

# Music room regulations

Music room in 17.November dormitory of Charles University (hereinafter referred to as "dormitory") is a social space, where accommodated students and registered visitors can develop their creative potential and practice music collectively or individually. The use of the music room is regulated by the following rules.

1. Music room administrator is responsible for organizing music room's operation including regular inspection of its equipment and purchase new equipment for the music room, if needed. Music room administrator keeps the visitors list, creates and maintains a schedule for the music room.
2. Music room administrator's responsibilities include communication with the students, dormitory management, schedule updating. Music room administrator provides an A building receptionist with the latest version of the schedule. Music room administrator is obliged to regularly update information about music room in the form of maintenance music room's web page <https://listopad.koleje.cuni.cz/hudebniKlub> and copying that information on the notice board located in the lobbies of A and B dormitory buildings.
3. Music room administrator holds their personal set of keys from the music room, is the first person to pick hours in the schedule in the beginning of each academic year and is allowed to inspect music room's equipment any time despite schedule.
4. In case of music room administrator's resignation, new applicants for the position apply to the dormitory's Student council. Music room administrator before their resignation date is responsible to hand over all the information about music room to the new administrator or to Student council, in case there was no interest in the administrator's position.
5. Music room is available for dormitory residents after registration at the Accommodation office and paying a fee for using the music room. During a registration resident is handed a laminated music room id card (hereinafter referred to as "card") with their photo on it. The photo needs to be brought to registration. There is two types of membership — a year membership and a half-year membership. By year period (or half-year period) of card's validity is meant calendar year.
6. Music room is also accessible for non-residents of the dormitory, in this case a person must be a student at any university in Czech Republic. A person should provide confirmation of their studies at the Accommodation office during the registration along with their photo for the id card.
7. Before registration a student must inform music room administrator on type of equipment they are planning to use.
8. Music room is opened from 8:00 till 24:00.

9. Keys from music room are borrowed at the reception A in exchange for music club id card according to the one's hours in the schedule. In case of multiple people being registered at the same time (as a group), one of listed people borrows the keys with their card and becomes responsible for music room and music room's equipment for the time of using.
10. Receptionist at the building A keeps a journal of music room's keys borrows.
11. In case of student being responsible for damage of the equipment, a student must immediately inform music room's administrator about the damage caused either via email or by leaving a notification at the reception A, which receptionist confirms with their signature. According to the nature of damage, it will be judged, whether or not the damage is caused by the student. In case of student's fault proven, a student will be assigned with the damage compensation.
12. Every student must check music room's equipment they are going to use before start of their session and, if there was revealed any defect, they either inform the receptionist at the building A about the defect or report it to music room administrator via email. Every damage of the equipment that hasn't been reported under 10 minutes by current user of the room, cannot be assigned to previous user of the room.
13. There is a strict prohibition of smoking, consumption alcohol or any other illicit substances in the music room.
14. Students using the music room are prohibited to store personal belongings in the room and grant access to the room to unregistered users.
15. Students using the music room are obliged to follow fire safety regulations.
16. Any violation of paragraphs 13, 14 and 15 leads to cancellation of access to music room for a period of one calendar year from the day of violation. If a violation occurred to a person, who is also registered with the group of people, access to the music room will be revoked for the whole group of people, without getting into consideration whether or not violation occurred within group hours or at other time.