

# **Organizational instructions for short-term room rental in MU building, Komenského nám. 2, Brno**

## **Keys to the room before the start**

- the room number and the name of the person receiving the key are reported at the gatehouse
- the receptionist checks the name of the person with his / her registration (calendar of events, list of persons, etc.)
- the accepting person is entered in the register of keys (name in capital letters) - date, room number, name, time
- the porter will pass the key to the person responsible

## **Room**

- after the event visual inspection - closed windows, arrangement of furniture in its original state, lights off
- Lock the room
- people waiting in the hallway are not allowed to enter the room, because they also have a person authorized to pick up the key at the gatehouse

## **Kitchenette at meeting room no. 300**

- in case of using the kitchen and its equipment, the used dishes will be washed by hand / dishwasher and clean and dry dishes will be placed in the appropriate cabinets of the kitchen unit
- use of the dishwasher is specified in the Dishwasher Manual
- The manual is located both in the kitchen and on our website

## **Keys from the room after the end**

- the authorized person hands over the key to the receptionist
- the receptionist writes in the book the time of lease termination

## **Defects**

- the defect found at the time of lease (furniture, technical equipment of the room, lights, etc.) must be immediately reported to the porter's staff who will pass this information on to the persons responsible for the defect areas

All participants of the short-term lease are obliged to observe the regulations and instructions related to the operation of the building, which are located on the website of the Operational Department <https://provoz.rect.muni.cz/cs/pronajmy-univerzitnich-prostor/komenskeho-nam-2>