



## Locker Room Key Loan – Instructions

If the student carries out their practice at the University Hospital Olomouc (hereinafter referred to as FNOL) and the workplace requires it, the student uses the locker rooms in building F1 on the FNOL campus. All FHS students will be directed to those locker rooms by the head staff of FNOL clinics and departments (if the head staff offers the student the usage of a clinic/department locker room, they may use this locker room).

The key to the entrance door of the building can be borrowed from the assistant of the FHS Centre for Clinical Practice and Practical Training (CCPPT) at [cppv@upol.cz](mailto:cppv@upol.cz).

**The student signs the *Key Loan Agreement and a Security Deposit* form when borrowing the key.** The CCPPT assistant draws out the Agreement. The student contacts the CCPPT assistant via email at [cppv@upol.cz](mailto:cppv@upol.cz) with the request to secure the *Key Loan Agreement and a Security Deposit* form. In the email, the student must include all information required for drafting the agreement:

**Information the student delivers at [cppv@upol.cz](mailto:cppv@upol.cz) to draft the agreement:**

Full name:

Date of birth:

Permanent residence:

Phone no.:

University email address:

Study programme:

Form of study:

Year of study:

The date of clinical practice:

**The student enters the building by the side entrance** (the main entrance is situated opposite the high stairs of the Theoretical Department building). Upon signing the contract, the student receives 1 key from the door of the side entrance of building F1 on the FNOL campus.

Before borrowing the key, the student must pay a deposit of 100,- CZK. The amount must be in cash and exact. After returning the key, the student will be refunded the deposit. The student borrows the key at the earliest one week before the start of their clinical practice and **returns the key immediately after the end of their practice, but no later than seven days after the end of the practice.**

**THIS PROCEDURE IS BINDING WITH RESPECT TO OTHER PRACTICING STUDENTS WHO WOULD, IN THE EVENT OF DELAY IN THE RETURN OF THE KEY, BE HINDERED IN THEIR START OF CLINICAL PRACTICE. WE THEREFORE ASK FOR STUDENTS TO FOLLOW THE PROCEDURE.**

Each student is responsible for the items stored in their locker. The student is responsible for not leaving documents, money and valuable items in the locker room. If the key is lost, the student acknowledges and agrees that the refundable deposit of 100,- CZK will not be returned. After completing the clinical practice, the student must return the key to the CCPPT assistant immediately, within 7 days at the latest. The CCPPT assistant issues the student a receipt for the return of the key, based on which the deposit will be refunded to the student.

**Student's responsibilities during the usage of the locker room in building F1 on the FNOL campus:**

Prohibition of making a duplicate locker key or passing keys to other persons.

Keep the locker room clean and tidy.

Strangers are not allowed entrance into the locker rooms.

In case of losing a key or other serious problem in the locker room, the student must immediately inform the CCPPT assistant.

Prohibition of painting, marking or otherwise damaging the locker room facilities and the F1 building area on the FNOL campus.

Prohibition of the use of addictive substances and handling an open flame.

Prohibition of storing objects that would be a nuisance or a threat to others.

If the student is loaned hospital scrubs from the clinic, they shall not leave the clothes lying around the locker room area or the F1 building on the FNOL campus. The student returns the loaned hospital scrubs to the clinic as the scrubs are accounted for, and there would otherwise be a shortage at the workplace. It is also not appropriate regarding the rules of hygiene.

In Olomouc on 25.03.2024

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