

Secretary's Instruction No 1/2015***Use of auditoriums and other FI facilities****(as amended on 20 September 2015)*

Pursuant to Article 5(3)(c) of the Organizational Regulations of Masaryk University, I issue this instruction:

Article 1

Subject of modification

- (1) This instruction regulates the conditions for ensuring the coordination of the use of lecture rooms and other common areas of the Faculty of Informatics (hereinafter referred to as "FI"), especially with regard to the economy of the funds spent on their operation and, last but not least, the responsibility for the permanent good condition of these rooms.
- (2) FI currently has the following lecture halls and lounges:

<i>Room number</i>	<i>Purpose of use</i>	<i>Equipment</i>	<i>Capacity (approx.)</i>
A217	Auditorium	Incl. AV equipment	76 seats
A218	Auditorium	Incl. AV equipment	40 seats
A318	Auditorium	Incl. AV equipment	76 seats
A319	Auditorium	Incl. AV equipment	40 seats
A320	Auditorium	Incl. AV equipment	40 seats
B204	Auditorium	Incl. AV equipment	54 seats
B410	Auditorium	Incl. AV equipment	38 seats
B411	Auditorium	Incl. AV equipment	24 seats
C416	Auditorium	Incl. AV equipment	24 seats
C511	Auditorium		34 seats
C525	Auditorium		34 seats
D1 (D104)	Auditorium	Incl. AV equipment	263 seats
D2 (D002)	Auditorium	Incl. AV equipment	137 seats
D3 (D304)	Auditorium	Incl. AV equipment	180 seats
A219	computer room	Incl. AV equipment	18 seats
A215	computer room	Incl. AV equipment	16 seats

B116	computer room	Incl. AV equipment	16 seats
B117	computer room	Incl. AV equipment	16 seats
B130	computer room	Incl. AV equipment	52 seats
B311	computer room	Incl. AV equipment	28 seats
B517	meeting room	Incl. AV equipment	50 seats
A220	seminar room	Incl. AV equipment	12 seats
A321	seminar room	Incl. AV equipment	12 seats
A417	seminar room	Incl. AV equipment	8 seats
A420	seminar room	Incl. AV equipment	8 seats

Article 2

Purpose of use of auditoriums and other common areas

- (1) The premises are intended primarily for FI teaching, or a meeting room for FI events.
- (2) Reservation of classrooms for these purposes (beyond the standard schedule) can be made by FI employees directly in the IS information system (on working days, classrooms can be reserved in the IS until 24:00). If it is necessary to reserve lecture rooms for teaching purposes outside the normal operating hours of the Botanická building, a request addressed to the FI secretary is required.
- (3) In the case of a request for a reservation for **non-teaching purposes or for use by other entities** (other MU departments, external organisations), the reservation is subject to approval by the FI secretary:
 - a) in a written request submitted at least 2 working days before the date of the requested reservation, the applicant shall specify the date, time and purpose of use, including any requirement for access to the computer network, the presence of a technician, etc.
 - b) the register of requests for use for payment is kept by the FI secretary, who forwards the documents for invoicing to the FI economic department,
 - c) in the event of damage, the extent and method of compensation must also be reported immediately to the FI Secretary,
 - d) at the time of rental, the applicant assumes responsibility for all inventory, including audiovisual equipment (in the case of use of the kitchen, also for the condition of appliances and utensils),
 - e) booking requests made less than 2 working days before the requested booking date will be rejected.

Article 3

Price list

- (1) The use of the aforementioned premises for FI teaching purposes is free of charge.
 (2) Otherwise at the prices in the table below:

<i>Room number</i>	<i>Rental price for MU</i>	<i>Rental price outside MU</i>
A217	300,- CZK / hour	750,- CZK / hour
A218	200,- CZK / hour	500,- CZK / hour
A318	300,- CZK / hour	750,- CZK / hour
A319	200,- CZK / hour	500,- CZK / hour
A320	200,- CZK / hour	500,- CZK / hour
B204	300,- CZK / hour	750,- CZK / hour
B410	200,- CZK / hour	500,- CZK / hour
B411	100,- CZK / hour	250,- CZK / hour
C416	200,- CZK / hour	500,- CZK / hour
C511	100,- CZK / hour	250,- CZK / hour
C525	100,- CZK / hour	250,- CZK / hour
D1 (D104)	800,- CZK / hour	2.000,- CZK / hour
D2 (D002)	500,- CZK / hour	1.250,- CZK / hour
D3 (D304)	600,- CZK / hour	1.500,- CZK / hour
A215	400,- CZK / hour	-----
A219	400,- CZK / hour	-----
B116	400,- CZK / hour	-----
B117	400,- CZK / hour	-----
B130	600,- CZK / hour	-----
B311	800,- CZK / hour	-----
B517	400,- CZK / hour	1.000,- CZK / hour
A220	100,- CZK / hour	250,- CZK / hour
A321	100,- CZK / hour	250,- CZK / hour
A417	100,- CZK / hour	250,- CZK / hour
A420	100,- CZK / hour	250,- CZK / hour
A502	1.000,- CZK / hour	2.500,- CZK / hour

- (3) The price for renting the room implicitly and inseparably includes the price for renting all the equipment located in the room. In the event of a requirement for the presence of a technician, etc., the price is agreed upon.
 (4) VAT shall be added to the above prices in accordance with the applicable regulations.
 (5) For rentals longer than 5 hours in one day, the price for the sixth and subsequent hours is set at half of the basic rental price.

Article 4

Computer classrooms

- (1) The use of FI computer labs is subject to a special regime.
- (2) The FI or MU decides on their use for purposes other than teaching on the basis of a written request to the secretary of the faculty, who also decides on the price and conditions.

Article 5

Rental of other premises

- (1) Any requests to rent the entrance foyer of the building, or the foyer at lecture hall D2, etc. for **non-teaching purposes or for their use by other entities** (other MU departments, external organisations) are subject to approval by the FI Secretary:
 - a) in the written application, the applicant shall specify the date, time and purpose of the use, including any requirement to provide access to a computer network,
 - b) the register of requests for use for payment is kept by the FI MU secretary, who forwards the documents for invoicing to the FI economic department,
 - c) in the event of damage, the extent and method of compensation must also be reported immediately to the FI Secretary,
 - d) at the time of rental, the applicant assumes responsibility for all inventory.
- (2) The price of renting these premises is set at CZK 50,-/m² per hour, or the price of 1 hour in the entrance foyer or foyer at lecture hall D2 for external entities (outside MU) is CZK 5,000.
- (3) VAT shall be added to the above prices in accordance with the applicable regulations.

Article 6

Final provisions

- (1) The secretary of the FI is responsible for the interpretation of the individual provisions of this instruction and its continuous updating.
- (2) Compliance with the instruction is monitored by the FI Economic Department.
- (3) This instruction cancels the Secretary's Instruction No. 1/2014 of 15 September 2014.
- (4) The Instruction shall enter into force on 20 September 2015.

In Brno, 20 September 2015

Lenka Bartošková
FI Secretary