

Operating rules of the Pod-O-Lee club bike room

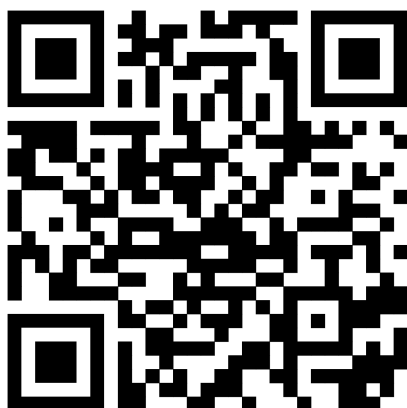
Part I

Operator

The operator of the bike room is the CTU Student Union, address Na Lysině 772/12, 147 00 Prague 4-Podolí - IČO 67981224.

Useful contacts

Official bike room webpage:



Contacts on bike room managers:



Tutorial for membership fee payment:



Any new information and updates can be found on the Official Bike room website.

Part II

General data

The Bike room is a room intended primarily for storage of bikes and their maintenance. It is located at the block F ground floor, room number 107.

Room name: Kolárna (Bike room)

Opening hours: 0:00 - 24:00

Opening hours with peace at night: 22:00 - 7:00

Phone numbers:

Emergency Medical Service: 155

Fire and Rescue Service: 150

Police: 158

Municipal Police: 156

European Emergency Number: 112

Room Capacity

47 bike rack places

Part III

Bike room operating rules

1. Entry to the bike room of the Pod-O-Lee club of the CTU Student Union (furthermore referred to as the “bike room”) is only available to members of the Pod-O-Lee club who have a valid basic membership or who have had their membership fee waived by the Board of Directors of the Pod-O-Lee club (further referred to as the Board of Directors). For a description of how to become a member and instructions on how to pay membership fees, please visit the website: <https://pod.cvut.cz/platby/>.
2. A person who has paid the membership fee, has signed the Bike Room User’s Declaration and uses the facilities of the Bike Room is called a User of the Bike Room (furthermore referred to as User) and by entering the room agrees to the Operating Rules of the Pod-O-Lee of the CTU Student Union (hereinafter referred to as Operating Rules) and agrees to obey them.
3. The User may only place his/her bicycle in the rack assigned to him/her by the manager and entered in the declaration of the member of the bike room. It may also be changed for operational or organisational reasons. Every User can only have one assigned rack place.
4. The user may only place his/her bicycle in their rack that is listed in Bike Room User’s Declaration. An electric bike cannot be stored in the bike room, even without its battery.
5. A card system is used for the Bike room entry. Each user of the bike room has to log in with their card on the card reader when entering the bike room, and an exit button is used to leave. When leaving the room, the user is required to verify that they have closed the door and the bars door behind them. This means that the number of users in the bike room has to match the number of logged in cards. The access card is non-transferable, i.e. it is used to enter the Bike room only by the card owner.
6. In the event of a power outage, the card system has a backup power supply, and a key box is available next to the door in the event of the card system malfunctioning and trapping a Bike room User inside the room. The user has to immediately report any problems and use of the emergency keys to the Bike room manager and hand over the keys to him.
7. **It is strictly forbidden to bring visitors who are not members of the club and do not have an active membership into the wheelhouse without the permission of the Bike room manager or the approval of the Pod-O-Lee Board of Directors.**
8. The User is obliged to maintain order in the Bike room, especially during the peace at night (which is set to 22:00 - 7:00), so as not to disturb the residents of the block. It is forbidden to move or remove furniture in the Bike room without the consent of the Bike room manager or his/her representative or the Pod-O-Lee Club Board of Directors. In addition, any structural alterations as well as drilling or any other structural alterations are prohibited. It is forbidden to post any posters on the walls of the Bike room or its furnishings. The user is obliged to treat the equipment of the Bike room with respect and to handle it in a way that does not damage it.
9. The User is obliged to behave in such a way as not to damage the bikes and their equipment of other users of the Bike room. In case of any damage (even unintentional), he/she has to contact the administrator or his/her representative and pay for the damage.
10. It is forbidden to smoke, consume alcohol, take drugs or enter the room wearing shoes that leave any dirt.
It is allowed to consume and bring in drinks and food that meet the following conditions:
 - a. All beverages must be in any leak-proof container with a resealable lid that is sealed immediately after drinking.
 - b. All food must be in resealable containers. (In the case of non-packaged food, it must be brought in some sort of leak-proof resealable container.)
 - c. The food and beverages do not contain addictive or psychotropic substances.
 - d. The User is obliged to take all food and beverage containers out of the room when leaving.

11. The user is obliged to maintain cleanliness on the floor and other equipment in the bike room. In the event that the User damages the Bike room equipment or the wheelhouse itself, it is necessary to immediately address this with the Bike room manager, in the case of spreading damage, try to prevent the spread of the problem and then immediately report it to the Bike room manager or his representative. If damage is found to the room equipment or the room itself, the User must report it immediately to the Bike room Manager or his/her representative.
12. When leaving, the User has to check the condition of the space he/she has been using until then and return it to its original state and clean it up. If he/she is the last User in the room, he/she shall return the room to its original condition, i.e. close the windows, turn off the lights, check and clean the rest of the room if necessary. When leaving, each User must sign out with the card they used to enter the room and close the door behind them.
13. It is forbidden to tamper with the wiring in any way.
14. The User of the Bike room can ask the Bike room manager for the loan of tools available in the Bike room. The request should be made primarily by email to kolarna@pod.cvut.cz. The Bike room manager (or his representative) will lend the requested tools to the User after agreement. The User agrees to use the tools considerately and not to waste consumables. The tools must be returned on the same day or at the date and time agreed at the time of hire.
15. A member of the Bike room must help with cleaning the Bike room at least once a year, in case of failure to meet this requirement his/her Bike room membership may be terminated by the Bike room manager or the board of directors of the club.
16. It is the responsibility of the Bike room manager to check at the start of each new academic year to see if any existing Bike room Users have terminated their residence in the Dormitory and if so, the Bike room manager will terminate the User Bike room membership. If the User has left their bike in the Bike room, the Bike room manager is obligated to contact the User at the email listed on the Biker room User's declaration and arrange for the User to vacate the Bike room, which will take place within 14 days. If the owner does not claim the bike, it will be disposed of in the collection yard or forfeited to the Pod-O-Lee Club.
17. If there is a queue for places in the Bike room and the Bike room manager finds an empty rack unused for 1 month. He can remove the User of the wheelhouse using this empty rack and assign it to a new User of the Bike room.
18. If the Bike room manager assesses a bicycle placed in the Bike room as unusable and its owner as inactive, he may exclude the User and arrange with him/her to vacate the unusable bicycle. If the bike is not claimed for one month, it will be discarded to the salvage yard or forfeited to the Pod-O-Lee Club.
19. The User shall not disturb others, e.g. by loud music, and shall immediately turn it down at the request of the residents or the manager. **In case the User's actions are disturbing someone else and does not stop these activities when asked, the User carrying out these activities may be punished for breaking the rules under point 20!**
20. There is a wireless wifi network in the room, when using which the user must follow the rules of use of the academic network and also the IP Rules for the use of the SU Pod-O-Lee Club computer network.
21. In justified cases, the Pod-O-Lee Club Board of Directors or the Bike room manager may grant a one-time exception to these rules.
22. Users of the Bike room have to follow the instructions of the Bike room manager, his representative or the board of directors. **Failure to obey or respond to this rule is a violation of the rules of the Bike room!**
23. **Any violation of the Operating rules will be punished according to the restrictive measures listed below or the rules of the Pod-O-Lee Club or according to the applicable laws of the Czech Republic.**

24. By entering the room, all visitors give consent to the taking of video footage which may be used in the event of a breach of any of the rules. The handling of CCTV footage is regulated in the IP CCTV system.
25. Neither the manager nor the Pod-O-Lee Club are responsible for damage to items brought in (e.g. money, electronics, clothing, etc.) by Users of the Bike room.
26. Users of the Bike room shall use the equipment in the room at their own risk, and before use they shall make sure that all equipment does not exhibit any defects that prevent safe use, and if a defect is found they shall report the defect to the Bike room manager or his representative. Users are advised to lock stored bikes to the rack.
27. The Bike room manager is responsible for its operation and compliance with its regulations.
28. The Bike room operator is not liable for theft or damage to property, each User is responsible for the security of his/her bike and confirms it by handing in the Bike Room User's Declaration to the Bike room manager.
29. If a User finds an item belonging to another User, he/she is obliged to bring the item to the Bike room manager or his representative.

Part IV

Restrictive Measures for Violation of Regulations

1. Restrictive measures are defined in the IP Rules for imposing penalties for violations (BANs), which is superior to the Operating Rules.
2. The following possible sanctions are introduced for breach of any of the points in Part III, according to their severity (each offence will be judged individually):
 - a. email notice with a deadline for correction,
 - b. alternative punishment in agreement with the Bike room manager or the board of directors of the Pod-O-Lee Club,
 - c. blocking the service for a certain period of time, i.e. issuing a BAN on the basic membership of the Pod-O-Lee club and thus preventing access to the wheelhouse (issuing a BAN on the basic membership of the Pod-O-Lee club),
 - d. blocking the service permanently, i.e. granting a BAN on the basic membership of the Pod-O-Lee club and thus preventing access to the bike room,
 - e. řešení se zaměstnanci koleje Podolí,
 - f. punishment by the disciplinary committees of the faculties of CTU,
 - g. handing the matter over to the Police of the Czech Republic,
 - h. financial compensation to the Pod-O-Lee club for damage caused by the User in the bike room.
3. The sanction from section 4 point 2 sub point d onwards shall be decided by the XXX Administrator in consultation with the Pod-O-Lee Board of Directors.

Part V

Final provisions

1. These operating rules shall become effective immediately upon their posting at the Pod-O-Lee official page.

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Správce Kolárny

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Pověřená osoba SÚZ ČVUT