



In Pilsen, 29 August 2024
Ref: UKLFP/433287/2024

DEAN'S MEASURE NO. 11/2024

RULES FOR THE USE OF THE PREMISES OF THE FACULTY OF MEDICINE IN PILSEN, CHARLES UNIVERSITY

Article 1 Subject of modification

This measure regulates the rules of the premises of the Faculty of Medicine in Pilsen, Charles University (hereinafter referred to as the "faculty") for conferences, seminars, discussions, competitions, festivals, meetings of student associations and other similar activities (hereinafter referred to as "events").

Article 2 Use of faculty premises

- 2.1 The Faculty may make its premises and staff or other capacities available for use for events as part of its ancillary activities only if the premises and capacities are not used by the faculty for its main activity at the required time.
- 2.2 Requests for the use of faculty premises must be submitted in writing (paper or electronic) to the faculty office or by e-mail: pronajmy@lfp.cuni.cz well in advance, no later than 30 days before the event.
- 2.3 The terms and conditions for the use of the faculty premises are set out in the form included in this Measure as Annex 1.
- 2.3 The applicant shall ensure that the person responsible for the event provides active assistance in the preparation and conduct of the event.
- 2.5 The applicant acknowledges that the used premises must always be handed back in their original condition and at the same time always observe all provisions of the Operating Rules of the Medical Faculty of Pilsen campus.
- 2.6 Upon receipt of a request for use of the premises, an approval process will take place to determine whether the premises can be used and the faculty will submit a quotation to the applicant. The faculty will be bound by a confirmed purchase order issued by the applicant based on mutually agreed event parameters for the event.



Article 3
Final Provision

- 3.1 An integral part of this measure is Annex No. 1 - Request for the use of premises of the Faculty of Medicine in Pilsen, Charles University.
- 3.2 This measure comes into force and effect on the date of signature by the Dean of the Faculty.¹

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prof. MUDr. Jindřich Fínek, Ph.D., MHA
Dean of the Faculty

¹ The only legally binding regulations are those in the Czech language and the translation above are for informative purpose only.

