

Prague, 19 December 2023

Ref.: AMU/300/23/00019

PID: AMU/23/033587

## Directive No. 2/2023 of the Bursar of FAMU Operating Rules of the Lažanský Palace

### 1. Entry to the building

- a) **The main FAMU building, the “Lažanský Palace”,**  
located at Smetanovo nábřeží 2, 116 65 Praha 1, is open to all academic employees of FAMU, students of FAMU, and other FAMU personnel on business days, Monday to Friday, from 7 am to 10 pm (07:00–22:00).
- b) Entry to the building is permitted through the main entrance at Smetanovo nábřeží 2. The rear entrance to the building in Divadelní Street is only to be used for auxiliary purposes such as removing waste, moving furniture, parking, etc.
- c) Students are allowed to stay in the building after 10 pm (22:00) and during the weekends subject to the approval of the Head of the Department and the Faculty Bursar. Students are required to submit an e-mail request via the secretariat of their Department to the FAMU reception e-mail address [recepce@famu.cz](mailto:recepce@famu.cz), cc the e-mail of the Faculty Bursar.
- d) Academic employees and secretaries may stay in the building if and as necessary for their purposes, provided that they notify the reception personnel about their prolonged stay on the premises before 10 pm.
- e) The building’s reception desk is staffed non-stop. The daytime personnel can communicate in English on a standard level. Visitors from outside the academic community, AMU employees and FAMU course attendees are required to register at the reception desk.
- f) Visitors to the FAMU building are required to familiarise themselves with the building’s emergency and fire protection regulations, which are posted in the reception area.

## 2. Operation

- a) With regard to classrooms 1–7, the teacher who picks up the keys from the reception desk is responsible for the classrooms. Once the classes are over, the teacher shall:
- Switch the presentation equipment off,
  - Switch the lights off,
  - Close the windows,
  - Check if any electrical appliances are off,
  - Lock the classroom, and
  - Return the keys to the reception desk or, as the case may be, hand them over to another teacher.


If the teacher detects any issue and/or defect in a classroom, they shall report the same to the reception personnel and record it in the operations log at the reception desk.

- b) The operation of specialised workplaces – studios – is governed by rules determined by their respective governing Departments subject to compliance with the present Rules.
- c) The operation of the Student Club and the Parnas Restaurant is the responsibility of the tenant/operator of such facilities.
- d) The reception personnel shall lock the entrance to the building's main staircase, i.e. the glass door past the guard cubicle, and activate the electronic alarm system at 10 pm (22:00) on every business day.
- e) The electronic alarm system is activated non-stop on Saturdays, Sundays, and public holidays.
- f) The main entrance to the building from Smetanovo nábřeží is locked after the Student Club and the Parnas Restaurant close.
- g) The Dean may allow other entities to use the Faculty premises. Any such use is subject to the approval of the Faculty Bursar.
- h) All visitors are required to protect FAMU property from damage, loss, destruction, and misuse.

### 3. Special restrictions

- a) Smoking is prohibited in all shared areas of the building including the rear staircase.
- b) Smoking is allowed in the backyard only.
- c) Free movement of animals and the presence of animals without security measures applied (e.g. muzzles) in Lažanský Palace is prohibited. The person who brings any animal onto the premises is fully responsible for such animal. The presence of any animal(s) during instruction is subject to the consent of all attendees. Members of the Academic Community have the right to object to any unsuitable or disturbing conduct of such an animal and request an immediate remedy. Anyone whose mental or physical condition prevents them from staying in the presence of an animal has the right to ask that the animal be removed, in particular during instruction or when performing employment duties.

Prague, 19 December 2023

  
Viera Hladišová  
Bursar of FAMU