

NATIONAL ATMOSPHERIC OBSERVATORY KOŠETICE

Accommodation Regulations

1. These accommodation regulations are intended for all persons interested in using the accommodation facilities on the premises of the Košetice Observatory, i.e. the National Atmospheric Observatory Košetice (hereinafter referred to as "NAOK"), whose operator and administrator is the Czech Hydrometeorological Institute (hereinafter referred to as "CHMI"), Na Šabatce 2050/17, 143 06 Praha 4-Komořany, ID No. 00020699.
2. **The range of rights and obligations** set out in these accommodation rules are to be followed by the employees of the CHMI and guests who come to the NAOK for the purpose of training, excursions and working stays related to the CHMI or for other purposes, and are interested in using the accommodation facilities for short-term or temporary accommodation.
3. **Accommodation in NAOK** is not hotel accommodation and is not in the nature of rental accommodation; it is not a legal entitlement.
4. **The CHMI** provides accommodation in the form of rooms with sanitary facilities with the possibility of using a common equipped kitchen and terrace.
5. **Parking** is provided in the closed area of NAOK.
6. **Accommodation at NAOK is free of charge.**
7. **All the details of the accommodation request** are done online when applying for OPEN ACCESS - ACTRIS-CZ Infrastructure or by email enquiry, and once the accommodation option is confirmed, all the tasks related to the registration in the accommodation book, the issue of room keys and the verification of identity are done at the NAOK site.
8. **Each person** is obliged to prove their identity upon arrival, otherwise they cannot be accommodated, the records of personal data of the accommodated person are kept in the accommodation book of the CHMI, which is stored in the conference room of the Observatory Košetice CHMI, 395 01 Křešín.
9. **Start of accommodation** is possible from 14:00 at the earliest. End of accommodation - until 10:00 or individually by agreement with the head of the Košetice Observatory or the person in charge of accommodation.
10. **Meals are provided** by prior arrangement.
11. **OBLIGATIONS OF THE ACCOMMODATED PERSON:**
 - comply with the provisions of the accommodation regulations
 - observe nightly quiet hours from 22:00 to 7:00
 - Familiarize yourself with the WHS NAOK
 - comply with NAOK safety and fire regulations
 - do not lock the entrance doors of buildings for 24 hours in accordance with fire regulations
 - cleaning used dishes and kitchen cabinets in the kitchens
 - check that electrical appliances are switched off when leaving the common rooms
 - lock the door when leaving the room and do not leave jewellery, money and other valuables unattended
 - when leaving, check that all windows are closed
 - keep the rooms and the entire property clean
 - do not carry room equipment from one to another
 - enter the accommodation facility only with the consent of the operator
 - do not keep animals
 - do not start fires in the NAOK premises
 - do not enter the water tank located under the buildings on the NAOK premises
 - use only permitted electricity. appliances: shavers, hair dryers (PC, audio-video equipment is allowed), others only by agreement with the operator
 - do not carry sharp objects and weapons, narcotic and addictive substances
 - do not report faults and defects immediately to the person in charge of the accommodation
 - take care for your own safety and comfort and that of others
 - vacate the accommodation by 10:00 a.m.

RIGHTS AND OBLIGATIONS OF THE OPERATOR:

- enter the room and common areas in the absence of the occupant for the purpose of inspection, troubleshooting and repair
 - clean the rooms and the whole building, wash bed linen
 - ensure activities related to the operation of the accommodation facility
12. **The accommodated person** is responsible for observing the terms of the accommodation regulations and in case of their violation is obliged to compensate for the damage caused by his/her actions.
 13. **Smoking is only permitted in designated areas of the NAOK**
 14. **In case of gross violation** of the accommodation rules, the person accommodated will be asked to terminate the accommodation even upon verbal notification and the right to accommodation shall be terminated.
 15. **GROSS VIOLATION OF THE ACCOMMODATION REGULATIONS IS:**
 - arbitrary destruction of the operator's equipment
 - repeated failure to observe the night-time curfew
 - rude and abusive behaviour towards other residents, physical assault
 - use of addictive substances, smoking in non-designated areas of the NAOK building
 16. **The operator is liable** for items brought into the accommodation facility if the person accommodated hands them over to the responsible person of the operator. The operator shall be liable for jewellery, money and other valuables without limitation only if they have been stored in a lockable cabinet or safe or have been taken into custody and the damage has been caused by the fault of the operator. The right to compensation must be exercised without undue delay within 15 days of the victim becoming aware of the damage.
 17. **The CHMI** is not responsible for any vehicle parked on the NAOK premises and for the items contained therein.
 18. **The accommodation facility NAOK** is a part of the CHMI, therefore all personal data of the subject required for verification of identity at the start of the stay are stored by the CHMI with the personal data administrator, which the CHMI, as a processor, processes for the purposes in accordance with Act No. 110/2019 Coll, on the processing of personal data, as amended, in relation to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as GDPR) and any further information regarding the processing of personal data is located at www.chmi.cz and the administrator will also provide them on request, furthermore, by providing personal data, the subject acknowledges that he/she has given his/her explicit consent to the processing of the personal data provided, including for the purpose of their possible transfer to third parties, if there is a gross violation of the accommodation regulations and the personal data is required by law enforcement authorities or general courts in the application of compensation for damages within the meaning of Act No. 89/2012 Coll, Civil Code, and further confirms that he/she has been informed of his/her rights when providing personal data.

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Accommodation regulations/effective and valid from
1st of January 2023

Approved on 2nd of January 2023

Mgr. Adéla Holubová Šmejkalová Ph.D.
The head of Košetice Observatory
e-mail: adela.holubova@chmi.cz
tel.: 565 498 015

podpis: _____





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**IMPORTANT TELEPHONE NUMBERS (EMERGENCY, FIRE,
ACCIDENT):**

**The head of Košetice Observatory –
tel. 565 498 015**



Project Large Research Infrastructure ACTRIS – participation of the Czech Republic (ACTRIS-CZ - LM2023030).