



## Directive S2021-01

26 January 2021

### Rules for Entering and Parking on IOCB Prague Premises

#### 1) Entry and exit of delivery vehicles

- a) During gatehouse service hours\*, delivery vehicles enter and exit the complex through the gate in Stavitzká street. The gatekeeper records each entry and exit together with vehicle registration number.
- b) In order to verify the purpose of entry into the complex, the entrance is secured with a gate and a boom barrier.
- c) If necessary, delivery vehicles may enter the complex during gatehouse off-hours; in such cases, the gate is opened by the receptionist at the IOCB Prague main reception upon the driver reporting to the reception using the intercom at the gate. The receptionist records each entry and exit together with vehicle registration number.
- d) Delivery vehicles are not permitted to park in the IOCB Prague complex.

#### 2) Entry, exit, and parking of vehicles of external service providers

- a) During gatehouse service hours, vehicles of external service providers enter and exit the complex through the gate in Stavitzká street. The gatekeeper records each entry and exit and contacts the responsible IOCB Prague employee.
- b) In order to verify the purpose of entry into the complex, the entrance is secured with a gate and a boom barrier.
- c) In special cases, vehicles of external service providers may enter the complex during gatehouse off-hours; in such cases, the gate is operated by the receptionist at the IOCB Prague main reception upon the driver reporting to the reception using the intercom at the gate. The gatekeeper records each entry and exit and contacts the responsible IOCB Prague employee.
- d) If arranged with the IOCB Prague employee who ordered their services or is supervising them, external service providers may park in the IOCB Prague complex, but may do so only if there is a free parking space and only for the amount of time required to provide the service.

#### 3) Employee parking

- a) Employees who have received a parking permit (permit holders) may park their registered vehicle in the IOCB Prague complex.
- b) Parking in the complex is permitted only in spaces designated by a broken white line (if the spaces are not reserved) or in the automated garages.

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\* As of the publication of these rules, the service hours of the gatehouse are Monday through Friday from 7 a.m. to 3 p.m.

- c) Parking in the IOCB Prague complex is permitted only for the period of time the employee is at work on the premises.
- d) Parking spaces in the complex are not reserved for permit holders; parking is only possible if there are free spaces.
- e) If all the parking spaces in the complex are full, employees must park outside the complex.

#### **4) Entry and exit of employee vehicles**

- a) Parking permit holders must enter and exit the complex through the gate in Bechyňova street only.
- b) The gate opens automatically based on camera recognition of the license plate of a registered vehicle; permit holders are required to keep their license plates clean and readable to ensure successful recognition.
- c) The gate to the complex cannot be opened in any other way than by license plate recognition; if the gate does not open based on licence plate recognition, entry is not permitted. Reception staff are not authorized to permit entry to the complex.
- d) If necessary, employees who do not have a parking permit may enter the complex for the purpose of loading/unloading their vehicle. The maximum time allowed for loading/unloading a vehicle within the complex is 60 minutes.
  - i) During gatehouse service hours, vehicles enter the complex through the gate in Stavitzká street, and drivers are required to report to the gatekeeper and provide their name, reason for entering, vehicle registration number, and IOCB Prague employee ID card. The gatekeeper will also record the time of entry and exit.
  - ii) During gatehouse off-hours, drivers must report to the IOCB Prague main reception and provide their name, reason for entering, vehicle registration number, and IOCB Prague employee ID card. The receptionist will issue a time-limited entry permit (card), which the employee is required to return to the reception within the time stipulated above. The receptionist will record the time of issue and return of the entry permit.

#### **5) Entry permission and parking**

- a) Employees may apply for a parking permit by completing the necessary form according to the instructions on the form. Employees are required to justify their application, i.e. provide relevant reasons for why they should have priority over other applicants.
- b) On the form, applicants must also provide the registration number of the vehicle for which they need the parking permit. Employees may provide registration numbers for more than one vehicle; however, the permit is valid for one vehicle only, i.e. only one of the vehicles listed on the form is permitted to enter and park in the IOCB Prague complex at any given time.
- c) The criteria for issuing parking permits are set by the director of IOCB Prague.
- d) Together with the parking permit, employees are issued a parking card for entry to the automated garages.
- e) Permits are issued for a fixed period and can be issued repeatedly. Employees may surrender their parking permit by returning the parking card that was issued with the permit.
- f) The number of valid parking permits is limited. When the maximum number of parking permits has been issued, further applications will be collected and regularly reassessed together with the issued parking permits. Applicants and permit holders will be informed by email of the issue or revocation, respectively, of a parking permit.

- g) Should a permit holder violate the rules for entering the complex and parking in it (e.g. by parking in an unauthorized place), their parking permit will be suspended for a period of two weeks; in cases of repeated violations, the permit will be suspended for one to six months, or even permanently.
- h) Should any vehicle improperly parked in the IOCB Prague complex pose a safety hazard or block the passage of emergency vehicles, it will be towed at the expense of the permit holder or the driver who entered the complex without authorization.

This directive is effective from March 1, 2021.



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