. In case of need, the occupant is obliged to make such arrangements to enable access to the used room even at the time of his/her absence or to be contacted quickly in order to arrange opening of the used room.
6. When the occupants change, an MHFA representative along with the present occupant checks the used room and its equipment according to the "Inventory List". The changes found or possible defects that do not correspond to common wear are recorded in the protocol about changes and found defects. Changes and defects found during regular inspections of the residence hall are dealt with in the same way. The occupant is not allowed to make any adjustments of the used rooms and their equipment (including exchanging the lock or making own key duplicates), and he/she is obliged to follow security and fire regulations.
7. When losing his/her right to use the residence hall, the occupant returns the used rooms and their equipment in the same condition in which they were handed over to him/her. Common wear is taken into account.
8. In case of unauthorised usage of the bed, the occupant is obliged to pay the fee of ten times the amount of the daily rate – 500 CZK minimally.
9. The occupant is obliged to notify the MHFA through the receptionist of the need of maintenance work (paid by the MHFA) and to enable accomplishment of the work.
10. The MHFA reserves the right to adjust the amount of the accommodation fee to fully cover increased expenses of the MHFA.
11. The MHFA makes an accommodation contract (in case of long-term accommodation) with the occupant, who receives one copy of the contract. The contract contains the range of occupant's rights and duties and the amount of accommodation fee for using the residence hall. The contract also includes an inventory list of the used room in the residence hall and a protocol about handing-over and taking-over of the room, in which the state of the inventory and the room is described along with any possible changes that occurred when using the room.
12. The way of storing the room keys:
Each occupant is obliged to present the permit card at the entrance. He/she picks up the room key at the reception desk and hands it back when leaving. Removing the keys from the premises is **forbidden**.
Civilians and foreign guests shall identify themselves by their identification cards (identity cards or passports).
13. Common facilities:
The residence hall is equipped with a kitchenette designed for preparing dishes. It is necessary to keep this area in order and clean. The keys are available at the reception desk. The occupant (an authorized person) shall take the common facilities over from the receptionist and check them in accordance with the "List of Objects and Equipment in the Room". When leaving, he/she shall hand the common facilities over back to the receptionist.

The residence hall in Tučkova – visits are allowed only in the visiting room of the residence hall.

7. **Smoking is strictly prohibited in all the premises including the balconies.**

Article 5 Excessive Soiling of the Premises

1. The occupant who has excessively dirtied the premises of the residence hall is obliged to pay for special cleaning at the reception desk. If some damage to the internal equipment and furnishings happens by the fault of the occupant, he/she shall cover the costs the damage caused to full extent.

Article 6 Rights and Duties of the Occupants

1. The occupant is entitled to use all the equipment that is available in the residence hall.
2. **The occupant is obliged to:**
 - **follow the “Internal Rules” for the residence hall**
 - **keep the used room in order**
 - **follow economizing principles concerning the use of electric energy, gas and water**
 - **save internal equipment and furnishings**
 - **compensate for damages that he/she caused on equipment or furnishings**
 - **enable the authorities responsible for the condition of the residence hall to check the used room**
 - **announce the vacation of his/her bed in proper time so that the reception manager could take the bed over in time**
 - **pay the fees in proper amount and terms**
 - **leave the room by 9 a.m. on the last day of his/her stay and hand over the keys at the reception desk, if he/she is accommodated temporarily**
3. **It is forbidden to:**
 - **lend the room or bed to other persons for use**
 - **remove internal equipment and furnishings from the room or filling up the used room with furniture and objects that are not necessary for accommodation without permission of the residence hall’s manager**
 - **use own electrical appliances without previous written permission of the manager**
 - **store large sports articles and bicycles in the rooms**
 - **bring and consume drugs, alcoholic drinks and other addictive substances in the room or the residence hall**

Article 7

Cancellation of Validity of the Accommodation Permission

1. In serious cases, the garrison commander is entitled to cancel validity of the accommodation permission.

As serious cases are considered the following:

- violation of the Internal Rules for the residence hall in a serious way
- the occupant owes the MHFA accommodation fees in the amount of 3 monthly fees and he/she has not paid them even though he/she had been notified in writing by the commander

Article 8

Determination and Collection of Accommodation Fees

1. Accommodation fees are determined in accordance with the law No. 221/1999 Coll. on career soldiers as amended and the MOD order No. 31/2002. Each occupant is obliged to pay the determined fee within 17 days of the next calendar month. The fee is also paid for the days when the occupant stayed away from the residence hall (holiday, business trip, illness etc.).

Article 9

Interruption of the Accommodation

1. The occupant is entitled to interrupt the provided accommodation for a predetermined period (for at least 10 continuous calendar days) in the following cases: business trip, regular holiday, holiday to recover, illness, preventive rehabilitation, educational stay, courses and trainings.
2. The occupant is obliged to inform about this interruption at least 3 working days in advance, produce a copy of his/her commander's order specifying the reasons for his/her interruption of the accommodation and arrange handing his/her bed over to the residence hall's manager. In such a case, the occupant is obliged to vacate his/her bed and room completely. The vacation shall be documented in the appendix No. 2 of the accommodation contract. The occupant's right to be accommodated is preserved as such, but the same bed is not guaranteed.
3. If the occupant fails to report his/her absence and hand his/her bed over as it is stated in the second paragraph of this Article, he/she shall pay the accommodation fee for the time of his/her absence from the residence hall to full extent.