

Janáček Academy of Music and Performing Arts in Brno
Astorka Information, Teaching and Accommodation Centre
3 Novobranská Street, Brno

RULES FOR ASTORKA HALL OF RESIDENCE

Article I	Basic Provision
Article II	Astorka Hall of Residence Management
Article III	Allocation of Accommodation
Article IV	Types of Accommodation
Article V	Accommodation Contract
Article VI	Rights and Duties of Residents
Article VII	Rights and Duties of the Staff
Article VIII	Residential Fees and Payments
Article IX	Astorka Premises
Article X	Rules for Hall of Residence
Article XI	Local Radio
Article XII	Advisory Committee for the Hall of Residence
Article XIII	Force of the Rules
Appendix I	Schedule of charges for both personal and hired appliances
Appendix II	Application form

Article I Basic Provisions

- 1) Astorka Hall of Residence (Astorka) is in the building of Astorka Information, Teaching and Accommodation Centre (IVUC).
- 2) The Head of Astorka is appointed and removed from the office by the Rector of JAMU to whom they are responsible for all Astorka's activities and the administration unit.
- 3) Residents are mainly enrolled as students of JAMU, or other people, who may get accommodation in Astorka only under conditions stated by these Rules and the accommodation contract. Everything else is subjected to the Statute of JAMU and JAMU Internal Regulations.
- 4) The accommodation in Astorka must comply with the accommodation contract, these Rules, civil code, especially § 754 and Czech legislation.

Article II Astorka Hall of Residence Management

- 1) The Rector of JAMU appoints their Advisory Body – Hall of Residence Committee to help them deal with Astorka's matters. The Committee consists of the Vice-rector for Study Affairs (Chairperson), the Head of the Astorka, Vice-deans for Study Affairs of both JAMU faculties, students (each faculty has one representative, a delegate of the JAMU Academic Senate), heads of Study departments of the Rector's Office and both faculties, operating manager and a network administrator.
- 2) The Hall of Residence Committee deals mainly with pressing problems of the residents. Their powers include the following:

- JAMU's criteria for allocation of accommodation
- Accommodation periods
- Rooms for Rector's guests.

Article III Allocation of Accommodation

- 1) There is no droit to accommodation in Astorka.
- 2) The criteria for allocation of accommodation come into effect, having been approved by the Rector of JAMU. Astorka publishes them on its official board or in any other suitable way. The criteria must be known before March 31 of the previous academic year.
- 3) Accommodation is allocated to students based only on their application in writing which is submitted to Astorka, the deadline is set by the Head of Astorka. The application will be further dealt with by the operating manager.
- 4) The operating manager processes the applications according to the criteria and makes a waiting list of applicants. The waiting list must be approved by the Hall of Residence Committee before it is published on the official boards of the Rector's Office, both faculties and the IVUC building.
- 5) The waiting list will be divided into:
 - a) applications approved, Astorka undertakes to sign the accommodation contract with these applicants
 - b) applications not approved, Astorka, for the time being, will not sign the accommodation contract with these applicants.
All applicants must be informed of the decision, two weeks after the waiting list is published, by a letter sent to their permanent address.
- 6) Those stated in 5b) may ask the Head of Astorka, in writing, to reconsider the denial of accommodation within 7 days after the waiting list is published or after they get the letter of decision. If the appeal is turned down, the Head of Astorka should send it with all the documentation to the Rector of JAMU who will make the final decision.
- 7) Undertaking to sign the accommodation contract does not grant the resident any right to a particular room in Astorka.
- 8) The accommodation contract is signed by a student and the Head of Astorka when a room is allocated.
- 9) The accommodation contract is concluded on the day when it is signed by both parties. Its effectiveness is agreed by both contractual parties according to the study plans of both faculties of JAMU and Astorka's capacity and is valid until June 30 of the respective academic year.
- 10) If necessary, students may apply for accommodation in Astorka during other periods of the academic year if possible (see Article IV).
- 11) Undertaking of Astorka to sign the accommodation contract expires if a student does not sign the accommodation contract on the day when they are due to move in and does not explain their reasons, in writing, to the date. Students are informed of the day when they are due to move in by a letter sent to their permanent address at least ten days before.
- 12) Based on the Rector's decision in particular rooms JAMU employees and other visitors may be accommodated.

Article IV Types of Accommodation

There are the following types of accommodation in Astorka:

- 1) Student – according to Article III
- 2) Student during vacation period – in order to carry out their study or research .
Lists of students, confirmed by the Dean, are submitted to the Head of the Astorka Administration Unit by Study departments of JAMU faculties by June 30 of an academic year.
- 3) Student during the vacation period – private.
Accommodation of students of JAMU and other state universities.
Application forms are submitted to the Head of the Astorka Administration Unit by May 30. The accommodation fee is set as 1.3 x the fee for a bed in Astorka.
Applicants who submit their applications after May 30 will be allocated accommodation if permitted by the capacity.
- 4) Commercial – of hotel type.
- 5) Parents and children –students-parents(married couples, common law couples, single parents) – this type of accommodation is not offered.

Article V Accommodation Contract

- 1) The contents of the accommodation contract for a respective academic year is discussed by the Head of Astorka and JAMU Legal Department.
- 2) The accommodation contract states mainly the rights and duties of both the residents and Astorka.
- 3) Accommodation expires:
 - a) at the end of the contracted period
 - b) by checking out following a written agreement
 - c) by a two-week period notice to quit the room sent by Astorka to the resident. The reasons for the notice are the following:
 - the resident gave false data in their application form which considerably influenced the decision of allocation of a room
 - the resident does not pay the accommodation fees duly and the amount due has more than doubled the monthly fee of accommodation
 - the resident does not fulfil their study duties, in which case the notice must be based on a clearly formulated standpoint of the Dean in writing
 - d) on the day of interrupting, terminating, quitting the study, if the student is expelled or if they start another university
 - e) if the building is not in condition to provide accommodation due to an accident
 - f) by Astorka's withdrawal from the contract. Astorka may withdraw the contract if the resident:
 - despite a written warning, is involved in disorderly behaviour or does not perform their duties stated by the accommodation contract, these Rules, working regulations or general legal regulations pertaining to the rights and duties of residents or if they are in intoxicated state. Breach of the contract means vandalism, assault or rude behaviour towards the staff, another student or another person on Astorka premises.
- 4) If a student is expelled from Astorka, they may ask the Head of Astorka to reconsider the notice (see 3c) within seven days. The appeal has not any dilatory effect. The Head of Astorka may allow the appeal and cancel the notice having found out the reasons

for the notice in 3c were not relevant, or submit the appeal along with their standpoint to the Rector within seven days of acceptance of the appeal. The rector may cancel the notice within 15 days, if the notice did not comply with these Rules, or may turn down the appeal and confirm the notice.

- 5) Accommodation of a foreign student in Astorka expires at the latest one month after the student finished, interrupted, quit their studies or was expelled.
- 6) If a student is expelled from Astorka for any of the above mentioned reasons, they do not have any right to be accommodated in Astorka and is obliged to move out of their room otherwise they may face displacement and may have to cover all the costs incurred. From the date of the termination of the accommodation contract, the resident must pay hotel fees.

Article VI Rights and Duties of Residents

- 1) All residents have right to use their rooms and common spaces in Astorka based on the signed accommodation contract. This right is untransferable.
- 2) All residents have right to:
 - a) the basic equipment of a room (within the inventory of the room) and common maintenance of this equipment. Any defects on the equipment of the room should be immediately reported to the Operating Manager of Astorka.
 - b) identification card which entitles them to enter Astorka and key to their room.
 - c) privacy. Nobody may enter the room without all roommates' approval.
 - d) clean bed linen in regular periods.
 - e) accept visitors (Article X).
 - f) submit their suggestions and observations regarding the Astorka operation to the Advisory Committee, Operating Manager and the Head of Astorka. The recipient must react within 30 days.
 - g) use allowed electric appliances free of charge or at a given fee. The list of all electric appliances allowed as well as the fees can be found in the schedule of charges and is a part of these Rules (see Article X).
 - h) ask for changes in the accommodation contract and to move to another room (Article V).
 - i) all residents can do their washing in the laundrette in Astorka. Keys to the laundrette can be obtained from the porter and the resident has to write down the time when the key was given to them. When the washing is finished, the key must be returned to the porter and the time is written down. Laundrettes can be used every day between 6 a.m. and midnight. The fee is in the schedule of charges of Astorka.
- 3) The resident is obliged to
 - a) move into Astorka, present the document of accommodation assurance, a valid identity card or passport, student's book with enrolment for the forthcoming academic year, a photograph 4x4 cm and a withdrawal permission for Astorka. Residents may only be represented by those who possess a verified power of attorney.
 - b) Follow:
 - the Rules of Astorka
 - Rector's, academicians', the Head of Astorka's, the Operating Manager's and the Head of the Administrative Unit's instructions concerning the accommodation

- Operating Rules, Emergency and Evacuation Instructions, Safety and Hygienic Rules. The above mentioned instructions and rules are published on Astorka's official board or close to a particular electric appliance or facility.
- c) move into a room according to the accommodation contract.
 - d) be considerate and respect the rights and need of others, and not to threaten safety and property of other people or behave disorderly, to keep Astorka clean and quiet and not to threaten its good reputation.
 - e) report any suspicions of an offence or crime committed in Astorka to the police of the Czech Republic and the Head of Astorka.
 - f) keep their rooms clean according to the rules set by the house regulations (Article X).
 - g) handle the equipment of the room and common spaces with care, keep Astorka clean and tidy and avoid causing any damage.
 - h) lock their rooms and switch off the lights when leaving unless it is empty.
 - i) pay accommodation fees at the rate set by the Rector for the given academic year regularly, in agreed intervals and in the agreed manner stated in the accommodation contract. If the fee is paid later, the resident is fined according to the accommodation contract.
 - j) show their accommodation card to the porter without being asked, when entering Astorka. If asked, they must show the accommodation card to other members of the staff and other people appointed by the Head of Astorka. The list of these people will be published on Astorka's official board.
 - k) not to waste electricity, hot and cold water.
 - l) allow, when asked in writing, access to their room to the members of the staff who check the rules, technical appliances or fix defects on the equipment of the room, and to be present when the room is being checked (see 3f) of this Article). In case of emergency, a previous notification is not required.
 - m) report without delay any damage or defects found in Astorka.
 - n) when moving out the residents have to:
 - tidy the room and hand it over to a member of the staff in the original condition. If any damage or defects are found, the resident should state their standpoint to the report of damage found.
 - hand over borrowed inventory, accommodation card, room key to the designated member of Astorka's staff and check out.
 - pay for any damage or losses. The amount will be stated by the Head of the Administration Unit.
- 4) Residents must not:
- a) move to another room without the Head of Astorka's approval.
 - b) accept visitors differently from Article X.
 - c) manipulate with installations of any kind and use forbidden appliances.
 - d) exchange lock to their rooms. Safety system is controlled by a special regime and loss of key must be immediately reported to the Operating manager of Astorka.
 - e) refurnish the room, exchange furniture with other residents. No private furnishings and installations are allowed. Equipment and furnishing of the room can be done only exceptionally and must be approved by the Operating Manager of Astorka.
 - f) smoke outside smoking areas.
 - g) bring and keep guns, weapons and explosives.

- h) keep animals in rooms.
- i) keep sports equipment, bicycles etc. in rooms unless given an exceptional approval and without agreement of roommates.
- j) enter technical background of the IVUC building (control room, heat and electricity exchanger etc.).
- k) park their car and lorries in IVUC building.
- l) use, keep and traffic illegal drugs.
- m) bring combustibles of any kinds and/or any dangerous stuff and manipulate with it.
- n) use the fire extinguisher for any other purpose, damage hydrant hoses and safety signs. Any violation of this ban will be considered a crime.
- o) use in-liners and roller skates in the IVUC building, and put and hang anything from the windows.

Article VII Rights and Duties of the Staff

- 1) The Head of Astorka has right to:
 - a) make changes and terminate accommodation contracts in accordance with the Hall of Residence Rules.
 - b) ask for refund for damage caused by the residents.
 - c) move residents into another room if necessary, make any other alterations of the accommodation contract based on the agreed conditions, Astorka Rules or any other generally binding directive.
- 2) The Head of the Administrative Unit and the Operating Manager of Astorka have right to:
 - a) grant exceptions to the bans stated in Article VI, 4a),e),i)
 - b) check the rooms, enter the rooms accompanied by a resident or an authorized person unless in emergency or in danger.
- 3) The Head of Astorka, the Head of the Administrative Unit and the Managing Director are obliged to:
 - a) run the Hall of Residence properly and within their financial and technical possibilities, improve the quality of accommodation
 - b) to publish the Rules of Astorka Hall of Residence, instructions and directives on the official board
 - c) inform all residents of important circumstances affecting the life in Astorka and the quality of accommodation. The information will be published on the official board.

Article VIII Residential Fees and Payments

- 1) Residents undertake to pay fee for accommodation at the rate set by the Rector from the day of signing the accommodation contract. Fees for a particular academic year are paid in periods and in the manner agreed in the accommodation contract.
- 2) Fees for other services and for using private electric appliances are set by the schedule of charges, see Appendix No.1 of these rules. Fees are paid in periods and in the manner agreed in the accommodation contract.

Article IX Astorka Premises

- 1) Astorka room is defined as a space with equipment and resident's bed.
- 2) Common spaces are defined as spaces available to all residents, e.g. common conveniences, rest rooms and common kitchens.
- 3) Common spaces and rooms can only be used for the designated purposes.
- 4) When moving into the room (when concluding the accommodation contract), the resident confirms that no damage or defect has been found. If any damage or defect of the equipment is found, a report with the Operating Manager is written down.
- 5) Residents tidy their rooms themselves, cleaning stuff is provided by the Operating Manager.
- 6) Students' club is run on hired premises for the period of an academic year and the valid legal regulations must be followed.
- 7) The computer network and its use is subject to special OVIS instructions. Telephones in rooms are considered an extra service.
- 8) It is forbidden to run a business on the Astorka premises.
- 9) The Operating Manager allocates rooms to residents. As Astorka is a co-educated hall of residence, female and male students live separately.

Article X Rules for Hall of Residence

- 1) Astorka is open from 5 a.m. till midnight. At midnight Astorka is locked up and a resident or a visitor will be let in after they show their accommodation card or their identity card, or the above mentioned people may leave Astorka at the following times:
 - Between 01. and 01.15 a.m.
 - Between 02 and 02.15 a.m.
 - Between 03 and 03.15 a.m.
 - Between 04 and 04.15 a.m.Arriving and leaving outside the given times is only exceptional and must be reported in advance to the porter. The porter checks randomly the premises at night therefore residents cannot demand to enter or leave Astorka.
- 2) Silence of the night is between 10 p.m. and 6 a.m. During that period residents are obliged to be silent and avoid making noise. It is forbidden to play musical instruments, sing, be noisy. Radio, TV and other appliances must be turned down in order not to disturb other residents.
- 3) A visitor is a person who, recommended by a student, faculty or JAMU in Brno, uses the accommodation capacity of Astorka. If a visitor wants to stay in a room with other residents, the following conditions must be fulfilled:
 - a) the visitor must provide a written approval of all the residents of the room and the number of people staying in one room must not exceed the number of beds. The approval is necessary and must be written on a particular form which also contains the day and time when the visitor leaves Astorka.
 - b) the number of people staying in one room must not exceed the number of beds.
 - c) the visitor is obliged to show their identity card or passport on entering Astorka and get registered in the house register.

- d) bed linen for the visitor can be obtained from the store, exceptionally the visitor may obtain bed linen at the reception desk. Returning of the bed linen to the store is ensured by the student visited.
 - e) Visitors are not allowed to stay in Astorka more than five days in a month.
 - f) Accommodation of visitors in Astorka is subject to these rules. The accommodation fee according to 3) of this article is 50 CZK plus VAT for regular students and 150,- CZK plus VAT for others per night.
- 4) A guest is a person who visits a resident and does not stay in Astorka over night. A guest must:
 - a) identify themselves when entering Astorka by showing their identity card, passport, student's or staff card and they must register in the guest register and state their name and the number of the room of student visited.
 - b) follow the internal provisions and Astorka rules.
 - 5) Guests must leave the room by 10 p.m. and Astorka by midnight. The resident visited is fully responsible for their guest and damage incurred.
 - 6) It is forbidden to accommodate anybody who do not have the accommodation contract.
 - 7) Clean bed linen is distributed every other week, the day and the time will be published on the official board three days ahead.
 - 8) Residents have at their disposal a safe to put their valuables and money in. The safe is in the office of the Head of the Administrative Unit.
 - 9) Loss of the accommodation card must be immediately reported in the office of the Head of the Administrative Unit and the fee for a duplicate is 100,- CZK.
 - 10) Loss of a key must be immediately reported to the Head of the Administrative Unit. The resident must pay a fine of 100,- CZK and the costs for a duplicate key.
 - 11) Loss or theft of personal documents must be immediately reported to the Police of the Czech Republic and the Head of the Administrative Unit.
 - 12) Residents are obliged to keep their rooms and common spaces tidy, to enable the staff to do the cleaning and, at the same time, to follow the safety regulations.
 - 13) Duties and frequency of cleaning carried out by residents:
 - Washbasin, shower and toilet washing daily
 - Furniture dusting once a week
 - Fridge cleaning once a week
 - 14) Exceptionally, during e.g. decorating and painting residents helped by Astorka staff get the rooms ready and do the tidying up together.
 - 15) Smoking is forbidden in Astorka except restrooms and the club on the 7th floor. The fine for violation of this ban is 500,- CZK.
 - 16) Fire prevention instructions are a part of the accommodation contract and all residents are obliged to follow them.

Article XI

Local radio

- 1) Local radio is on between 8 a.m. and 10 p.m.
- 2) In case of emergency (fire, emergency and other urgent events leading to any detriments) the radio can be on at any time.

- 3) An authorized person should broadcast the following:
 - Emergency events, see XI/2
 - Internal broadcasting
 - Other broadcasting depending on the severity of emergency and the authorized person has to decide if they are in the interest of the residents.
- 4) It is forbidden:
 - to use the radio outside the given hours
 - to send private messages on the radio
 - to use the radio for any promotional or commercial activities unless they are on behalf of JAMU.
- 5) Astorka should not allow any broadcasting if it violates good manners and these Rules.

Article XII

Advisory Committee for the Hall of Residence

- 1) General provisions:
 - a) Advisory Committee for the Hall of Residence (AC) is set up according to the rules (see Article II). AC is an independent and elected body acting in the interest of the residents and representing them, especially in negotiations with the Head or other residents.
 - b) AC is a partner for the Head of Astorka when ensuring proper running of Astorka.
 - c) The Head of Astorka acts independently in all matters concerning the running of Astorka if AC is not elected. The existence of AC does not deprive the residents of the right to address the Head of Astorka with questions and remarks related them in person, their position, rights and duties, as they are stated in the accommodation contract or stem from general legal rules.
- 2) AC elections
 - a) Members of AC are elected from the residents based on universal, equal and secret vote. AC must have three members minimum and five members maximum. The Chairperson is elected at AC's first session.
 - b) The term of office is one academic year.
 - c) The election of AC is announced by the Head of Astorka immediately at the beginning of the academic year. The announcement states:
 - the deadline (usually 10 days from the announcement) till which AC candidates may be suggested
 - who to and how to suggest AC candidates.
 - d) Operating Manager files the suggestions and the election committee is summoned immediately after the deadline by the Head of Astorka. The election committee must have three members minimum and includes one representative from each faculty (AC candidate), the third member is appointed by the Head of Astorka and should be one of the students who were members of AC in the previous academic year.
 - e) The Chairperson of the election committee is chosen by lots at its first session. The election committee verifies filing of the AC candidates, sets the date election (not later than ten days from their session) and organization of the election. The Head of Astorka, whose duty is to prepare proper conditions for the work of the election committee and the election itself, is informed by the chairperson of the election committee of the agenda. The residents are immediately notified of the date of election, its organization and the AC candidates.

- f) On the first weekday after the election, the election committee publishes the results. The chairperson informs the Head of Astorka about the election results and their duty is to publish them on the official board.
- 3) AC has the right:
 - a) to be informed of all changes in Astorka
 - b) to see all cost sheets, if necessary in presence of an expert, which are important for setting the accommodation fee
 - c) to see all the papers related to the waiting list of applicants for accommodation
 - d) preferential allocation of accommodation for the members of AC in the following academic year.
- 4) AC's duties:
 - a) to keep the Accommodation and Operating Rules, other rules, directives and instructions concerning the life at Astorka
 - b) to cooperate with the Head of Astorka in all matters related to accommodation
 - c) to inform the Head of Astorka about serious matters which could negatively influence the life of residents.
 - d) to send the Head of Astorka the minutes of their meetings.
- 5) Mission of AC:
 - a) AC is a go-between between the Head of Astorka and the residents, makes sure that rights and duties of the residents are not violated and are followed.
 - b) AC deals with the documents from the Head of Astorka and approves them.
 - c) AC prepares cultural, social and sports events in Astorka.
 - d) AC deals with residents' suggestions and replies to them.
 - e) Each resident has the right to have their matter concerning accommodation dealt with at public meetings of AC.
- 6) Registration:

The template of registration of candidates for AC election

**Registration
Election to the Advisory Committee for the Hall of Residence**

Name	Surname	Faculty	Signature
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Date: _____

Accepted by the Operating Manager (date): _____ Signature: _____

**Article XIII
Force of the Rules**

- 1) These Rules come into efficiency on the day when they are signed by the Rector of JAMU in Brno

- 2) On the day when they come into effect the Rules of Accommodation from September 1, 1999 is cancelled.

January 2, 2003 in Brno

Prof. Alois Hajda
Rector

Appendix I: Schedule of charges for both personal and hired appliances

SCHEDULE OF CHARGES for personal appliances

A.

Personal appliances and toiletries

electric shaver	free of charge
hairdryer	free of charge
curling iron	free of charge
iron	free of charge

The resident who owns and uses the above mentioned appliances is obliged to inform the Operating Manager and have the appliances examined according to the Regulation § 50/78 Coll. Mr. Brzobohatý is in charge of the examination, extension 110.

B.

Appliances permitted to be used upon notification of the Operating Manager

radio, clock radio	10,- CZK a month
personal computer	45,- CZK a month
Internet access	50,- CZK a month

(a valid card is required)

C.

These appliances require a special permit - usually granted only in case that the given location of their intended use has adequate provisions for their operation

microwave oven	60,- CZK a month
kettle, coffeemaker, dasher	25,- CZK a month
electric frying pan	30,- CZK a month
CD player, video, tape recorder, record player	20,- CZK a month
toaster	25,- CZK a month

SCHEDULE OF CHARGES for hired appliances

refrigerator 60 l	75,- CZK a month
big refrigerator 200 l	150,- CZK a month
TV set	45,- CZK a month
washing in the launderette	20,- CZK an hour

Final provisions

1. The appliances can be used only if they comply with the safety standards. The keeper of the appliance is responsible for its safe operation.
2. Sanctions

In case an appliance is used without permission Astorka reserves the right to cancel the accommodation contract unless the resident pays a fine of 100,- CZK for each case.

Appendix II: Application form

**Application Form
Accommodation of a Visitor**

Name and surname of the visitor

ID number

Room number

From to

Approval of the residents:

.....
.....
.....

Bed linen will be obtained and returned by

Visitor leaves Astorka on (date) at o'clock.

Visitor's signature

Date Resident's signature

Application Form accepted (date) Officer in charge