

# MUNI PHARM

## **Instruction No 1/2020**

**Dean of the Faculty of Pharmacy, Masaryk University**

## **Operating Rules of the Masaryk University Campus,**

**Palackého třída 1946/1, Brno 612 00**

*(As amended with effect from 9th month 2020)*

*Pursuant to Article 10 of the Organizational Regulations of Masaryk University, I issue the following Instruction:*

### Article 1

#### **Introductory Provisions**

- (1) These operating rules set out the rules for the use of the buildings of the Faculty of Pharmacy of Masaryk University, namely: building No. 18, building No. 44 and building No. 45, located at Palackého třída 1946/1, Brno 612 00 (hereinafter referred to as "the building").
- (2) The purpose of these operating rules is to ensure the safe and proper use of the buildings by their users and good relations between users.
- (3) These operating rules lay down the general rules for the use of the premises of the institutes which are part of the building, with the proviso that the heads of the departments have the right to issue sub-operating rules governing the operation of the premises allocated to the institute.
- (4) Users are obliged in relation to other users of the building, the building manager to provide maximum mutual cooperation in the use of the buildings, to act with due care, considerate, ethical and in accordance with the principles of fair business dealings.
- (5) Users are required to follow all written and verbal instructions from the building manager. The Building Manager will keep users informed of matters concerning the building, through notices delivered to users by email or other appropriate means.

### Article 2

#### **Use of the Building**

- (1) Users are obliged to use the building properly and in such a way that they do not disturb or restrict the use of other users of the building.
- (2) Users, their employees, representatives and guests are obliged to comply with all legal, safety, fire and hygiene standards applicable and in force in the Czech Republic. Users bear all responsibility for compliance with these regulations, in particular with regard to occupational health and safety, the safety of the working environment or compliance with fire protection rules.
- (3) Users are obliged to familiarize themselves with and respect the operating rules of the departments.

(4) Users are obliged to keep the buildings and their surroundings clean, to protect and in no way damage all planted greenery, including trees and shrubs, not to enter grassy areas and flower beds, to walk only on marked pavements

and to observe public order and basic hygiene rules. The building manager or their designees shall ensure and supervise the maintenance of cleanliness and order in and around the buildings.

(5) Users with a valid access card to building 45 and properly received original keys to buildings 18 and 44 are authorized to enter the building on weekdays between 6:00 a.m. and 10:00 p.m., unless otherwise specified.

(6) The buildings are open to students and the public from 7:00 am to 6:00 pm on weekdays.

(7) Users are obliged to prevent the occurrence of possible damages and in the event of their occurrence or the possibility of their occurrence; they are obliged to immediately inform the building manager.

(8) Users are liable for any damage caused to other users of the building as a result of the user's culpable acts or omissions in the care of their premises. Users are also liable for damages caused by persons authorized to enter the building by the user (i.e. in particular employees, agents, guests and/or students).

(9) In the event that it is strictly necessary for the repair, modification, alteration or operation of the building or a part thereof, users are obliged to allow access to their rented non-residential space.

(10) Advertising, presentation or information boards, signs, signboards, stickers, posters or other advertising, presentation or information items may be placed by users inside or outside the building or in places visible from the building, its common areas or from outside the building only after prior written consent has been granted by MU, in particular as regards their location, size, design, etc. Any advertising, presentation or information or other items of the user's illegally placed or installed may be removed at any time. In the event that the placement of such items requires a permit or a statement from the relevant administrative authority, such items may be installed inside or outside the building only after the necessary permits, statements, etc. have been granted, which the user is obliged to obtain at their own expense.

(11) Users are obliged to comply with prohibitions on certain activities (no smoking, etc.), access and other restrictions, orders, requests or recommendations. Smoking is prohibited in the entire premises of Building 18, Building 44 and Building 45. The smoking ban also applies in the surrounding area of these buildings, where there is also a ban on littering outside designated areas.

(12) Users are not allowed to bring and store in the premises or in the building, especially hazardous materials in a place not designated for this purpose, and to enter the building with animals except assistance dogs (for the deaf, blind, etc.). Such dogs must be kept on a leash and in the event of any soiling; the owner of the dog must ensure that it is removed.

(13) The electronic access card and keys may only be used to enter the building and other premises by a user who is registered for the card and keys. This regulation also applies to exit. This card may not be lent to another person without the consent of MU or its authorised person and any loss must be reported immediately.

Article 5  
**Common Areas**

- (1) Users are entitled to use common areas in the building, including their equipment. Users are obliged to use all premises properly and in accordance with their structural and technical purpose.
- (2) Access to the roof without the permission of the faculty supervisor is prohibited.
- (3) Users are obliged to use common areas and facilities in such a way as not to hinder the use of other users.
- (4) Users are obliged to use common areas and facilities in a proper manner and only for the purposes intended. Users are obliged to keep entrances, corridors, stairways and other common areas clean and tidy. Users are also not entitled to bring other objects into the common areas which are not part of them or part of their facilities. These obligations also apply to the areas surrounding the building, in particular the pavements and paved areas around the building, the parking spaces in front of the building and the driveways to the building.
- (5) Users may only use the designated benches in the outdoor areas of the atrium for seating, but not, for example, stairs or planters.
- (6) For safety reasons, rollerblading, skateboarding, scootering, etc. are not allowed in the buildings.
- (7) The common areas in Building 45 are guarded by a CCTV system operated by the FaF MU.

Article 6  
**Services and Media**

- (1) Users are entitled to use services and utilities supplied or provided in the building that are related to the use of the space or building.
- (2) Users are obliged to familiarise themselves with and follow the rules contained in the instructions or manuals for the facilities and equipment located on the premises (e.g. security system, air conditioning, heating, etc.). The users are responsible for any damage caused by failure to follow the instructions or manuals and must compensate for any damage caused.
- (3) The users are required to allow the building manager access to meters, valves, switches, circuit breakers, manholes, etc., located in the building. The users shall not remove or damage such equipment or prevent access to such equipment.
- (4) Users may only dispose of waste in containers in designated areas. These containers must not be overfilled and waste must not be placed outside these containers.

Article 7  
**Others**

- (1) These operating rules may be amended in the interest of the safety, reputation and cleanliness of the building and the care and maintenance of the building. The landlord shall inform the user of any changes to the operating rules well in advance.

In Brno on 8 September 2020

*doc. PharmDr. Ing. Radka Opatřilová, Ph.D., MBA  
was entrusted with the function of the Dean*