

# Operating rules.

Garage Keystone Office,  
Pobřežní 78, 186 00  
Praha 8

## I. Basic Provisions

1. All underground floors of the Keystone building are used for parking of garage tenants, which must be which must be reported to the property manager or in the reservation system.
2. By fulfilling this condition, the lessee has the right to use communal spaces. At the same time, he is to abide by the provisions of these operating rules or other possible legal and technical regulations.
3. Only the lessee of the space or a person authorized by him or persons in his company are allowed to drive into and have access to the building. For the duration of these people's stay in the garage building, the lessee of the space is liable for any possible damage they cause. In no event is it possible to allow another motorized vehicle that has no reservation to drive in.
4. Only cars with a maximum vehicle height of 2.10m may park in the garage. Entry and parking of LPG and CNG vehicles, including vehicles with trailers, is strictly prohibited!
5. All participants of traffic in the garages are obliged to follow the rules of the road and respect the installed traffic signs. Garage operation is self-service.
6. Users of parking garages must only park in their designated spaces. The parking and handling areas are intended for the supply of the building, unloading and loading of

goods, or parking of vehicles on the basis of a permit.

7. Pedestrian traffic in the garage area is permitted only on routes leading from the parked vehicle to the stairway.
8. These Operating Rules establish the procedure for operation, technical service of the garage and the activities of the security service. Employees of organisations and lessees authorised to park in underground garages shall make themselves familiar with these Operating rules and shall comply with them.
9. The garage and areas are only monitored by a camera system and therefore it is not a guarded garage, so it is recommended not to leave anything valuable in the vehicles and have everything insured.
10. In the event of any problems with making a reservation/opening the garage, please contact the agent – MR.PARKIT s.r.o. (Ltd.) (tel: +420 277 277 977)

## II. General principles for using the garage space

1. The entrance to the garage is situated on Pobřežní Street. It is the only entrance and exit to/from the underground garage. This area must be accessible, freely passable and kept clean at all times. The security service regularly checks compliance with the prohibition of stopping and parking vehicles and the prohibition of persons entering this area.
2. Garage operation is non-stop. For security reasons, the roller shutter is closed for vehicle entry and exit between 22:00 and 7:00. At this time, clients open it according to the instructions received from MR.PARKIT.
3. Lessees use the staircase for pedestrian access to/from the garage.
4. While using the garages and their service facilities, everyone is obliged to abide by all the provisions of these operating rules as well as safety, fire, and hygiene regulations. They must also protect common property and get rid of or pay for all damages that they cause in the building. Everyone must use their garage space exclusively for parking a vehicle or motorbike in accordance with the issued occupancy-permit decision and they must abide by the provisions of Act No. 50/1976 of the Collection of Laws (the Building Act).
5. In the building, it is forbidden to store and handle fuels, a naked flame, or flammable, volatile, or corrosive substances. It is also forbidden to leave any goods and chattels, unrestrained animals, or to consume alcoholic beverages, and psychotropic substances. Smoking is also prohibited.
6. Furthermore, it is forbidden in the garages to adjust the running of an engine or to leave an engine running longer than is necessary for entering and exiting. It is not permitted to carry out any vehicle repairs in the building or in the leased space.
7. Every lessee of a garage space is obliged to obey instructions and orders from the building manager/MR.PARKIT s.r.o. that are in accordance with these operating rules.
8. Every lessee of a garage space is obliged to keep things clean and tidy in the spaces as well as in the communal spaces of the garages. Any defilement of internal driveways must be removed by the person who causes it.
9. It is not permitted to carry out any other activities that are not directly connected with the parking of motorized vehicles. In particular, this concerns the distribution of leaflets, canvassing activities, sales activities, etc.
10. The lessee is obliged to park properly within

the demarcated area of the parking place so that the motorized vehicle does not go beyond the boundary of the relevant parking space and does not prevent other vehicles from passing or parking.

11. It is not permitted to store any other items on the reserved parking place that would cause the parked vehicle to extend beyond the boundary of the parking space.
12. It is forbidden to wash vehicles in the garage spaces or on the premises' driveways.
13. If a leak of oil or fuel from a parked vehicle is detected, the security service will alert the 24-hour customer service line MR.PARKIT +420 277 277 978. The MR.PARKIT customer service line informs the driver of the car in question and forwards him the request of the security service.

## III. Liability for damages

1. The lessee is aware of the fact that the parking is not guarded, which means that the owner of the parking nor MR.PARKIT is obliged to guard the vehicles parked inside for the lessee.
2. In the event of a traffic accident when entering the garage, leaving the garage or moving the vehicle in the garage, which results in damage to the vehicle, damage to property or injury to health, the driver is obliged to leave everything in its original state, except for providing first aid to the injured, immediately report the incident to the 24-hour customer service line MR.PARKIT +420 277 277 977, to the security guard or receptionist on duty and wait on the spot until the arrival of the police. In the report, the driver shall specify the location where the accident occurred, the extent of the damage and, in the event of injury, the requirement to call for medical assistance. The driver may leave the premises only after the local police have completed their investigation.

3. On the basis of the information received about the accident, the security service or reception employee shall perform the reporting duties at the following telephone numbers: 158 or 112. The report of the accident shall be immediately forwarded to the representative of the building's manager by the security service or receptionist on duty. The security service or reception employee shall make arrangements for the free arrival of the police, doctor or fire brigade at the scene of the accident. Upon discovering damage to their own property or that of third parties, everyone is obliged to notify the building manager of this fact without undue delay.
4. The owner of a parking space as well as the agent is not in any way liable for damage incurred by persons, animals, or items that are to be found on the garage premises without good reason.
5. The owner of a parking space as well as the agent is not liable for damage caused as a result of a random event or force majeure (such as armed robbery, the spontaneous combustion of a parked vehicle, weather conditions (snow, ice, etc.) war, a terrorist attack, sabotage, etc.).
6. MR.PARKIT as well as the parking place owner are not liable for damage to a vehicle or other goods and chattel of the person availing themselves of the parking space, nor is it liable for damage caused by injury in the grounds of the garage/car park.
7. The person availing themselves of the parking space declares that they have taken out liability insurance for damage caused by the operation of the vehicle (third-party insurance) or other insurance that is similar to third-party insurance insofar as it concerns the terms and conditions and insurance coverage.
8. Upon finding unknown or suspicious persons in the building, lessees have an obligation to

report this fact to the building manager.

#### IV. Extraordinary events

1. In the event of an emergency (vehicle damage, vehicle collision, injury, elevated CO2 concentration, nausea, forced entry, theft, etc.), the security service or the receptionist will ensure the presence of the medical service and the police.

#### V. Fire Prevention Requirements

1. Fire protection of the garages is carried out in accordance with the Garage Fire Regulation, the Fire Alarm Policy and the Fire Evacuation Plan.
2. Smoking and handling a naked flame outside of designated areas is prohibited throughout the entire building.
3. It is forbidden to refuel in the garage space.
4. Vehicles using propane-butane or a similar gaseous mixture for propulsion may not be parked in the garages.
5. Garages shall be equipped with sensors to indicate elevated CO concentration and to control the air-conditioning units ventilating the garage. The garage area shall be permanently ventilated by airflow and forced ventilation in the event of an elevated CO concentration signal. When the CO concentration is above the hygienic limit, a signal to leave the garage area is given.
6. For safe exit from the garage and escape routes, the entire area is equipped with an emergency lighting system.

#### VI. Movement of Vehicles in the Garage Building

1. In addition to observing the basic health and safety regulations, all participants must also observe the applicable traffic rules.
2. One drives on the right in driveways.
3. Vehicles entering the building have the right

of way.

4. Drivers are obliged to respect traffic signs inside the garage building.
5. Vehicles on driveways have the right of way ahead of vehicles exiting from garage parking spaces. The rules of the road apply for driving and turning on the garage premises.
6. A driver can only use the left half of driveways for the time that it is utterly necessary for exiting or entering the garage parking space whilst simultaneously exercising heightened care and attention.
7. The speed of vehicles in the building may not exceed 5 km per hour.
8. Driveways in the building may not be used for parking vehicles or putting down materials.
9. During every entry/exit to/from the garages, drivers are obliged for safety reasons to wait until the shutter doors close so that unauthorized persons may not enter the building.

#### VII. Final Provisions

1. The basic rules for leasing and operating garages are laid out in the operating rules.
2. The owner of the garage space may unilaterally extend or supplement these operating rules.
3. Upon a breach of the rules stipulated by these operating rules or generally binding legal regulations, the manager, by agreement with the owner, may temporarily divest the lessee of his authorization to enter the building.

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.

These operating rules take effect as of 22 June 2023.