

University of Chemistry and Technology, Prague	
Title	DIRECTIVE No. A/S/962/1/2018
Subject	Rules for holding student events on the premises of the University of Chemistry and Technology, Prague
Applicability	All-university
Effective from	28 March 2018
Effective to	Unlimited
Revision	Annually
Cancelled	-----
Prepared by	Department of Communication - 979
Issued by	Ing. Ivana Chválná

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

Article 1

Introductory provisions

- (1) This directive sets out the rules for holding student events on the premises of the University of Chemistry and Technology, Prague (hereinafter 'UCT Prague').
- (2) A student association (hereinafter 'association') refers to an association of students registered under the directive 'Rules for the Operation of Student Associations Registered at the University of Chemistry and Technology, Prague, No. 60.59/17.
- (3) A student event (hereinafter 'student event') refers to a cultural, social, educational, sports or other event held at UCT Prague and organised by a student association.
- (4) In accordance to this decree, the supervising person shall be an employee of UCT Prague.
- (5) The authorised representative is the person stated in the student association registration form pursuant to the directive 'Rules for the Operation of Student Associations' No. 60.59/17.

Article 2

Procedure for applying to hold a student event

- (1) The applicant holding a student event (hereinafter the 'applicant') is a student association under Article 1 (2) hereof, through the authorised representative, or an individual student of UCT Prague.
- (2) In compliance with Annex 1 hereof, the applicant completes the Application for Permission to Hold a Student Event (hereinafter the 'application', providing the event name, date, time and other details of the event, including a detailed description of the event and the layout of the stalls or other similar objects, if applicable).
- (3) The application shall be submitted electronically to the Head of the Department of Communication of UCT Prague (hereinafter 'Department of Communication') no later than 21 days before the event. The Head of the Department of Communication will confirm receipt of the application and, if necessary, request the applicant to provide additional information. Subsequently, the Head of the Department of Communication (or an employee authorised by the Head) will pass the application to the Bursar's Secretariat and inform the Head of the Department of Safety and Risk Prevention and the Head of the Department of Operation and Technical Services.
- (4) The Head of the Department of Communication (or an employee authorised by the Head) informs the applicant about the result of the assessment of the application. In case of a positive result, the Head of the Department of Communication (or an employee authorised by the Head) will give the approved application together with any necessary documents to the applicant.
- (5) UCT Prague reserves the right to determine the conditions under which the student event can be held and the property and premises of UCT can be used.
- (6) Applications submitted in other manner than as described herein will not be considered.

Article 3

Rights of the Applicant

- (1) With an approved application pursuant to Article 2, paragraph 4, the applicant may use the premises and property of UCT Prague only within the approved scope and time.
- (2) With the approved application, the applicant may request support from the Department of Communication to promote the event. The scope of such support will be determined the Department of Communication.

Article 4

Obligations of the Applicant

- (1) The applicant is responsible for the course of the event.

- (2) The applicant must see to that the suppliers are familiar with the rules stated in the internal regulations of UCT Prague and they move only in the designated area. The applicant is responsible for compliance with those rules.
- (3) No later than 5 working days before the student event, the applicant must arrange with the Head of the Department of Building Administration of UCT Prague the cleaning of the designated area. Otherwise, the applicant shall be responsible for cleaning the designated area.
- (4) The applicant must remain on site until the student event ends and hand over the cleared premises to the supervising person or an authorised employee of UCT Prague.
- (5) The applicant must follow instructions from the supervising person and reception staff of UCT Prague.

Article 5

General Rules

- (1) The student event may take place only within the scope stated in the approved application.
- (2) If the rules for holding student events are violated, namely the school's internal regulations and breach of night-time quiet hours, the supervising person or the authorised employee of UCT Prague may terminate the event.
- (3) Ending the event includes restoring the designated premises to original condition and, as the case may be, returning keys to the supervising person.

Ing. Ivana Chválná
Bursar