

Appendix No. 7 – Bursar's Decree No. 6/2026
Rules of Cohabitation
Kotorská Flat · Academy of Fine Arts in Prague

i Binding nature of the rules

These rules are binding on all accommodated persons – students as well as AVU employees and guests.

Compliance with the rules is a condition of accommodation. Repeated or serious violations may lead to the immediate termination of the accommodation agreement. By signing the accommodation agreement, the accommodated person confirms that they have familiarized themselves with the rules and undertakes to comply with them.

1. Cleanliness and order

- ✓ **Shared spaces**
The hallway, bathroom, toilet, kitchen, and balcony are shared spaces – every accommodated person is required to keep them clean and to tidy up after themselves after each use. Residents shall agree among themselves on the method and frequency of regular cleaning.
- ✓ **Kitchen and dishes**
Wash used dishes immediately, or within 12 hours at the latest. Clean the fridge regularly and do not leave unwrapped food with a strong smell in it.
- ✓ **Waste and recycling**
Sort waste according to the instructions posted in the kitchen. Take out household waste regularly – do not leave full bags in the flat overnight. Containers for sorted waste are located outside next to the mixed-waste bins.
- ✓ **Own room**
Keep your room in a condition that does not disturb other flatmates (odour, insects, excessive mess extending into shared spaces).

2. Quiet and consideration

- ✓ **Night-time quiet hours**
Night-time quiet hours apply from 10 p.m. to 7 a.m. During this time, keep noise to a minimum – speak quietly and do not play loud music or videos without headphones.
- ✓ **Visitors**
Visitors are permitted during daytime hours (7 a.m.–10 p.m.) and must not disturb the peace of other flatmates. Overnight stays by visitors are not permitted without the prior written consent of AVU.

- ✓ **Respect and privacy**
Respect the privacy of other residents. Do not enter their rooms without an invitation. Agree on a reasonable schedule for using the bathroom and kitchen, especially in the morning.

3. Safety and technical operation

- ✓ **Locking up**
Always lock the door to the flat when leaving. Do not lend keys to third parties. Report the loss of keys immediately to the AVU Technical Department.
- ✓ **No smoking or open flames**
Smoking and the use of open flames are strictly prohibited throughout the flat, including the balcony. Candles, portable heaters, and grilling equipment are prohibited.
- ✓ **Electrical appliances**
Do not leave appliances unattended (kettle, iron). Check that the hob and oven are switched off before leaving the flat. Personal appliances (hot plates, microwave ovens, etc.) must be reported in advance.
- ✓ **Reporting faults**
Report any faults or defects (water, electricity, heating, damaged equipment) immediately to the AVU Technical Department. Contact details are posted on the notice board in the hallway of the flat.

4. Management of the flat and its equipment

- ✓ **Flat equipment**
Furniture, appliances, and equipment are the property of AVU. Handle them with care. Any damage beyond normal wear and tear will be billed to the accommodated person.
- ✓ **No structural alterations**
Without the consent of AVU, it is not permitted to drill, paint walls, move furniture between rooms, install additional electrical wiring, or permanently fix any objects.
- ✓ **Handover of the room on departure**
At the end of the accommodation period, hand over the room in a clean condition, with the key and access chip returned. Any damage or missing inventory will be billed and recovered.

5. Special prohibitions

⊘ The following is prohibited in the flat:

1. Keeping animals – without the express written consent of AVU.
2. Storing flammable materials, chemicals, or other hazardous substances.
3. Subletting or transferring the accommodation to a third party.
4. Conducting for-profit business activities from the flat without the consent of AVU.
5. Consumption of narcotic and psychotropic substances.

i ⚠ Consequences of violating the rules

Repeated or serious violation of these rules is grounds for immediate termination of the accommodation agreement.

The decision to end accommodation is made by the Rector of AVU on the basis of a request from the flat administrator, the Technical Department, or another resident. Affected persons may appeal the decision in writing.

Intentionally caused damage will be recovered regardless of the length or termination of the accommodation.

By my signature, I confirm that I have familiarized myself with the Rules of Cohabitation of the Kotorská flat, understand them, and undertake to comply with them.

Date and signature of the accommodated person:

Name:

Signature:

Date and signature for AVU (flat administrator):

Name

Signature: