

Pod-O-Games operation rules

Part I

Operator

The operator of the Pod-O-Games is the CTU Student Union (furthermore referred to as SU), address Na Lysině 772/12, 147 00 Prague 4-Podolí - IČO 67981224.

Useful contacts

Pod-O-Games official page:



Contact to the Pod-O-Games admins:



Manual on how to pay for membership:



News and info can be found at the Pod-O-Games official page.

Part II

General data

Pod-O-Games is a room intended primarily for spending free time. It is located on the ground floor of Block A, in room no. 029.

Room name: Pod-O-Games

Operation Hours: 0:00 - 23:59

Operation Night Time quiet hours: 22:00 - 7:00

Phone numbers:

Emergency service: 155

Fire Department: 150

Police: 158

Municipal Police: 156

European emergency line: 112

Rooms and capacity

Front room: 2 people

Back room: 6 people

Ventilation, heating, lighting

- Heating provided by a central heating to 18-22 °C.
- Ventilated by two windows.
- LED lighting.

Restroom facilities (WC)

The Pod-O-Games area also includes restroom facilities located outside Pod-O-Games in the adjacent corridor. Access to the restroom area (a small corridor with a washbasin) can be locked and is available to users as part of a reservation. The separate WC room is separated by a door.

In case of contradiction, the Czech version applies.

Part III

Pod-O-Games operating rules

1. Entry to the Pod-O-Games of the Pod-O-Lee club of the CTU Student Union (hereinafter referred to as Pod-O-Games) is only available to members of the Pod-O-Lee club who have a valid basic membership or who have been granted a waiver of this fee by the Board of Directors of the Pod-O-Lee club (hereinafter referred to as the Board of Directors) after a reservation has been properly made in the club's reservation system and an email with the relevant information has been sent. For a description of how to become a member and instructions on how to pay dues, please visit the website here: <https://pod.cvut.cz/platby/>.
2. A person who has paid the membership fee and uses the Pod-O-Games facilities is called a Pod-O-Games user (furthermore referred to as the user) and by entering the room agrees to the Operating Rules of the Pod-O-Games Club Pod-O-Lee of the CTU Student Union (furthermore referred to as the Operating Rules) and agrees to obey them.
3. The Pod-O-Games consists of two rooms, the front (hallway) and the back (main room).
4. **It is strictly forbidden to bring visitors to the Pod-O-Games who are not members of the club and do not have an active membership.**
5. **It is prohibited to sleep in the Pod-O-Games room, to accommodate others, or to re-rent the room to anyone. You are also prohibited from engaging in or observing any sexual activities in the room.**
6. **No pets or other animals allowed.**
7. The user is obliged to keep the room tidy, especially during the night time (which is set for the period from 22:00 to 7:00), so as not to disturb the residents of the block.
8. It is forbidden to move or remove furniture in the Pod-O-Games without the consent of the Pod-O-Games Administrator or his/her representative or the Board of Directors. The user shall treat the Pod-O-Games equipment with respect and handle it in a way that will not damage it.
9. It is prohibited to smoke, consume alcohol, use drugs or enter the main Pod-O-Games room wearing shoes. Shoes are stored in the shoe cabinet in the front room upon entering the Pod-O-Games. It is permitted to consume and bring drinks and food into the front room of the Pod-O-Games that meet the following conditions:
 - a. All beverages must be in any leak proof container with a sealable lid that is closed immediately after drinking.
 - b. All food items must be in sealable containers. (For non-packaged foods, they must be brought in some sort of leak-proof, sealable container.)
 - c. Neither food nor beverages shall contain addictive or psychotropic substances.
 - d. All food and beverage containers must be removed by the user upon leaving the Pod-O-Games area, or use the designated bins for mixed waste in the Pod-O-Games room.
10. The user is obliged to keep the floor, table, shelves and other Pod-O-Games equipment clean. In the event that the user damages the Pod-O-Games equipment or the Pod-O-Games room itself, the user must immediately address the issue with the Pod-O-Games Administrator or, if possible, attempt to prevent the problem from spreading and report it immediately afterwards to the Pod-O-Games Administrator or his/her representative. If damage is found to the room equipment or the room itself, the user must report it immediately to the Pod-O-Games Administrator or his/her representative.
11. Upon leaving, the user is obliged to check the condition of the premises he/she has been using until then and return the room to its original state, i.e. close the windows, turn off the lights, check and clean the rest of the room and close the entrance door. Upon leaving, the user must hand over the keys to the room to the Pod-O-Games Administrator or his/her representative, unless other agreements have been made with them.
12. 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 Pod-O-Games Administrator ("representative of the Administrator"). **If the person's actions are disturbing someone else and does not stop the activity when asked, the person conducting the activity may be penalized for violating the rules according to section 17!**
13. There is a wireless wifi network in the room and when using it, the user must follow the Academic Network Usage Policy as well as the IP Usage Policy for the SU Pod-O-Lee Club computer network.

14. The Pod-O-Games room must be reserved using the club's reservation system, reservations must be made at least 24 hours in advance and notified to games@pod.cvut.cz. The message must include: first name, last name, ID, date, and the specific time from XX:XX to XX:XX hours at which the person wishes to reserve the room. The room can be rented for a maximum of 6 hours. Another reservation can only be made after 12 hours have passed from the end of the previous reservation. At the end of the reservation, the reserved room must be restored to its original state.
15. In justified cases, the Pod-O-Lee Club Board of Directors or the Pod-O-Games Administrator may grant a one-time exception to these rules.
16. Users of the Pod-O-Games must follow the instructions of the Pod-O-Games Administrator, his/her designee, or the Board of Directors. **Failure to obey this rule is a violation of Pod-O-Games rules!**
17. **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.**
18. By entering the room, all visitors agree to the taking of video footage that may be used in the event of a rule violation. The handling of CCTV footage is regulated in the IP CCTV system. Cameras may not be covered or manipulated in any way.
19. Neither the administrators nor the Pod-O-Lee Club are responsible for the personal belongings (e.g. money, electronics, clothing, etc.) of Pod-O-Games users.
20. Users of the Pod-O-Games use the equipment in the room at their own risk, making sure that all equipment is free of defects prior to use, and if a defect is found, they are required to report the defect to the Pod-O-Games Administrator or his/her representative.
21. The Pod-O-Games Administrator is responsible for the management of the room and for the enforcement of its rules and regulations.
22. In the event that a user finds an item belonging to another user, the user shall bring the item to the Pod-O-Games Administrator or his/her representative.

Part IV

Rules of Usage of PS5 pro, PS VR, Nintendo Switch, Oculus Quest 2, Playseat Fanatec and Data Projector

1. When using the projector, the user must ensure that it is turned on for the time required to avoid unnecessary wear and tear on the projector's bulb.
2. When using the PS5 pro, PS VR, Nintendo Switch, Oculus Quest 2 and Playseat Fanatec (furthermore referred to as game consoles), the user must ensure that they are switched on for the required amount of time and therefore do not wear unnecessarily.
3. If approved handling the game consoles or the data projector is permitted, it is necessary to be careful not to damage them.
4. When using the games consoles, the user must obey the rules of the academic network according to the relevant internal regulation of the Rules of Use of the SU Pod-O-Lee Club Computer Network and use the games consoles in a way that does not damage them.
5. The user must not interfere with the settings of the game consoles without the consent of the Pod-O-Games administrator or the network administrator.
6. **Any violation of the rules of use of the game consoles and projector will be punished according to the restrictive measures below, or the rules of the Pod-O-Lee Club, or according to the applicable laws of the Czech Republic.**

7. Upon the request of an administrator or representative of an administrator, the person must stop the current activity with the game consoles or data projector and allow the person to work with the item. Failure to conduct the activity in question is a violation of the policy.
8. Operation of game consoles and projectors is the responsibility of the Pod-O-Games Administrator and his/her representatives.

Part V

Restroom facilities (WC)

1. The restroom facilities (WC) belonging to Pod-O-Games are intended exclusively for Pod-O-Games users within a valid reservation and in accordance with these Operating Rules.
2. The User must keep the restroom area (corridor, washbasin room, and WC room) clean and tidy. After use, the User must leave the area in a condition that allows the next person to use it immediately without limitations.
3. After using the WC, the User must:
 - a. flush properly,
 - b. check that no dirt remains (use the toilet brush if necessary),
 - c. wash hands and leave the washbasin and surrounding area clean (no water on the floor),
 - d. dispose of any rubbish in the designated bins (by the washbasin / in the WC),
 - e. check that everything is in order and the area is ready for the next user.
4. It is forbidden to throw any items into the WC that do not belong there (especially wet wipes, hygiene products, paper towels, packaging, etc.).
5. Locking and security:
 - a. Access to the restroom area (corridor) can be locked – the User must ensure that unauthorized persons do not enter the area.
 - b. When using the WC room, the User must close and lock the door (for privacy).
 - c. After using the WC, the User must unlock the WC and close the door.
6. Lights and check after leaving:
 - a. After leaving the restroom area, the User must check that:
 - i. the WC has been flushed and is clean,
 - ii. no water has been left running at the washbasin and the floor is not unnecessarily wet,
 - iii. the lights are turned off throughout the restroom area,
 - iv. the doors are closed and the area is secured according to the rules above.
7. Toilet paper and equipment:
 - a. Toilet paper and equipment located in the WC area are intended exclusively for on-site use. It is forbidden to take them outside the restroom area.
8. If any contamination beyond normal occurs, the User must remedy the situation without delay (if possible) and immediately inform the Administrator or their deputy.
9. In the event of a fault (leak, running water, blockage, unable to flush, unable to turn on the light, etc.), the User must report it to the Administrator or their deputy immediately and must not make the fault worse.
10. The prohibitions listed in the Pod-O-Games Operating Rules (especially smoking, alcohol, and addictive substances) also apply in the restroom area.

11. The User must be considerate, especially during quiet hours, and minimize noise when using the restroom area (especially when closing doors).

Part VI

Restrictive Measures for Violation of Regulations

1. For any breach of any item in Part III and Part IV, the following possible sanctions may be imposed depending on severity (each offense will be assessed individually):
 - a. a warning email with a deadline for remedy,
 - b. an alternative penalty by agreement with the Administrator or the Board,
 - c. blocking membership benefits for a specified period, i.e., issuing a BAN on the basic membership of the Pod-O-Lee Club,
 - d. permanent blocking of membership benefits, i.e., issuing a PERMABAN on the basic membership of the Pod-O-Lee Club,
 - e. disciplinary action by CTU faculty disciplinary committees,
 - f. referral to the Police of the Czech Republic,
 - g. claiming financial compensation for damage caused by the User in Pod-O-Games on behalf of the Pod-O-Lee Club.
2. The Administrator of Pod-O-Games, after consultation with the Board, decides on the imposition of the sanctions above under points a) to g).

Part VII

Final provisions

1. These Operating Rules enter into force immediately upon publication on the official website of the Pod-O-Lee Club.
2. This document replaces any and all previous versions of the Pod-O-Games operating rules, if any exist.

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