

### APPENDIX 10: GENERAL RULES FOR THE USE OF RENTABLE STUDY ROOMS AND CLASSROOMS

10.1.1 Patrons can rent Team Study Rooms and Classrooms in the Library on a short-term basis. Reservations for Team Study Rooms or Individual Carrels can be made through the Library's reservation system or via a Library staff member during assisted services hours and require a sufficient balance on the Patron's Financial Account.

10.1.2 Patrons must check Team Study Rooms or Individual Carrels upon renting and report any damage found, otherwise they are liable for any damage. The method of compensation for any damage is governed by generally binding legislation (Czech Civil Code).

10.1.3 Users may rent, for the short- or long-term, Balling Hall, Computer Rooms, the Educational Center, the After Hours Study Room, and designated Team Study Rooms. For more information about such rentals, please visit the [Conference Services & Rentals](#) webpage.

10.1.4 The Library's security and cleaning staff enters rented Individual Carrels to check and clean them on a daily basis.

10.1.5 Operation of the rentable spaces may be interrupted or restricted for essential hardware or software maintenance.

10.1.6 For the duration of the rental period, Patrons may only study and Room documents use items properly checked out using their Patron account. Patrons must return items from the Open Stacks intended for on-site study to the designated places at the end of Library opening hours on a given day. The penalty for violating this is the cancellation of the ability to rent rentable spaces or the revocation of the right to use rental services; see the **Conditions of Use of the Integrated Library**, part 6.1.1.

10.1.7 Perishable items, dangerous items, and chemical or volatile substances are prohibited in rentable spaces. Violation of this is sanctioned by cancellation of the space reservation or deprivation of the right to use Library services; see the **Conditions of Use of the Integrated Library**, part 6.1.1.

10.1.8 A Patron/User may not permit allow unauthorized persons to enter the rented space and takes responsibility for their guests.

10.1.9 Patrons can connect to the internet in rentable spaces using Wi-Fi and their own portable devices (e.g., notebook, tablet).

10.1.10 Patron can only use approved electric devices in rentable spaces.

10.1.11 Taking out, bring in, or moving furnishings, equipment, chairs, and so on from rentable spaces is not allowed. Furnishings cannot be manipulated in any other manner. The number of seat is limited by the capacity of the relevant rentable space. If rules are violated,

the rental will be cancelled with immediate effect and without any entitlement to a refund of the rental fee paid.

10.1.12 If a Patron cancels a reservation for a space within 24 hours before the planned rental starts, the Patron will not be charged.

10.1.13 After the end of the rental, the Patron must return the rentable space in a clean and tidy condition without damage.

10.1.14 When using rentable space, patrons are subject to the rules for the respective room type (see [Rules for using Team Study Rooms](#), [Rules for using Individual Carrels](#)) and the text below.

## 10.2 Individual Carrels

10.2.1 Individual Carrels are intended for short- or long-term rental for individual study and research work. Individual Carrels can be used during [self-service Library opening hours](#). Individual Carrels are equipped with electricity and data sockets.

10.2.2 Individual Carrels No. 1–27 are located in the Protected Public Area on Floor 6. Individual Carrels No. 7 and No. 21 are barrier-free and have two seats, while the other Individual Carrels each have a single seat.

10.2.3 Only Patrons in specific groups and those who have no outstanding liabilities with the Library are authorized to use Individual Carrels (see [Access & Privileges Tool](#)) pursuant to [Appendix 2: Service Differentiation Principles](#), and they must have settled all obligations to the Library.

10.2.4 The minimum rental period for an Individual Carrels is set for each semester of the academic year and may vary for Individual Carrels. Information about this (including minimum rental period and eligible Patron groups) is published on the [Individual Carrels webpage](#).

10.2.5 Individual Carrel renters may invite a guest into their carrel and also borrow a chair from the Open Stacks for this purpose. The chair must be returned to its previous location after the visit.

10.2.6 A Patron will use their Patron card to open the Individual Carrel for the duration of the rental period upon payment of the specified fee; see [Appendix 1: Price List](#).

10.2.7 Upon request, Users of individual carrels for disabled patrons (No. 7 and No. 21) must to show proof of disability (e.g., Czech social security disability document, proof of disability, a disability Insurance card, or a medical report) to staff while using the carrel.

## 10.3 Team Study Rooms

When using Team Study Rooms, Patrons must follow the [Team Study Room Reservation Policy](#).

10.3.1 More information about Team Study Rooms and how they are equipped is on the [Reserve a team study room](#) webpage. Team Study Rooms are primarily intended for team/group work, work on projects, and possibly non-commercial lectures. Misuse of the discounted rental fees for Team Study Rooms for commercial purposes may lead to the temporary or permanent revocation of Library services and financial compensation will be demanded. For more information, please visit the [Conference Services & Rentals](#) website.

10.3.2 After payment of the rental fee (see [Appendix 1: Pricelist](#)), a Patron (and any guests) is permitted to enter the Team Study Room starting at the selected time.

10.3.3 Only certain Patron groups (see [Access & Privileges Tool](#)), according to [Appendix 2: Services Differentiation Principles](#), who have settled their obligations with the Library are entitled to use Team Study Rooms at a discounted fee using the online reservation system. Other patron categories can use the commercial rental services, see Section 10.1.3.

## 10.4 Quiet Study Room

10.4.1 The Quiet Study Room is located in the Protected Public Area in Sector A on Floor 3. It is intended for Library Patrons. The use of the Quiet Study Room is governed by the rules on display inside the Study Room. In the Quiet Study Room, Patrons have the right to use a single seat only. If all seats in the Quiet Study Room are occupied, you may not wait in the Quiet Study Room for a free seat. More information is on the [Quiet Study Room](#) webpage.

## 10.5. Computer Classrooms

10.5.1 Currently, on the basis of contractual arrangements, Classroom No. 4 is leased on a long-term basis to CTU in Prague and Classroom No. 2 is used for the provision of Business Services.

## 10.6. After Hours Study Room

10.6.1 The After Hours Study Room is located on the ground floor of the Library near the NTK3 entrance. The After Hours Study Room is open to select Patron groups and is open whenever the rest of the Library is closed. See [opening hours](#) for details. For more information, visit [After Hours Study Room](#) website.

In Prague, dated October 22, 2024  
NTK Director  
Ing. **Martin Svoboda** m. p.