**INTERNAL PROVISION OF THE FACULTY BURSAR**

 PřF-B-18/10

 **RULES OF OPERATION OF UNDERGROUND PARKING GARAGE**

**Facility of Faculty of Science,**

**Palacký University Olomouc**

**17. listopadu 12, Olomouc**

Obsah: Rules of operation of underground parking garage facility of Faculty of Science UP

Garant: Faculty Bursar

Platnost: from 26. 11. 2018

Účinnost: from 26. 11. 2018

Rozdělovník: Secretaries of departments and research centers

THIS TRANSLATION IS OF INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN THE CASE OF ANY DISPUTES.

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**Article I**

**Accessibility of underground parking garage**

1. Underground garage is located on the 1st underground floor of the Faculty of Science, 17. listopadu 1192/12, which is owned by Palacký University Olomouc, with a capacity of 94 parking spaces for motor vehicles and 27 spaces for bicycles. The facility is accessible from the upper staircases and elevators and from outside through the garage door; the same places serve as escape routes. Standard operating hours of the garage is the same as the operating hours of the building, during which time the lighting and opening of access roads are provided.
2. There are people in motor vehicles, on bicycles as well as pedestrians moving in the garage. They have to respect each other and pay increased attention.
3. Vehicles fitted with LPG, vehicles of more than 1.95 cm as well as excessively dirty motor vehicles and bikes (not complying with current weather conditions) may not enter or be parked in the garage.
4. Parking is allowed exclusively to core staff members of the Faculty, disabled employees and students of the Faculty (hereinafter referred to as "users") with minimum work load of 0.5.
5. Underground garage is not intended for long-term parking of motor vehicles, storage of bicycles and two-wheeled motor vehicles.
6. Users are strictly forbidden to enter the rooms marked with a pictogram and the inscription: "UNAUTHORIZED ENTRY FORBIDDEN" or "ENTERANCE ONLY FOR EMPLOYEES".
7. Entrance to/ exit from the building is secured by employee / student card reader. Parking in reserved parking spaces is only possible with a parking card issued by the Building Management of the Faculty of Science of UP.
8. The facility is monitored by a CCTV system for the purpose of security and property protection. By entering the garage the person agrees to acquiring and processing of camera record.

**Article II**

**Compliance with rules of operation**

1. Rules of operation of underground garage create binding rules for users entering the facility.
2. Users are required to comply with these Rules of operation, Rules for visitors, Rules of operation of individual workplaces, Health and Fire Safety Rules as well as Safety and Fire Signs and Regulations. In the case of violation of good behavior standards, non-compliance with these rules, violation of safety, fire, hygiene regulations, orders and instructions from responsible employees, the user may be expelled from the building or refused access to underground garage.

**Article III**

**Rules of conduct of facility users**

1. Users of the above mentioned facility must follow and abide by instructions of responsible Faculty employees!
2. While entering and exiting the garage, the user is obliged to respect the signaling device when opening the garage door. When the flashing orange light goes out, the user can enter or leave the underground garage. Failing to observe the signaling device may damage the door.
3. A user who causes or finds any damage in the garage is obliged to report this immediately at the front desk in the lobby of the building. In case of his / her fault, he / she is obliged to compensate the owner of the object.
4. In all indoor areas, users are prohibited from smoking and using open fire. It is forbidden to carry weapons, explosives, fireworks, psychotropic or toxic substances, combustibles, smelling substances or other dangerous objects and substances that could cause damage to health or property.
5. Users may only park on marked parking spaces (vehicles, motorcycles, bicycles) or places specified by the property manager. Should the user repeatedly park outside the marked slots, access to the underground garage may be taken away.
6. Users are required to maintain cleanliness and order. It is not permissible to dispose of garbage, other than at designated areas, they undertake to sort waste into labeled containers in the building.
7. While moving on the access road or in the garage area, users are required to:
	* + take care and act so as not to endanger the health, life or property of the lessee, the operator or third parties
		+ users are forbidden to interfere with any technological equipment and distribution pf electricity within the premises
		+ users can park only on marked parking spaces
		+ follow the road and vertical traffic signs, adhere to the rules of road traffic and adhere to the prescribed driving direction
		+ move the vehicle only on the marked communication lines
		+ adhere to the maximum speed, which is set at 15 km / h
		+ use only the intended escape routes and exits to leave the premises
		+ park the vehicle in a reserved parking space so that there is sufficient clearance on both sides to open the doors on the neighboring parking spaces
		+ before leaving the motor vehicle or bicycle, properly secure against movement and lock it
		+ abide by the prohibition of repairs, maintenance and washing of vehicles as well as handling of fuel or other flammable substances
		+ adhere to the ban of access to the downhill or exit ramp
		+ remove personal documents from the vehicle as well as valuable items; the owner of the building is not responsible for personal belongings of users in vehicles.
8. Single-track motor vehicles have one designated parking space (marked with an appropriate mark) in the area at the end of the underground garages for the period from April 1 to October 31 of the respective year. Outside of this term it is forbidden to drive single-track motor vehicles into garages and the parking space can be used for cars.
9. In the event of a crisis situation (fire, leakage of chemical substances, sudden floods, etc.) and upon announcement of evacuation, all persons present follow the evacuation plan of the building, instructions of the evacuation leader, members of the preventive fire patrol, and then instructions from the commander of the Fire brigade.
10. During the opening hours of the garage, street wipes and so-called brought-in water are generated as waste. Brought-in raindrops and oil droplets as well as street wipes are collected by mobile cleaning equipment and regularly weighed for disposal. Prior to commencement of cleaning work in underground garages, employees and students will be informed 10 working days in advance. Users are required to clear the used parking spaces on this date.
11. Other matters not expressly regulated by these Rules of Operation are governed by the relevant provisions of the Civil Code, as amended.
12. Users are required to immediately notify the janitor at the front desk of the object of any violation of the Rules of Operation or any situation endangering the safety of persons or property present in the facility.

In Olomouc, on 26.11.2018

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 Dean of Faculty of Science, PrF UP