



Visitors' rules and regulations

Building of Palacký University Olomouc
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Art. I

Introductory provisions

1. Palacký University Olomouc (hereinafter referred to as "UP"), a public higher education institution in existence pursuant to Act No. 111/1998 Coll., is the owner of land no. 1849 in the municipality of Olomouc, cadastral area Olomouc-City, registered on LV no. 49 (hereinafter referred to as "land"). Part of the land is a building - civic amenities building - located on 17. listopadu 12, no. 1192 (hereinafter also referred to as the "object").
2. In accordance with the Constitution of UP and the Code of Property Management, the land and the object are used by the Faculty of Science of UP (hereinafter referred to as "PrF UP").
3. These Visitors' Rules and regulations contain a summary of instructions and rules regulating the organization and operation of the object, observance of order, safety and protection of property and health when using the object by its visitors.

Art. II.

Compliance with the Visitors' Rules and Regulations

1. Visitors are persons participating in long-term or short-term stay in the building, whether free or organized, who are not UP employees or UP students. Visitors are obliged to abide by these Visitors' Rules and Regulations, operating rules of individual workplaces, adequately the rules of health and safety, fire safety regulations, safety and fire signs and regulations, and are obliged to follow the instructions of UP employees responsible for exercising control over compliance with the Visitors' Rules. In the case of violation of standards of good behavior, non-compliance with these Visitors' Rules and Regulations, non-observance of safety, fire, hygiene regulations, orders and instructions of responsible UP employees, and also in case of demonstrable harassment of other persons in the facility, the visitor may be banished from the facility, i.e. taken out by a UP employee.
2. Visitors are obliged to report any violations of the Visitors' Rules and Regulations or a situation endangering the safety of persons or property of the visitors present at the building.
3. The visitor who causes any damage to the building is obliged to immediately report the damage to the gatehouse of the building and to pay it after the damage has been calculated.

Art. III

Accessibility of the building and entrance of visitors

1. All visitors are allowed to enter the building only during business hours, which are displayed at the entrance to the building.
2. The building is accessible from 6:00 am to 9:00 pm on working days. In exceptional cases and depending on the personnel and technical support, the opening hours may be adjusted according to the current need (event. outside the stated time). On non-working days, on holidays, etc., an extraordinary entry regime will be introduced. Under this extraordinary regime, access to the facility will be possible only after agreement with the facility manager.
3. In the case of organized groups of school children and other groups visiting the premises of the building, it is the teacher or other group leader who is obliged to cooperate with the responsible UP employee while keeping the peace and order, who must be personally present. Should a violation of the Visitors' Rules and Regulations occur when giving a tour to such a group, the responsible UP employee always solves the situation together with the pedagogical supervision or the group leader.
4. Visitors to the building are strictly forbidden to enter the workplace or other parts of the building marked with a pictogram with the inscription: "UNAUTHORIZED ENTRY PROHIBITED" or "EMPLOYEES ONLY".
5. Visitors are allowed to move freely within the premises only in the publicly accessible central premises of the facility. Four elevators, a staircase in the central area of the building and a staircase opposite the guest toilet are available for use on individual floors. Visitors are prohibited from using side staircases, side elevators and garage space on the 1st underground floor unless there is an evacuation situation due to imminent danger. Entry to the specialized workplaces of the building is allowed only if accompanied by a responsible UP employee. Visitors to mass events are obliged to observe and respect the specified route and designated premises and not to leave them arbitrarily.
6. Free access of visitors to the terraces is permitted only at their own risk and through the access doors to the terraces accessible from the common central areas. On the terraces, it is strictly forbidden to move on the viewing galleries in any way, to lean over them or sit on the railings. Strict entry ban also applies to all outdoor areas on the 6th floor except terraces.
7. The building is designed as wheelchair accessible. There are toilets for the handicapped on each floor. Disabled and visitors with a pram can use the lift to transport them to the terraces. On the 6th floor there is a changing table for small children.
8. UP is not liable for things brought or held by visitors or for damage caused to them by UP. This does not apply in cases where the legal liability of UP is given (e.g. within the legal regulation of damage to deferred items), event. if UP assumes responsibility for things contractually.
9. Based on the so-called legitimate interest of UP, the premises are monitored by a camera system. The legitimate interest of UP as a personal data administrator for the purpose of General Data Protection Regulation consists mainly in the protection of property and security of persons, prevention of harm, vandalism and crime committed against the property of UP or other persons, monitoring access to property used by UP.
10. Based on the so-called legitimate interest of UP, photographs or audiovisual recordings may be made in the premises of the building, especially when organizing publicly accessible events (lectures, education fairs, popularization events, etc.). These records are made in accordance with § 89 of the Civil Code for documentation of the course of these events. These photographs or records may be made publicly available or otherwise made available by UP in conjunction with other accompanying information in a reasonable and appropriate manner, including, but not limited to, Internet sites, classic media, social media, youtube, etc. during such events.
11. Further information about processing of the visitors' personal data, including information on the rights of persons affected by the processing of personal data, can be found on the UP website.

Art. IV

Rules of conduct of visitors

1. Visitors are obliged to behave in such a way that they do not cause harm to their health and property, other persons present or damage the premises and equipment of the building. Visitors are prohibited from interfering with any technological equipment and wiring in the premises.
2. In the event that the responsible UP employee gives the visitor an instruction in relation to their stay, movement or conduct in the building, the visitor is obliged to follow this instruction.
3. In the event of an accident or a sudden medical disability, visitors are obliged to report this fact immediately to the responsible UP employee or to the reception desk which shall provide first aid and with the assistance of the injured person or witness of the accident write a report thereof. If necessary, arrange transport of the injured to the nearest medical facility or arrange for its transfer to the emergency medical service. There is a first-aid kit with prescribed equipment and a defibrillator at each gatehouse.
4. Each visitor enters and stays in the facility at his / her own risk. UP is not liable for injuries and injuries caused by the visitors due to their carelessness, neglect of their duties and failure to observe the Visitors' Rules and Regulations or failure to comply with the instructions of the responsible UP employees.
5. Visitors are forbidden to smoke and use open fire in all indoor areas of the building. It is forbidden to bring weapons, explosive substances, fireworks, psychotropic or toxic substances, flammable substances, odorous substances or other dangerous objects and substances that could cause damage to health or property to the premises.
6. It is forbidden to consume alcoholic beverages and other prohibited addictive substances and to enter or stay on the premises under their influence. Such persons can be immediately removed from the facility by the responsible person. Also, persons in a heavily unclean state or smelling may be reported. Exception to alcoholic beverages may be served when lessons are not taking place and the premises are provided for purposes other than those intended (e.g. banquet).
7. Visitors are prohibited from moving the interior furniture (e.g. taking interior furniture onto the terraces, moving furniture between floors, etc.)
8. In the event of an emergency, visitors are obliged to respect the instructions of the responsible UP staff, or to initiate evacuation along the designated escape routes.
9. In the event of an extraordinary event (accident, fire, sudden flood, etc.), the visitor is obliged to report this fact immediately to the responsible UP employee or to the reception of the building.
10. In the event of an emergency or crisis (leakage of chemicals, etc.) and the evacuation announcement, all persons present follow the evacuation plan of the building, instructions of the evacuation manager, members of the preventive fire patrol and subsequently instructions of the Chief of the Fire department.
11. Visitors are prohibited from activating the electronic fire system with a fire button without any reason, damaging, misusing or otherwise degrading fire extinguishers, hydrants or other means to ensure fire protection.
12. It is forbidden to use roller skates, bicycles, scooters, skateboards etc. to move about the building.
13. Visitors must not disturb by excessive noise or otherwise make the stay in the building unpleasant to other persons.
14. It is forbidden to conduct unauthorized assembly, political, religious or racial agitation in all premises of the object.
15. Visitors are prohibited from affixing or posting on the premises any promotional or advertising material without the permission of the responsible employees. Otherwise, they may be charged for removal of these materials.
16. It is prohibited to engage in any gainful and commercial activity in the facility that has not been authorized by a responsible person.
17. When carrying out laboratory or other practical activities, all participating visitors are obliged to use the prescribed personal protective work equipment (provided by the responsible UP employee) in time. In addition, they are obliged to observe the prescribed working and laboratory procedures, manufacturer's instructions for the operation of individual devices and equipment and, as appropriate, the rules of health and safety and fire protection, of which they were informed in advance by the responsible UP employee.
18. Visitors are obliged to maintain cleanliness and order in the building. It is not permitted to dispose of garbage elsewhere than at designated places, they undertake to sort the waste into marked recycling containers. It is forbidden to rake or remove garbage containers.
19. It is forbidden to place geocaching boxes, drones or similar equipment on the premises of the building without the consent of the owner of the building.
20. Other matters not explicitly regulated by these Visitors' Rules and Regulations shall be governed by the relevant provisions of the Civil Code, as amended.