

## House Rules for the Lažanský Palace

### 1. Entering the Building

- a. The Main Building of FAMU, “Lažanský Palace”, registered address: Smetanovo nábřeží 2, 116 65 Prague 1, is open to all members of the FAMU academic community, FAMU students and FAMU staff members on workdays, Monday to Friday, from 7 a.m. till 10 p.m.
- b. The Building is entered through the main entrance from Smetanovo nábřeží 2. The rear entrance from Divadelní Street is reserved for facility operation purposes only – e.g. waste collection, parking, moving etc.
- c. Students may stay in the building after 10 p.m. solely with the consent of their Department Head, having informed the Faculty Secretary. Students are obliged to deliver the **Permit to Enter the Faculty Building Outside Operation Hours** (<https://www.famu.cz/fakulta/zakladni-dokumenty-fakulty/provozni-rad-palace-lazanskych/>).
- d. Members of the academic community and the Secretary are permitted to stay in the Building as necessary in urgent cases; they are obliged to inform the Reception Desk of their presence prior to 10 p.m.
- e. The Reception Desk is manned at all times. Any visitors outside the academic community, AMU staff members and FAMU course participants are obliged to register at the Reception Desk.
- f. Visitors to the FAMU Building are obliged to read the Fire and Alarm Guidelines for the Building (posted at the Reception Desk).

### 2. Operation

- a. The teacher who has collected the keys from the Reception Desk is responsible for the room (in relation to Classrooms 1 – 7). When the class is finished, the teacher is obliged to:
  - Switch off the presentation equipment,
  - Turn the light out,
  - Close the windows,
  - Check that electric equipment is turned off,
  - Lock the classroom,
  - Hand the key back to the Reception Desk, or possibly hand it over to the next teacher.

The teacher shall report any defects or failures in the classrooms to the Reception Desk and register them in the Operation Book kept therein.

- b. Operation of specialised sites – the studios is governed by the rules stipulated by the supervising Departments which comply with these House Rules.
- c. The respective Tenants are responsible for the operation of the Student Club and Parnas Restaurant.
- d. On workdays, the Reception Desk staff close the entrance to the main staircase in the Building, i.e. the glass door by the Reception Desk, and activate the electronic security system at 10 p.m.
- e. At weekends and on holidays, the electronic security system is activated 24/7.

- f. The main entrance to the Building from Smetanovo nábřeží closes when the Student Club and Parnas Restaurant have finished their business for the day.
- g. The Dean of the Faculty may permit other entities to use the Faculty premises. Such use is subject to the Faculty Secretary's approval.
- h. All visitors are obliged to protect FAMU property from damage, loss, destruction and abuse.

3. Special Restrictions

- a. Smoking is prohibited everywhere in the shared premises of the Building, including the rear staircase.
- b. Smoking is only permitted in the yard.

Mgr. Zdeněk Holý

Dean of FAMU