

RESOURCE CENTRE LOAN POLICY



Prague City
Study Centre

Equipment is **picked up and returned at the Resource Centre**: room H111, 1st Floor at Hybernaska City Centre Campus (next to reception).

Equipment should be booked at least 48 hrs in advance using the Booking form at the bottom of the Resource Centre page.

Booked equipment can be checked out after 12:00 and **must be returned before 12:00** on the agreed upon date. Your personal schedule is not the responsibility of the student booking after you, and the return time is mandatory.

To check out equipment you must have read this policy, show your student ID and sign the loan form.

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

You will inform the Resource Centre manager Jessica (resources@tees.ac.uk) 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 changed according to school, lecturer, class need or specific circumstances.

If **pick up or return of equipment happens outside of the Resource Centres opening hours**, the previously agreed upon time still stands, reception can let you into the Resource Centre.

Late returns will be assessed according to the TU Prague City 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/komerzni-pojisteni/pojisteni-majetku-a-odpovednosti/pojisteniodpovednosti

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