

# Operating rules.

## River Garden Office II./III. entrance to the garage from U Mlýnského kanálu 2, 186 00 Prague 8 - Karlín

Operating rules: Underground garages located in the River Garden Office II./III. building, in k.ú. Karlín, at the address Rohanské nábř. 180 00 Praha 8

Update valid and effective as from: **1.8.2023**

(hereinafter referred to as the "Operating Rules")

### Basic data

**Building:** River Garden Office II./III.

**Building address:** Rohanské nábřeží, 186 00 Praha 8

**Owner of the Building:** Riga Office East s.r.o. ("Building Owner")

**Address:** Nádražní 344/23, 150 00 Praha 5 - Smíchov

**Building Administrator:** MVGM Property Management Czech s.r.o., Rohanské nábřeží 678/23, 186 00 Prague 8, ID: 08238839

(hereinafter referred to as the "Administrator")

**Fire alarm room:** 1st floor (ground floor) security control room

### Emergency numbers

**Single emergency number:** tel. 112

**Rescue service:** tel. 155

**Fire brigade:** tel. 150

**Police:** tel: 158

**Prague City Police:** tel: 156

### Operating Regulations of the underground

**garage in the Building (hereinafter referred to as the "Garage"):**

These Operating Rules establish the rules of operation of the Garage, located in the 1st and 2nd floor. of the Building, as well as the technical operation of the Garage, the local regulation of traffic in the Garage, as a non-public access road, and the scope of the security service providing security in the Building in relation to the Garage. All persons moving for any reason on the Garage premises are obliged to comply with these Operating Regulations and to observe the rules of operation of the Garage set out in these Operating Regulations.

### I. Introductory provisions

1. Without the prior written consent of the Building Owner or the Administrator, the Garage may not be used for any purpose other than parking of personal motor vehicles or supplying the tenant's premises, and the Garage may only be used by tenants of the Building who are also tenants of reserved parking spaces in the Garage, or tenants of a garage space who are registered for registration in the reservation system of MR.PARKIT (hereinafter referred to as the "Authorized Tenants"), their employees, workers and other persons designated by them, or other persons who have been granted access to and use of the Garage by the Building Owner or the Administrator (the Authorized Tenants, as well as all other persons referred to in this provision, collectively referred to as the "Authorized Persons").

2. Authorized Persons are required to comply with these Operating Rules (as amended and supplemented) and all rules and regulations relating to the Garage that may be implemented by the Building Owner (including through the Administrator) from time to time for the safety, care, goodwill of the Garage or the Building and the maintenance of order in the Garage. Authorized Persons, or other persons

who, together with Authorized Tenants or Authorized Persons, enter or are in the Garage (hereinafter referred to as "Visitors") shall obey all traffic signs posted at the entrance to the Garage and on the various underground levels of the Garage, as well as all generally applicable laws and regulations pertaining to the operation of the Garage.

3. The Building Owner or the Administrator is entitled to remove the vehicles from the Garage, or have them removed, or relocate them, or have them relocated to another area within the Garage at the expense and risk of the Authorized Persons, if:
  - the parked vehicle endangers or restricts the operation of the Garage, or restricts Authorized Persons or Visitors to the Garage
  - the vehicle is not duly registered or does not bear a license, registration or similar plate, or if it is a vehicle whose registration has been cancelled by the competent authority while it is parked; or
  - the vehicle is parked in a reserved parking space that the Authorised Person has no right to use or is parked anywhere else in the Garage other than in a reserved parking space - in this case the Authorised Person may be required to pay for the parking space.
  - The parked vehicle shows signs of serious damage and risk of ignition.
4. Authorized Lessees, or to the extent that this obligation applies to them, Authorized Persons, are required to maintain appropriate automobile liability insurance (called Compulsory Liability Insurance) in connection with the use of the Garage.
5. The security service providing security of the Building (hereinafter referred to as "Security") provides in the Garage (with the help of a camera system and the patrols of its employees) only monitoring the smoothness and safety of the operation in the Garage. By entering the Garage,

Authorized Persons acknowledge that the Garage is not a guarded garage or guarded parking lot and neither the Building Owner, the Administrator nor MR.PARKIT are operators of the Garage within the meaning of Section 2945 of Act No. 89/2012 Coll., the Civil Code, as amended. Neither the Building Owner, the Administrator, the Security Guard nor MR.PARKIT shall be responsible or liable for any risk of loss or damage to their fixtures or contents in any way. In no event shall the parking of any vehicle by any person in any parking space or elsewhere in the Garage be deemed to constitute the entrustment of such vehicle to the custody of the Building Owner, the Administrator, the Security Guard and/or MR.PARKIT, and under no circumstances shall the Building Owner, the Administrator, the Security Guard or MR.PARKIT be deemed to have accepted any such vehicle into its custody and care.

6. If any act, omission, or neglect of any Authorized Person causes any damage to the health or property of another Authorized Person or other Visitor, or other harm, it is the Authorized Person who caused such damage or other harm, shall be obliged to compensate the damaged person in full for the damage or injury caused and, if applicable, to indemnify the Building Owner, the Administrator, or the Security Guard, should the damaged person make any claims against them in connection with the damage suffered. In the event that damage or other harm in the Garage is caused to a third party by a Visitor, the Authorised Person who granted the Visitor access to the Garage shall be liable for the Visitor's compliance with the obligations under this provision. The foregoing shall also apply in the event of any liability for, or arising out of, damage or other harm caused, regardless of whether valid insurance has been arranged for the event.
7. Authorized Tenants are responsible for compliance with these Operating Rules by their Authorized Persons. The Authorized Tenants

shall make all of their Authorized Persons aware of these Operating Rules and any subsequent amendments and supplements thereto that the Building Owner and/or the Administrator may make known to the Authorized Tenants at any time in accordance with these Operating Rules. Violation of these Operating Regulations by an Authorized Tenant, or any Authorized Tenant or Visitor, shall be deemed a breach of the applicable lease or other agreement for the provision of parking services entered into between the Building Owner and the applicable Authorized Tenant, in which case the Building Owner may also be entitled to terminate the applicable lease or agreement, as the case may be. Even if the Building Owner does not terminate the relevant lease agreement or other agreement with the Authorized Tenant in the event of a violation of these Operating Regulations, the Building Owner, the Building Administrator, the Building Security Guard and/or MR.PARKIT, as applicable, shall be entitled to prevent the entry and use of the Garage by such Authorized Tenant or his/her particular Authorized Person in the event of a repeated violation of these Operating Regulations or traffic regulations in the Garage.

## II. Traffic technical provisions

1. The garage is used exclusively for parking cars by Authorized Persons. Smoking is prohibited in the Garage under strict penalties. All persons moving about in the Garage shall obey the instructions of the Building Owner, the Administrator, or the Security Guard, unless such instructions are contrary to law or these Operating Rules.
2. The operation of the Garage is self-service. There is one-way and two-way traffic in the Garage. The maximum speed limit in the Garage is 15 km/h. Only cars without trailers with a maximum height of 1.9 m can enter the garage. Vehicles may only drive in the Garage on routes marked with traffic signs, including horizontal markings. In places where vehicles

cross paths, the right-hand right of way

applies in principle. Driving in the Garage is only possible with lights on.

3. Trailers, excessively dirty vehicles (mud, snow) and LPG/CNG vehicles are not allowed to enter the garage. Every driver is obliged to clear his/her vehicle of snow and mud before entering the Garage. The Security Guard has the right to monitor the condition of vehicles parked in the Garage and in the event that an excessively dirty vehicle enters the Garage, the Security Guard has the right to refuse entry to such vehicle or to remove such vehicle from the Garage. Cleaning of vehicles in the Garage is prohibited.
4. Pedestrian traffic in the Garage is allowed only on the sides of the parking areas and on the routes leading from the parked vehicle to the lift or to the emergency staircase. Pedestrians must not obstruct vehicles. Drivers must not endanger pedestrians.
5. Parking of vehicles is permitted only in spaces reserved for parking by the relevant Authorised Tenant and defined by horizontal road markings. The storage or collection of any items in the Garage is prohibited. No objects may be placed in front of the air intake and exhaust vents that would obstruct airflow.
6. Stopping and standing in the Garage is prohibited:
  - In places outside the marked parking spaces
  - On paths designated for pedestrians or with other arrangements
  - Before entering and exiting the Garage
  - In places where access to fire tools, fire extinguishing equipment, fire water sources and other technologies and equipment would be prevented - at these entrances, if they are near parking spaces, it is necessary to stop so that access is not prevented

- Where the vehicle would interfere with the safety of work or the safety and flow of traffic in the Garage
7. Reversing of vehicles is prohibited in the entire Garage, with the exception of reversing in and out of parking spaces in a row of standing vehicles or reversing to the place of unloading and loading of goods, provided that the provisions of Act No. 361/2000 Coll., on Road Traffic and on Amendments to Certain Acts (Road Traffic Act), as amended, are complied with.
  8. Every driver is obliged to switch off the engine after parking and secure the vehicle against unintentional movement. The vehicle must always be parked with the front of the vehicle facing out onto the carriageway. Vehicles must be parked so that no part of them protrudes into the adjacent parking space and preferably in the middle of the designated area of their parking space.
  9. Cleaning of the roads and cleaning in the Garage is provided by the Administrator on an ongoing basis as needed. In the winter season, the Administrator ensures the passability of all roads in the Garage, including access roads to and from the Garage, the passability of pedestrian routes in the Garage and, in the event of ice, their gritting. All Authorised Persons are obliged to prevent leakage of fuel and other substances from vehicles onto the parking area. In the event of a spillage of any such substance, they must immediately report the spillage to the MR.PARKIT customer service line +420 277 277 977, to the Administrator or to the Security Guard and together take immediate action to remedy and possibly repair the damage caused, in accordance with the instructions of the Security Guard.
  10. Other Obligations of Authorized Persons:
    - To start the vehicle engine only for the purpose of leaving the Garage and

immediately before departure

- To keep the vehicle parked only with the vehicle in gear
- Observe the rules of the road and obey and respect installed traffic signs and signals
- Not to enter the Garage with load carriers and loads on the roof of the car due to the passage height of 1.9 m,
- Park the vehicle only in a designated parking space provided to the relevant Authorised Hirer, in the event that the vehicle is parked outside the designated parking spaces or in a parking space other than that provided to the relevant Authorised Tenant, the vehicle may be removed by the Building Owner or the Administrator, or it may be secured by the Administrator or the Guard with a mechanical barrier - a locking car block and a notice shall be placed on the vehicle, in which case the Owner may be required to pay for the parking space used according to the current rental prices.
- In the event of an elevated carbon monoxide concentration indicated by a siren and light signal, leave the Garage area
- Comply with fire protection, occupational health and safety and hygiene regulations related to the operation of the Garage
- Not to carry out repairs, adjustments, cleaning, washing or other modifications to vehicles in the Garage
- Not to park vehicles with fuel leaks or other defects that endanger the operation of the Garage or persons using the Garage
- To act in such a way as to prevent or avoid damage to health or property and to notify the Administrator or the Guard without undue delay of the risk of imminent damage or its occurrence.
- Immediately report any fire to the Administrator and/or Security, and to the Fire

Brigade, and leave the Garage immediately in accordance with the Fire Regulations.

- In the event of accidents or necessary construction work in the Garage, move the vehicles to a parking space designated by the Administrator for the necessary period of time
- In the event of a malfunction of the Garage door, report the malfunction to the Administrator, Security or MR.PARKIT. Any manipulation of the garage door, except for automatic opening and closing, is prohibited; and
- In the event that the vehicle is immobile and obstructs the operation of the Garage, immediately ensure its removal from the internal road, failing which the vehicle will be removed at the expense of the Authorised Person.

In the event of repeated violations of the obligations set forth in these Operating Regulations by an Authorized Person, the Owner of the Facility or the Administrator may temporarily prevent such Authorized Person from using the Garage. Repeated violation shall mean the second violation of these Operating Regulations by the respective Authorized Person.

### III. Entry and exit from the Garage

1. The entrance to the garage is situated from the street U Mlýnského kanálu. The exit from the Garage is situated in Breitfeldova Street. The entrance and exit must always be freely accessible and passable and kept clean. The security guard periodically checks compliance with the prohibition of stopping and parking of vehicles and the prohibition of standing of persons in this area.
2. The garage door is opened by the building security at 6:00 a.m. and closed at 8:00 p.m. These times may be adjusted according to current weather conditions. During non-business hours, the doors are closed, and can

be opened by attaching a valid HID card along with the barriers or by calling the appropriate phone number in the Authorized Person's instructions. The quick release roller shutters are operated by a motion sensor. Gates and deadbolts may be manually opened by Building Security with prior authorization from Facilities Management.

3. The entry interval is set for one vehicle only, the driver of which is obliged to identify himself by attaching a valid HID Card to the reader or by calling the telephone number indicated in the instructions. An intercom (24 hours) located at the entrance to the garage is used to contact the Security Guard.
4. Motorcyclists - the entrance and exit of the building is according to the traffic signs of the garage. Motorcyclist when the garage door is open - to enter the garage, the motorcyclist attaches his/her HID card to the reader designated for motorcyclists or calls the phone number listed in the instructions, the reader answers the speed gate and then goes around the right entrance barrier. When exiting, he will go around the right exit barrier - these barriers are adequately adjusted in length for the passage of motorcyclists. The quick-release roller shutter opens automatically at the exit... The motorcyclist is obliged to maintain maximum safety at all times while in the garage. Cyclists and motorists are not allowed to operate the barriers.

### IV. Garage safety and fire protection

1. The garage is permanently ventilated. Sensors are installed in the Garage for warning signaling and control of the emergency ventilation system of individual rooms of the Garage in case of increased concentration of carbon monoxide.
2. For safe exit from the Garage and escape routes, the Garage is equipped with an emergency lighting system. The system is subject to regular functional tests at least

once a month.

3. It is not allowed to store any material in the Garage (tyres, child seats, building materials, etc.)
4. When emergencies occur (vehicle damage, vehicle collisions, gas leaks, increased carbon monoxide concentrations, personal injury or sickness, etc.), the Security Guard ensures the participation of the individual components of the rescue system and provides the necessary assistance during the investigation of the case.
5. The fire safety of the Garage is ensured according to the Fire Code of the Building. Fire alarm guidelines, the Building Fire Code and the fire evacuation plan, including a graphic section, are located in the Garage area. Authorised Occupiers are required to familiarise themselves with the Building's fire regulations and ensure that all their Authorised Persons are made aware of these regulations.

### V. Liability for damages

1. The tenant (driver) acknowledges that this is not a guarded garage, i.e. the owner of the parking space, the administrator or MR.PARKIT are not obliged to guard the tenant's vehicle.
2. If damage to their property or third parties is detected, everyone is obliged to report this fact to the property administrator without undue delay.
3. The owner of the parking space / administrator / as well as the intermediary shall not be liable for any damage caused to persons, animals or things found in the garage area without reason.
4. The owner of the parking space / administrator / as well as the intermediary is not liable for damages caused by a random phenomenon or force majeure (such as armed robbery, spontaneous combustion of

a parked vehicle, weather conditions (snow, ice,...), war, terrorist attack, sabotage, etc.).

5. MR.PARKIT, the administrator or the owner of the parking space are not responsible for damage to the vehicle or other movable property of the parker, nor for damage caused by injury in the garage area.
6. The parker declares that he/she has taken out third party liability insurance (compulsory liability insurance) or other insurance which is similar to the compulsory liability insurance in terms of conditions and insurance cover.
7. Tenants are obliged to report any unknown persons found in the building to the building administrator .
8. The driver must report any damage to the driver's property or to the property of third parties to the security guard and MR.PARKIT on the 24/7 customer service line +420 277 277 978 immediately after discovering the damage, and always before the vehicle leaves the parking space. After leaving the parking space, the driver's claim to discuss the damage to his vehicle is irrelevant. After reporting the damage, the driver is obliged to ensure the presence of the relevant police and to act as a witness in the investigation of the case.
9. Neither the garage owner, the administrator nor MR.PARKIT shall be liable for damage to a passenger vehicle caused by the owner's incorrect assessment of the vehicle's spatial and other characteristics. In addition to the maximum height of the vehicle of 1.9 m, the height of the vehicle above ground level, including the effect of bumpers, spoilers, etc., must also be taken into account so that damage is not caused by a significant change in the slope of the access ramp and the access area to the ramp in question.

### VI. Final provisions

1. These Operating Rules are valid and

effective from the date indicated on page 1.

2. Any changes or additions to these Operating Regulations must be made in writing and communicated to all Eligible Tenants by sending a written amendment to these Operating Rules. Authorized Tenants shall ensure that their Authorized Persons are familiar with these Operating Rules. Eligible Hirers with a valid booking on [www.mrparkit.com](http://www.mrparkit.com) will be notified of any changes to the Operating Regulations by email.
3. These Operating Rules are without prejudice to the rights and obligations arising from general legislation, in particular Act No. 361/2000 Coll. on road traffic and on amendments to certain acts (Road Traffic Act), as amended, and Decree No. 30/2001 Coll. of the Ministry of Transport and Communications implementing the rules of road traffic and the regulation and management of road traffic, as amended. This is without prejudice to the obligation to comply with the obligations laid down in these Operating Rules where these Operating Rules lay down stricter conditions.

The English version of the Operation Rules of the garage is a translation of the original Czech version. It is only of an informative nature. In the event of any discrepancy between the English and Czech versions, the Czech version takes precedence.

Validity from 12.7.2024