

# **The Rules of Operation for the Seminar and Meeting Rooms of the IOCB of the AS CR**

## **I. General Provisions**

- (1) This document sets the rules for the use of seminar and meeting rooms, conference and multi-purpose halls and similar spaces in the complex of the IOCB of the AS CR.
- (2) The rooms governed by these rules include mainly
  - a) the seminar rooms **A.1.48\***, **A.1.50\***, **A.2.46\***, **A.3.42\***, **A.3.44\***, **B.2.29**, **B.3.29**, **B.4.29** and **C.5.01**,
  - b) the meeting rooms **D306** and **A.4.01\***,
  - c) the meeting room **A.4.32\*** with videoconferencing facilities,
  - d) the conference hall **A.2.01/A.3.01\***,
  - e) the multi-purpose hall (club) **A.5.01\***.
- (3) All seminar rooms listed in Subsection 2a) can be used by all the staff, departments and groups of the IOCB regardless of the location of the room and the placement of the staff; yet it is assumed that group seminars and meetings will take place in the closest rooms possible.
- (4) The meeting rooms included in Subsection 2b) primarily serve the needs of the IOCB management; nevertheless, should they be vacant, they may be used by the other staff of the Institute after prior consent.
- (5) The meeting rooms mentioned in Subsections 2c), 2d), 2e) can be utilized by any IOCB staff for videoconferencing and bigger events, but their use may be subject to the prior consent of the room administrator.

## **II. Entry Permission, Locking and Unlocking**

- (1) Entry into the room D306 is mediated by the secretariat of the IOCB director. The below-listed rules for entry control do not apply to this room.
- (2) Access to the other rooms mentioned in Art. I is governed by an electronic access control system (ACS) in which entry permit is set in compliance with the following rules:
  - a) All IOCB staff members may enter the seminar rooms listed in Article I, Subsection 2a) (i.e. unlock the rooms using a staff card) on their own.
  - b) Only designated persons can enter the other rooms (i.e. unlock the rooms using a staff card or a special entry card issued by the room administrator) on their own.
- (3) Since the entry system is interconnected with the electronic security system, the rooms must be opened using a card, not a key.
- (4) A room is unlocked by holding a staff card close to the reader with the button at the room door. When the room has been unlocked, the reader indicator is lit in orange and the button is illuminated green.
- (5) After attaching the card to the reader, the room is unlocked for a longer period of time:
  - a) for 1 hour in the case of rooms listed in Art. I, Subsection 2a), 2b) and 2c),
  - b) for 4 hours in the case of rooms listed in Art. I, Subsection 2d) and 2e).For this period, the room door remains unlocked and the room may be entered without having to unlock the door.

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\* The room is part of the second stage of the construction and reconstruction of the complex and will be accessible after their completion in October 2015.

- (6) The door is locked by pressing the button on the reader and attaching the card to the reader. When the door is properly locked, the reader indicator turns red and the button illumination turns off.
- (7) After the expiry of the period referred to in the previous paragraph, the room automatically locks, yet the security system is not activated. It is possible to stay in the room, but the door is no longer unlocked for access from the outside. To reset the period when the door is unlocked, it is necessary to hold the card of an authorized user close to the reader again.
- (8) From the inside, the rooms are equipped with emergency-escape fitting – the room can be left at any time.
- (9) Once the event has ended and the last participant has left, the room must be locked. The responsibility for properly locking the door lies with whoever was the first to unlock the door.
- (10) Even if the door locks automatically when the specified period expires, it is necessary to lock the room manually using the above-mentioned procedure upon everyone's departure and thus to activate the security system.
- (11) Door unlocking and locking is monitored and archived in the records of the electronic access control system; these records may, if necessary, be used to determine the facts concerning the compliance with these Rules of Operation.

### **III. Room Booking**

- (1) The use of the rooms is regulated by an electronic booking system. The system is managed via a web interface accessed from the internal website of the Institute. The booking system may be accessed by all the IOCB staff using a username (personal number) and a password.
- (2) The rooms listed in Article I, Subsection 2a) can be booked in the electronic system in advance by any member of staff.
- (3) The rooms listed in Article I, Subsection 2b) can be booked in the electronic system only by authorized persons. The other IOCB staff members can book the room in person, by phone or by email through the secretariat of the IOCB director. The list of the persons authorized is approved by the IOCB director.
- (4) A booking request for a room listed in Article I, Subsection 2c), 2d) and 2e) may be entered in the electronic booking system by any member of staff. Since access rights are limited and it is sometimes necessary to ensure technology operation, the reservation is valid only after confirmation by the room administrator. The reservation request must be made well in advance, i.e. usually no later than 2 working days before the event.
- (5) The seminar rooms listed in Article I, Subsection 2a) can be used without reservations; Nevertheless, whoever has booked the room is given preference when using the room for the period booked.
- (6) Once the person who has booked some of the rooms has realized that s/he will not use the room booked, s/he must cancel the reservation in the booking system.
- (7) If the reservation is not used within 15 minutes of the scheduled beginning, it is considered cancelled.
- (8) When booking the rooms, the members of staff must proceed with collegial respect for the needs of other staff members and book the rooms only for the period necessary to implement the planned event. It is particularly undesirable to make one-time reservations or periodic reservations for no particular reason or for excessively long periods.

#### **IV. Room Use**

- (1) The users must use the rooms in accordance with their purpose, keep them tidy and return them to a proper state before leaving.
- (2) The audiovisual equipment installed in the seminar rooms listed in Article I, Subsection 2a) can be utilized by users on their own; training and assistance with the use are provided by the ITS support department by agreement.
- (3) Audiovisual and other technological equipment in the other rooms may only be operated by the room administrator or a person designated and trained by him/her.

These rules come into force on June 1, 2015.