

# Operating rules Pod-O-Lab



**POD-O-LEE**

## Operating rules Pod-O-Lab of the Pod-O-Lee Club

### Part I

#### Operator

Pod-O-Lab is operated by the Student Union of Czech Technical University, Klub Pod-O-Lee, address: Na Lysině 772/12, 147 00 Prague 4-Podolí.

#### Useful contacts

Official site Pod-O-Lab



Contacts for individual administrators Pod-O-Lab



Instructions on how to pay the membership fee



## Part II

### General info

The Pod-O-Lab is a room intended primarily for the repair, modification, production and maintenance of equipment owned by club members or the Pod-O-Lee club. It is located on the ground floor of block E. The entrance can be found on the left hand side when entering the block.

Room name: Pod-O-Lab

Unlimited opening hours: 7:00 a.m. - 10:00 p.m

Opening hours with valid night rest: 22:00 - 7:00

### Telephone numbers:

Rescue service: 155

Fire department: 150

Police of the Czech Republic: 158

City Police: 156

European emergency line: 112

### Room and capacity

Capacity:

|                               |             |                            |
|-------------------------------|-------------|----------------------------|
| Front room (mechanical room): | 5-10 people | It depends on the activity |
|-------------------------------|-------------|----------------------------|

|                              |             |                            |
|------------------------------|-------------|----------------------------|
| Back room (electrical room): | 5-10 people | It depends on the activity |
|------------------------------|-------------|----------------------------|

Heating, ventilation, lighting

- Heating is via central heating at 18-22 °C.
- Ventilation is provided by two windows (one in each room).
- The lighting is LED.

## Part III

### Operating rules Pod-O-Lab

1. Entry to the Pod-O-Lab of the Pod-O-Lee Club of the CTU Student Union (hereafter referred to as the room) is permitted only to members of the Pod-O-Lee Club who have a valid basic membership or have this contribution waived by the Board of Directors of the Pod-O-Lee Club (hereinafter referred to as the Board of Directors) and only accompanied by the Pod-O-Lab Administrator, the Deputy Administrator of Pod-O-Lab, or a Member of the Pod-O-Lab Team (hereinafter only the person authorized to manage Pod-O-Lab). A description of how to become a member and instructions for paying membership fees can be found at the internet address here: <https://podolee.cz/platby/>.
2. A person who has paid a membership fee and uses the Pod-O-Lab is called a Pod-O-Lab user (hereinafter referred to as the user) and by entering the room agrees to the Operating Rules and undertakes to comply with them.
3. **Visitors who are not club members and do not have an active membership are strictly prohibited from being brought into the Pod-O-Lab room without the consent of the person authorized to manage the Pod-O-Lab or without the consent of the Pod-O-Lee Club Board of Directors.**
4. The user does not manipulate the equipment of the room without the knowledge and consent of the person authorized to manage the Pod-O-Lab.
5. Users are strictly prohibited from allowing other persons into the room.
6. The user is obliged to maintain order in the room, especially during the night time (which is set for 22:00 - 7:00), so as not to disturb the residents of the block. It is prohibited to move or remove furniture in the room without the permission of the person authorized to manage the Pod-O-Lab or the Board of Directors of the Pod-O-Lee Club. The user is obliged to treat the equipment of the room with respect and to treat it in a way that does not damage it.
7. It is forbidden to smoke (including electronic cigarettes), consume alcohol, take drugs or enter in shoes that leave any dirt in the room. It is permitted to consume and bring in drinks and food that meet the following conditions:
  - a. All drinks must be in any leak-proof packaging with a resealable lid, which are closed immediately after drinking.
  - b. All food must be in resealable containers. (In the case of unwrapped food, it must be brought in a leak-proof, resealable package.)
  - c. Food and drinks do not contain addictive or psychotropic substances.
  - d. The user is obliged to take all packaging from food and drinks outside the premises of the room when leaving.
8. The user is obliged to keep the floor, table and other equipment of the room clean. In the event that a user damages the equipment of the room or the room itself, it is necessary to immediately deal with the person authorized to manage the Pod-O-Lab, or if possible, try to prevent the spread of the problem and report it immediately to the person authorized to manage the Pod-O-Lab. In the event of damage to the equipment of the room or the room itself, the user is obliged to immediately report it to the person authorized to manage Pod-O-Lab.

9. When leaving, the user is obliged to check the condition of the space he used until then and return it to its original state and clean it. If he is the last user in the room, he is obliged to return the room to its original state, i.e. close the windows, put out the lights, check and clean the rest of the room if needed and close the entrance door to the back room. When leaving, it is necessary for the last person to leave the room to close the door behind them.
10. It is forbidden to manipulate the electrical installation in any way.
11. The user does not disturb others, e.g. loud music from speakers and at the request of the user or a person authorized to manage Pod-O-Lab mutes it immediately. **In the event that the person's actions disturb someone else and do not stop this activity upon request, the person performing this activity may be punished for breaking the rules!**
12. Data sockets and wireless Wi-Fi are available in the room, the use of which requires the user to follow the Academic Network Usage Policy as well as the SU Pod-O-Lee Club Computer Network Usage Policy.
13. In justified cases, the Pod-O-Lee Club Board of Directors or the Room Manager may grant a one-time exception to these rules.
14. Users of Pod-O-Lab must heed the instructions of the person authorized to manage Pod-O-Lab or the Board of Directors. **In case disobeying or not responding to this rule is a violation of the room rules!**
15. **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.**
16. By entering the room, all visitors agree to take a video recording, which can be used in case of violation of any of the rules. Handling of camera records is regulated in IP Camera System.
17. The persons authorized to manage Pod-O-Lab and the Pod-O-Lee Club are not responsible for damage to items (e.g. money, electronics, clothes, etc.) brought in by users of the room.
18. The users of the room use the equipment in the room at their own risk, and before using it, they make sure that all the equipment does not show defects preventing safe use, and in case of finding a defect, they are obliged to report this defect to the person authorized to manage the Pod-O-Lab.
19. Pod-O-Lab Administrator is responsible for its operation and compliance with its regulations.
20. If the user finds an item belonging to another user, he is obliged to bring the item to the person authorized to manage Pod-O-Lab.
21. The user is obliged to register in the visitors' book before starting work (this does not apply to persons authorized to manage Pod-O-Lab).
22. The user is obliged to heed the instructions of the persons authorized to manage the Pod-O-Lab and to take care of his own safety and that of others present in the room.
23. The user is obliged to take care of the order in the room, clean up his workplace after finishing work and return the used equipment to the place designated for it.
24. If, upon leaving, the user has undone work in the room, he is obliged to mark it and notify the person authorized to manage the Pod-O-Lab (what is involved, who is responsible for cleaning or finishing). The used equipment is still returned in its original condition to the designated place.
25. By using the equipment of the room, the user assumes all responsibility for any damage caused by incorrect use of the equipment, for injury or other harm.

26. Equipment may be taken out of the room in the form of loans and only with the consent of the person authorized to manage the Pod-O-Lab and after being entered in the loan book. Consumables can only be taken out of the room with the consent of the person authorized to manage the Pod-O-Lab.

## **Part IV**

### **Restrictive measures for violation of the rules**

1. Restrictive measures are defined in the IP Rules for awarding penalties for violation of regulations (BANs), which is superior to the Operating Rules.
2. For the violation of any point from Part III, the following possible sanctions are introduced according to their severity (each offense will be judged individually):
  - a. notification by e-mail with a deadline for correction,
  - b. alternative punishment by agreement with the Pod-O-Lab Administrator or Pod-O-Lee Club Board of Directors,
  - c. blocking the service for a certain period after consultation with the Chairman, i.e. granting a BAN to Pod-O-Lee, thereby preventing access to Pod-O-Lab,
  - d. blocking the service permanently, i.e. granting PERMABAN, thereby preventing access to the Pod-O-Lab,
  - e. solution with Podolí dormitory staff,
  - f. sanction by the disciplinary committees of the CTU faculties,
  - g. transfer to the Police of the Czech Republic for resolution,
  - h. seeking financial compensation from the Pod-O-Lee Club for damage caused by a user in Pod-O-Lab.
3. The penalty from part 4 point 2 subsection c is decided by the Pod-O-Lab Administrator in consultation with the Chairman of the Pod-O-Lee Club.
4. The penalty from part 4 point 2 subsection d is further decided by the Pod-O-Lab Administrator in consultation with the Board of Directors of the Pod-O-Lee Club.

## Part V

### Final provisions

1. These operating rules come into force immediately after their publication on the POD website.

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Katerina Pilná

Chairman of the Pod-O-Lee dorm club

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Michal Novák

Pod-O-Lab Administrator

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Zuzana Frydrychová

Authorized person of SÚZ CTU