



Operating rules of the multimedia room

§ 1

General principles

1. Operator of the multimedia room is klub Sinkuleho a Dejvické koleje (further only "club").
2. Multimedia room is project of club conformable with club's rules
3. Multimedia room is placed in the basement of Sinkuleho dormitory.
4. Next rules of using including time schedule are established by administrator of the room.

§ 2

Administrator of the multimedia room

1. Administrator of the multimedia room (further only "administrator") is elected by members of club menegment.
2. Vice administrator of the multimedia room is chosen by administrator. He substitutes administrator in his absence.
3. Administrator is liable for evidence of property, and abidance of internal rules of the multimedia room.
4. Administrator and vice administrator watch observance of internal rules and cleanness in the multimedia room.
5. It is forbidden to carry out any equipment outside of the multimedia room. Only administrator can make an exception.

§ 3

Acces to the multimedia room

1. Multimedia room is designated only for students living in Sinkuleho and Dejvická dormitory with valid accomodation contract for one year. Only administrator can make an exception.
2. Before entry into the multimedia room user has to prove his identity by valid identity card.

§ 4

User's rights and duties

1. User is person, who after valid identification gets multimedia room key. User must have valid reservation.
2. In multimedia room is forbidden to smoke and manipulate with open fire.
3. User is responsible for observace of order, protection of equipment and oservence of internal rules. All defects and accidents must be immediately report to administrator or vice administrator. If not, user will have to pay caused damages.
4. User use all equipment in the multimedia room on his own risk. If he finds any broken equipment, he is not allowed to use it.
5. It is foribben admit into the multimedia room person, who user don't know. User is responsible for all actions in multimedia room. It is forbidden to give the key to the third party. User has to be in the room for whole time. When user left room he has to lock door.
6. User left room as last and he has to close windows, turn off all equipment, switch off the light and lock the door.
7. User is responsible for cleanness in the multimedia room.



8. Club is not responsible for loss and caused damage on equipment bring into multimedia room. After leaving the room everybody carry out his personal equipment.

§ 5

Reservation system

1. It is possible to create a reservation by:
 - a. speak with administrator or vice administrator
 - b. send an email (more informations are on website (<http://mm.sin.cvut.cz>))
2. On website is reservation time schedul for 14 days.
3. One person can reserve multimedia room only for 5 hours in one day and 20 hours for one week. Only administrator can make an exception.
4. Administrator or vice administrator can change or cancel reservation.

§ 6

Equipment

1. List of all equipmen in multimedia room is in attachment.

§ 7

Final regulations

1. In case of breking the rules, will be forbidden entry to the multimedia room.
2. In case of serious fault, penalty will be defined on meeting of club menegment.
3. User is also obliged to keep internal rules of dormitory and terms listed in accomodation contract.
4. This internal rules are valid since day of subscribe.

In Prague day 31.01 2010

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Lubomír Vacula

Administrator of multimedia room

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Martin Čarek

President of club