

Faculty of Medicine in Hradec Králové, Charles University

Dean's measure no. 10/2016-2017

Title: **Rules for the use of lockers in the theoretical departments building**

Valid and effective: the day of the Dean's signature

Article no. 1
Introductory provisions

This measure sets rules for the lending and using of the lockers in the theoretical departments building, at the address Šimkova 870, Hradec Králové.

Article no. 2
Conditions for the lending and using of lockers

1. The lockers are situated in the common areas of the Faculty of Medicine in Hradec Králové (hereinafter "faculty") and are intended for full-time students of 1st, 2nd and 3rd year to store their personal belongings, mainly clothes, shoes, study books and other study tools.
2. Each student can be lent one locker only.
3. Lockers are lent for a fixed period, namely from the date of enrolment into a respective study year for the period of the academic year, till 30. 6. at the latest.
4. Each student pays 200,- CZK at the cash desk for borrowing a locker for one academic year. The student must be identified with a valid student's card at the cash desk.
5. Keys to lockers are handed over by a responsible referent of the Division Operational and Technical Department (hereinafter "DOTD") or the lecture hall administrator in their absence. Student must be identified with a student's card and provide a proof of payment.
6. The student confirms acceptance of the locker key in a written form and makes a written statement, in which the student takes responsibility for damage caused to the assigned locker and accepts the rules for the use of the locker as stated in this measure.
7. If the student does not use the locker in accordance with these rules, the faculty can require an immediate emptying of the locker and return of the key.
8. The student returns the key to the responsible referent of the DOTD or the lecture hall administrator and hands over the locker on the day of study completion, at the latest by 30. 6. of the respective academic year. The student receives confirmation of the handing over of the key and locker.
9. The faculty bears no responsibility for potential losses incurred in the case of the loss of the student's belongings, unless there is a provable damage to the lock or the locker.

Article no. 3
Student duties

1. In the locker, the student is forbidden to keep fire hazards and otherwise dangerous substances, perishable food, large amounts of cash, valuable things (i.e. jewelry, consumer electronics, etc.).
2. Student is obliged to report a finding of damage to the locker or its lock, or a loss of personal things to the responsible referent of the DOTD or gatekeeper immediately. If the student fails to do so, he or she accepts full responsibility for any damage whose scope extends beyond the normal wear and tear of the locker, regardless of the culprit. In such a case the student must fully pay for the repair of the locker.
3. Loss or damage to the key incurs a fine of 100,- CZK.
4. Students are forbidden from making a duplicate of the locker key.

Article no. 4
Authoritative opening of the locker

1. In case of suspicion for misuse of the rules or for criminal offence, the faculty can ask the student to allow a check of the locker's contents.
2. If the student cannot be contacted, or the student does not cooperate, the faculty will authoritatively open the locker.
3. The responsible referent of the DOTD in presence of a witness will open the locker with a spare key and will empty it. If possible the contents of the locker will be deposited. Inside the locker, there will be left an official notification with a day and time of the locker's opening, and information where and when the contents can be collected. The empty locker will be locked again. If it cannot be locked, the referent will put a sticker with an official notification on the locker's door.
4. The responsible referent of the DOTD will file a report about the locker's opening (with stated reason for opening, day, time and listed content). The report will be signed by the referent and the witness. The responsible referent of the DOTD must hand over the report and contents of the locker to his or her direct superior on the next working day at the latest.
5. The faculty is allowed to open the locker according to the previous paragraphs if the student does not hand over the key and locker by 30. 6. of the respective academic year at the latest.
6. The head of the DOTD informs the head of the Study Department about the opening of a locker immediately.

Article no. 5
Closing provisions

1. This measure cancels the Dean's measure no. 8/2009-2010 Lockers in the building of the Faculty of Medicine UK, Šimkova 870, Hradec Králové, valid from 11. 5. 2010.
2. This measure becomes valid and effective on the day of the Dean's signature.

In Hradec Králové on 25. 10. 2017

prof. Dr. Miroslav Červinka, M.D., Ph.D.
Dean