

**Motol Accommodation, V Úvalu 84, 150 06 Prague 5 – Motol**  
**Tel. 224 437 309, e-mail: hotel@fnmotol.cz**

Operated by:

Fakultní nemocnice v Motole

V Úvalu 84, 150 06 Prague 5 – Motol

Reg No.: 00064203, Tax Reg No.: CZ00064203

(hereinafter the “Accommodation provider“)

### **Rules of Accommodation:**

#### **Introductory provisions:**

- a) Guests are provided with accommodation at Motol Accommodation on the basis of an accommodation agreement concluded pursuant to Section 2326 et seq. of Act No. 89/2012 Sb., Civil Code, as amended, on the basis of which the Accommodation Provider undertakes to provide the accommodated party with temporary accommodation for the arranged period or for a period arising from the purpose of accommodation at the designated facility, and the accommodated party (hereinafter also referred to as the “Guest”) undertakes to pay the Accommodation Provider for the accommodation and the related services within the time limit stipulated by these Rules of Accommodation.
- b) The rights and duties of the contracting parties not explicitly regulated by the accommodation agreement are regulated by these Rules of Accommodation and the Accommodation Provider’s price list for services.
- c) In the event that the Guest fails to adhere to the duties arising from the accommodation agreement and the appended Rules of Accommodation and the Accommodation Provider’s price list, or is in breach of good morals in the hotel in any other manner, the Accommodation Provider is entitled to give notice on the accommodation agreement before elapse of the arranged period, without a period of notice.

#### **Rights and duties:**

1. The accommodation agreement between the accommodated party (Guest) and the Accommodation Provider is concluded in writing by filling in and signing the accommodation slip. By signing this slip the Guest also confirms that he/she has been acquainted with the Rules of Accommodation, which are an integral part of the accommodation agreement, and undertakes to adhere to them.
2. Only Guests who are registered for accommodation after submission of a valid proof of identity (citizen’s ID card, passport) may be accommodated at Motol Accommodation. Foreigners are required (in compliance with the Act on Residence of Aliens in the Czech Republic) to fill in the alien registration form.
3. The Guest hereby gives his/her consent so that the Accommodation Provider may process and store his/her personal data, in the scope of the provided data, for the purpose of providing accommodation and keeping records of guests.
4. The accommodated Guest is required to pay for the accommodation and other related accommodation services on arrival, in the value according to the valid price list.
5. The period of accommodation is arranged on accommodation of the Guest at the latest and is entered on the accommodation slip. The period of accommodation may only be extended with the

consent of the Accommodation Provider and must be documented by an entry in the accommodation slip. If the accommodated Guest requests extension of the period of accommodation, he/she may be offered a different room to the one he/she was originally accommodated in.

6. The number of Guests in the room corresponds to the number of persons registered for accommodation. Guests undertake to give their precise number on registration.
7. Guests receive a key to their room and accommodation card at the time of accommodation. Guests are required to avoid loss or destruction of this key and card and also prevent provision of access to the key and card to third parties, who are not direct parties to the accommodation agreement arranged between the Guest and the Accommodation Provider. When leaving the hotel, the Guest hands the key over to reception and on arrival the receptionist reissues the key on submission of the accommodation card. The Guest is required to pay a sum of CZK 1,500 in the event of loss, destruction or damage to the key.
8. Unless arranged otherwise, the rooms are ready for accommodation from 2 p.m. The Guest is required to vacate the room he/she is accommodated in on the last day of the accommodation period by 10 a.m. If the Guest fails to do so, he/she is required to pay the Accommodation Provider for one day of accommodation, for each commenced day of delay in returning the room to the Accommodation Provider.
9. The Guest is entitled to use the areas reserved for accommodation and also the common areas – kitchen with dining room – including their fixtures and furnishings, throughout the arranged period of accommodation.
10. The Guest is required to use the areas intended for accommodation properly, and keep all the areas intended for accommodation clean and tidy. The Guest is required to protect the fixtures and furnishings in the areas intended for accommodation against damage.
11. The Guest is aware that persons who are not registered in the accommodation ledger are forbidden entry to the hotel! If the Guest wishes to receive a visitor to his/her room, the receptionist makes a record of the visitor's name, and the type and number of the visitor's proof of identity, by the Guest's registration. When receiving visitors between 8 p.m. and 8 a.m. the Guest is required to pay an accommodation surcharge in the value of CZK 400 per person. The visitor may be removed from the hotel in the event of refusal to provide personal data or pay the accommodation surcharge.
12. Guests are required to avoid disturbing the peace between 10 p.m. and 6 a.m.
13. The Accommodation Provider will store money, jewellery or other valuables for the Guest on request. The Accommodation Provider is entitled to refuse to take items into storage, if this concerns hazardous items or items of excessive value or scope in relation to the accommodation facility. The Accommodation Provider may request that the items for storage be handed over in a closed or sealed container. Storage means the central safe (in the Separate Department for Data Processing Methodology and Fees) in the entrance lobby of the adult area at FN Motol, which is available on weekdays from 7 a.m. to 5:30 p.m., on Saturday, Sunday and state holidays from 8 a.m. to 5 p.m.
14. The presence of animals is forbidden in the hotel.
15. Smoking is strictly forbidden in all common areas of the FN Motol hotel and hostel. Smoking in the areas specified above is considered to be serious breach of the accommodation agreement and Rules of Accommodation. In the event of breach of the prohibition of smoking, the Guest is required to pay the sum of CZK 1,500 for cleaning the room.
16. Guests are not permitted to possess, manufacture or store narcotic or psychotropic substances or poisons in the areas intended for accommodation, unless this concerns drugs prescribed to the

Guest by a physician. Guests are also not permitted to bring or store flammable substances, explosives, ammunition and weapons into or in the areas intended for accommodation.

17. Guests are not permitted to interfere into the hotel fixtures and furnishings in any manner, to manipulate the fixtures and furnishings in the room, or interfere in the technical installations in the room or in the common areas. Guests are not permitted to make any changes to areas intended for accommodation without the Accommodation Provider's consent (move furniture, move equipment, etc.). Guests are also not entitled to remove any fixtures and furnishings and equipment from the areas intended for accommodation.
18. Guests are not entitled to use their own electrical heating appliances. Guests are liable for use of permitted electrical appliances, which are specified in Appendix No. 1 to these Rules of Accommodation and for the damages caused by their use.
19. Guests are required to immediately report any established defects in the room or in the common areas of the hotel (which they establish or cause), so that the defect can be removed as soon as possible.
20. When leaving the room (common kitchen area), Guests are required to switch the lights off, switch electric devices off, check that taps are turned off, close the windows and lock the room.
21. Guests are required to adhere to the fire prevention rules, which are set out in Appendix No. 1 to these Rules of Accommodation.
22. In the event that a Guest causes damages in the accommodation facility, he/she is required to compensate the Accommodation Provider.
23. At the end of the period of accommodation the Guest is required to hand the accommodation card and keys to the room over to reception. The receptionist is required to personally take receipt of the room.
24. In the event of a consumer dispute between the Accommodation Provider (during execution of its activities) and the Guest (who is a consumer within the meaning of Act No. 89/2012 Sb.) on the basis of the contract, which is not successfully resolved by mutual agreement, the Guest is entitled to propose out-of-court resolution of such a dispute to the specified subject for out-of-court resolution of consumer disputes. The subject assuring out-of-court resolution of consumer disputes, so-called ADR (Alternative Dispute Resolution), is the Czech Trade Inspection Authority, with registered office at Štěpánská 15, 120 00, Prague 2, website [www.coi.cz](http://www.coi.cz). The purpose of out-of-court resolution of consumer disputes is to reach a conciliatory resolution of the dispute and agreement between the parties. The ADR with the Czech Trade Inspection Authority is the notified subject of out-of-court resolution of consumer disputes registered in the European Commission list. The proposal for initiation of an out-of-court resolution of a consumer dispute may be submitted by means of an internet form (<https://adr.coi.cz/cs>).
25. **Each accommodated Guest is required to adhere to these Rules of Accommodation and the fire prevention rules. In the event of serious breach of these rules, the Accommodation Provider is entitled to terminate the accommodation without compensation.**

These Accommodation Rules come into effect on 1 March 2017.

MUDr. Pavel Budinský, Ph.D., MBA  
authorised to act on behalf of the Director of Fakultní nemocnice Motol

## Fire prevention rules

### I. Accommodated parties are required to:

1. Act in a manner preventing origin of fires, particularly during use of heating, electric and other appliances.
2. Make sure that no easily flammable substances are located near electric heating appliances and make sure that switched on appliances are not left without supervision. Adhere to the safe distance between appliances and building structures, flooring and furnishings made from flammable substances.
3. Follow instructions and adhere to prohibitions concerning fire prevention.
4. Become acquainted with the fire alarm guidelines, fire evacuation plan (graphic part) and location of portable fire extinguishers.
5. Guests are required to extinguish potential fires if possible or take the necessary measures to prevent the fire from spreading.
6. Immediately report fires to reception or assure that the fire is reported.
7. Provide personal and tangible assistance to the fire brigade unit at the request of the unit commander.
8. Immediately report all defects in any equipment, which may cause a fire, to reception or the hostel security service.

### II. Accommodated parties are forbidden:

1. To bring substances posing a fire risk into the accommodation areas or keeping these in the accommodation areas.
2. Handling a naked flame.
3. Carrying out activities that could lead to a fire.
4. Damaging or abusing the fire extinguishers or fire prevention equipment.
5. Bringing prohibited electric heating appliances into the accommodation areas and using them there.
6. Placing furniture, waste or other items in the corridors and stairs, which are intended as emergency exit and service routes in the event of a fire.
7. Smoking is strictly forbidden throughout the entire building. Smoking is only permitted in the designated areas.

## Use of electrical appliances

### I. Permitted electrical appliances

1. El. appliances for personal hygiene
2. Consumer electronics
3. Information technology

All the permitted electrical appliances must meet the conditions for use according to the manufacturer's instructions.

### II. Prohibited electrical appliances in rooms

Electric kettles, appliances intended for heating, electric heaters, infra-red radiators, irons, mangles, table-top cookers and hobs, deep-fat fryers, separate ovens and mini electric ovens, electric cookers, toasters and sandwich makers, waffle makers, grills, bread or pizza makers, more than one extension cord, washing machines, hot air fans, microwave ovens.

These electric heating appliances may only be used with the consent of the power engineer or audit technician in the kitchens (the areas designed for this purpose and equipped with electronic fire alarms).

### III. Other prohibited substances and items in rooms

Substances and items posing a fire hazard – flammable liquids (apart from medicaments and cosmetics), pressurised bottles and containers, fireworks, candles.