

RESOURCE CENTRE LOAN POLICY

Equipment must be picked up and returned (by 12 noon) to room H111 at the Hybernaska City Centre Campus. · Monday: 10am - 2pm · Wednesday: 10am - 2pm · Friday: 10am - 2pm To check out equipment you must show your student ID and sign the loan form.

Equipment must be maintained in good working condition. You are responsible for repairs or replacement cost if any equipment gets damaged, lost or stolen.

You will inform the Resource Centre manager Marco Oliveira (marco@praguecityuniversity.cz) of any problems or malfunction that might occur during use. Certain select equipment is reserved for advanced students with training or workshop, and is designated as CMP.

Equipment can be loaned out for a maximum period of 3 days. This time limit may be shortened according to school, lecturer, or class need.

Late returns will be assessed according to the Prague City University penalty schedule: · 50 CZK for each day overdue · 500 CZK for one week overdue · The cost of equipment for 2 weeks overdue

Recommended for all PCU students: “Pojistka na blbost,” is a common name for “Pojištění odpovědnosti,” or ‘Mishap Insurance’, otherwise known as general liability insurance. Mishap Insurance - What is it? ‘Mishap Insurance’ is a popular designation for liability insurance taken out in the event of damage to property or health to a third party. Mishap Insurance is now particularly popular with families with children, who are hard to keep away from mischief. Liability insurance aims to protect not only individuals, but also families in civic life.

Here are useful links to get you started, though unfortunately there is not a wealth of support in English for the insurance:

www.entuzio.cz/pojistka-na-blbost/

www.vpojisteni.cz/pojistka-na-blbost/

Insurance Companies:

www.vzp.cz/pojistenci/komerčni-pojisteni/pojisteni-majetku-a-odpovednosti/pojisteni-odpovednosti

www.allianz.cz/cs_CZ/pojisteni/majetek-a-odpovednost/pojisteni-odpovednosti.html

www.generaliceska.cz/odpovednost-online-sjednani#/

www.csobpoj.cz/pojisteni/pojisteni-odpovednosti/obcan-3.1

www.koop.cz/pojisteni/pojisteni-odpovednosti/pro-bezny-zivot

www.direct.cz/odpovednost