

Document code:	PŘ/02/2026	
Ref. number:	UTB/26/026508	
Document class:	INTERNAL	
Document category:	DIRECTOR'S INSTRUCTION OF UNI	
Document name:	Operating Rules of the CPS Relaxation Zone	
Document applies to:	University Institute	
Date issued:	April 14, 2026	Version: 01
Applicable as of:	April 14, 2026	
Issued by:	Director of the University Institute	
Prepared by:	UNI Economic department	
Co-produced by:	TBU Legal department, OHS and Fire Safety Technician	
Number of pages:	3	
Number of attachments:	0	
Table of distribution:	UNI employees and students	
Signature of the authorised person:	Prof. Ing. Michal Sedláčik, Ph.D., m.p.	

Article 1

Purpose and Opening Hours

- (1) The relaxation zone is intended for rest and short-term regeneration of employees and students of UNI/CPS (hereinafter also referred to as “users”).
- (2) The opening hours are determined seasonally for the spring–autumn period, from 7:00 a.m. to 9:00 p.m., unless otherwise stipulated by the Director of UNI.
- (3) In the event of adverse weather conditions, the relaxation zone may be temporarily closed without prior notice. UNI further reserves the right to restrict or prohibit user access to the relaxation zone for operational, safety, or organizational reasons.
- (4) Use of the relaxation zone must be compatible with the fulfillment of employees' work duties.
- (5) The relaxation zone is not intended for the organization of events, meetings, or classes without the written consent of the Director of UNI.

Article 2

Safety and Conduct Rules

- (1) All users are obliged to behave considerately when using the relaxation zone, respect the quiet environment, and comply with UTB internal regulations and applicable legislation.

- (2) Every employee is obliged to immediately report to their direct supervisor or a designated person:
- damaged furniture or equipment,
 - technical faults or other deficiencies posing a safety risk.
- (3) When using the relaxation zone, the following is prohibited:
- sitting on railings, leaning over them, or otherwise endangering one's own safety or that of others (e.g., throwing objects over the railing),
 - consumption of alcohol, psychotropic substances, or other intoxicating substances,
 - smoking cigarettes (including electronic cigarettes),
 - damaging furniture or equipment,
 - handling open fire.
- (4) Users use the relaxation zone at their own risk and are obliged to adhere to these rules when doing so.
- (5) Users are required to respect the capacity limits of the area and allow its use by other users.

Article 3

Handling of Relaxation Zone Equipment

- (1) Users are obliged to keep the relaxation zone clean and tidy. After finishing their stay, users must dispose of waste, return furniture to its original position, and not leave personal belongings behind.
- Sun umbrella: must always be closed when no one is present in the relaxation zone, due to the risk of damage caused by wind.
 - Table: may remain on the terrace but must be covered with a waterproof cover after each departure.
 - Chairs: must be folded and stored inside the CPS building (5th floor, along the windows facing the terrace) after each departure.
 - Cleanliness: Each user is responsible for maintaining cleanliness in the relaxation zone.
- (2) If damage to the relaxation zone or its equipment is caused by a user, the user shall be liable for the damage in accordance with the legal regulations of the Czech Republic and UTB internal regulations.

Article 4

Final Provisions

This operating regulation is binding for all users of the relaxation zone. Failure to comply with it may result in restricted access or other measures in accordance with UTB internal regulations.

Document version			
Date	Version	Changed by	Description of change
April 14, 2026	01	Director of UNI	Document created