

Procedure		
Operating Rules for Public Halls in Prague/Ruzyně Airport		
Valid from	Effective from	Replaces
22 December 2020	1 January 2021	LP-PP-035F/2009
Area of processes/process		Classification
Security		Public
Abstract The subject of these Operating Rules is to determine the conditions of entry and binding rules of staying in and using the public halls of Prague/Ruzyně Airport, as well as the rights and obligations of persons moving within the public halls of Prague/Ruzyně Airport.		
Scope This document, when issued, is distributed in a controlled manner to managers at all levels of management and to all organisational units in accordance with the valid organisational chart and is at the same time, through an instruction mandated by the Airport Operator pursuant to Section 31(2) of Act No. 49/1997 Coll., on Civil Aviation, as amended, intended for operators of aviation activities, passengers and other persons involved in the operation of Prague/Ruzyně Airport and air traffic, to ensure the safe operation of the airport and coordinate activities at Prague/Ruzyně Airport. This document has been published for all employees on the Prague Airport intranet.		
Key words Entry		

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I Acronyms, Terms

I.1 Acronyms

Acronym/Abbreviation	Explanation
SCH	Security Check OU
SEC	Safety OU
CMC	Corporate and Marketing Communication OU
CAA	Commercial Activities OU
TOC	Terminal Operation Supervision and Coordination OU
PA, a.s.	Letiště Praha, a. s. (Prague Airport)
OU	Organisational Unit
ASG	Airport Security OU

I.2 Terms

Term	Explanation
Operating Rules	These Operating Rules determine the conditions of and rules for entering, staying in and using the public halls of Prague/Ruzyně Airport, as well as the rights and obligations of persons moving within the public halls of Prague/Ruzyně Airport.
Airport Operator	A natural or legal person authorised by the Civil Aviation Authority to provide, within the scope of its activities, the possibility to land, take off and move aircraft, protect and treat aircraft, to carry out aviation activities, ensure order, safety, fire and rescue services, protection against unlawful acts, and maintain and develop the airport.
Connector Building	Means part of building no. 1017 which is part of the land located within plot no. 2561/1, plot no. 2561/2 and plot no. 2561/3, all within the cadastral area of Ruzyně, the municipality of Prague, which connects parts of Terminal 1 and Terminal 2, designated by the owner as the Connector Building
Terminal 1	Means part of building no. 1017 located within the village of Ruzyně, which is part of land plot no. 2561/1, plot no. 2561/2 and plot no. 2561/3, all within the cadastral area of Ruzyně, the municipality of Prague, designated by the owner as Terminal 1
Terminal 2	Means part of building no. 1017 located within the village of Ruzyně, which is part of land plot no. 2561/1, plot no. 2561/2 and plot no. 2561/3, all within the cadastral area of Ruzyně,

	the municipality of Prague, designated by the owner as Terminal 2
Terminal 3	Means building no. 1073 located within the village of Ruzyně, which is part of land plot no. 2633, all within the cadastral area of Ruzyně, the municipality of Prague, designated by the owner as Terminal 3

II Responsibilities and Powers

Process	Activity	Role					
			CMC	CAA	TOC	Employee	The public
Entry conditions, rules for using the public halls, and the rights and obligations of persons	Inspection of compliance with the Operating Rules						
	Translation, print						
	Posting the Operating Rules, closing the halls						
	Obligation to comply with the provisions of the Operating Rules						

Explanatory notes: P – performs, O – responsible for execution, S – collaborates, I – initiates

Name of the role / position	Chapter	Description of responsibilities and powers
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SEC/ASG; SCH	II. IV.1.1 IV.1.4 IV.1.5	Self-monitoring of the observance of these Operating Rules for public halls and monitoring in cooperation with the Police of the Czech Republic or the Municipal Police of the City of Prague.
CMC	II. IV.1.1	Arranging a translation of the Operating Rules, including their abridged version, into the language mutation required, arranging the printing of the Rules and forwarding them to the TOC OU to be posted.
CAA	II. IV.1.1 IV.1.3	Providing the necessary cooperation to SEC when conducting inspections of the Operating Rules performed, providing information on contractual permits, and passing information onto contractual partners of Letiště Praha, a. s. (Prague Airport).
TOC	II. IV.1.1 IV.1.2	Ensuring the posting of these Operating Rules for public halls at the entrances of the public halls and ensuring the closing/opening of the public halls at the request of SEC.
Employee	II. IV.1.1 IV.1.3	The employees of PA and other external entities operating within the scope of their work duties throughout the LKPR premises are obliged to comply with the provisions of these Operating Rules for Public Halls of Prague/Ruzyně Airport, which are issued in accordance with Section 85b, Section 85c(1) and (2) of Act No. 49/1997 Coll., on Civil Aviation, as amended, and other binding legal regulations.
The public	II. IV.1.1 IV.1.3	All persons entering the public halls of Prague/Ruzyně Airport are, in compliance with the provisions of Section 31(2), Section 85b, Section 85c(2) of Act No. 49/1997 Coll., on Civil Aviation, as amended, and other binding legal regulations, obliged to act in compliance with these Operating Rules, to fulfil the obligations stipulated in these Operating Rules, and to comply with the instructions and orders given by the Airport Operator.

III A Summary Overview

A summary of the fundamental information that comprises the contents of the control document entitled 'Operating Rules for Public Halls in Prague/Ruzyně Airport'

- ✓Introductory provisions
- ✓Operating times of the public halls
- ✓The rights and obligations of air traffic participants and the public
- ✓Airport operator authorisation
- ✓Provisions on control and the application of law

IV Subject Matter

IV.1 Operating Rules for Public Halls in Prague/Ruzyně Airport

IV.1.1 INTRODUCTORY PROVISIONS

IV.1.1 OPENING PROVISIONS

(1) Letiště Praha, a. s. is the operator of the Prague/Ruzyně civil public international airport, hereinafter referred to as the 'Airport Operator'.

(2) These Operating Rules for Prague/Ruzyně Airport public halls are issued by the Airport Operator in accordance with Section 85b, Section 85c(1) and (2) of Act No. 49/1997 Coll., on Civil Aviation, as amended, and other binding legal regulations.

(3) All persons entering the public halls of Prague/Ruzyně Airport are, in compliance with the provisions of Section 31(2), Section 85b, Section 85c(2) of Act No. 49/1997 Coll., on Civil Aviation, as amended, and other binding legal regulations, obliged to act in compliance with these Operating Rules, to fulfil the obligations stipulated in these Operating Rules, and to comply with the instructions and orders given by the Airport Operator.

(4) A public hall means all publicly accessible premises of the buildings of Terminal 1, Terminal 2, Terminal 3 and the Connector Building at Prague/Ruzyně Airport, including the external adjacent areas as indicated in Annex No. 1 to these Operating Rules.

(5) The airport's public halls are intended for passenger check-in and follow-up activities necessary to ensure the proper and smooth operation of the airport, as well as other related activities authorised in writing by the Airport Operator to provide passenger services and increase the overall standard of air traffic and airport operations within the overall concept and philosophy of the airport's operation and development as determined by the Airport Operator in accordance with the relevant legal regulations, internationally recognized practices and transport policy of the Czech Republic.

IV.1.2 OPERATING TIMES OF THE PUBLIC HALLS

(1) The public halls are open around the clock, with the exception of paragraphs (2), (3) and (4) of this Article.

(2) The operation of the public halls may be restricted or closed due to security measures.

(3) The operation of the public halls may also be further restricted at times when air traffic is significantly lessened or suspended.

(4) The Airport Operator is also entitled to temporarily, partially or completely close the public halls of the airport, e.g. due to cleaning, repair of technological equipment, building modifications, etc.

IV.1.3 RIGHTS AND OBLIGATIONS OF AIR TRAFFIC PARTICIPANTS AND THE PUBLIC

(1) Anybody may access the public halls in compliance with the provisions of these Rules and may use all services provided by the Airport Operator and authorised entities under approval by the Airport Operator.

(2) The following are prohibited within the public halls and adjacent areas:

(a) smoking outside designated areas,

(b) consuming alcoholic beverages in spaces other than those intended for this purpose (restaurants, bars). This ban does not apply to spaces where events organised, co-organised or authorised by the Airport Operator are held,

(c) applying and consuming narcotic or psychotropic substances,

(d) contaminating and/or damaging the premises and/or equipment in any way, disposing of garbage outside waste bins, taking anything out of the waste bins,

(e) bothering other passengers and/or other persons through their actions, clothes or baggage,

(f) using the premises of the public halls or their equipment for sleeping or other purposes for which they are not intended,

(g) using lavatories for washing body parts other than the hands and face,

(h) riding bicycles, scooters, roller skates, in-line skates, skateboards or other transport equipment that is not approved by the Airport Operator,

(i) guiding a dog without a muzzle or a leash. Similar appropriate measures shall also apply to other animals which may cause injury to persons, or impair the order or proper functioning of the airport,

(j) engaging in commercial, advertising or other gainful activities without the prior written permission of the Airport Operator,

(k) offering contractual transport or taxi service to passengers in any way without the prior written permission of the Airport Operator, in particular by addressing passengers or by marking persons or objects with the name of the company or person on behalf of which the service is offered,

(l) claiming money or other donations or gifts without the prior written permission of the Airport Operator,

(m) disturbing the public order, with e.g. loud and disturbing talking, using any expressions and/or gestures that defame race, religion or ethnicity, or acting with a strong sexual expression that could lead to disturbances,

(n) carrying out activities that would unduly restrict or bother other users of the public halls, or which are likely to interfere with the proper functioning of the airport,

(o) overcoming obstacles (e.g. Beltway) in a non-standard way (especially by crawling under them, leaping over them or overcoming them forcibly).

(p) It is prohibited to bring the following into the public halls:

- (q) things prohibited by generally binding regulations or decisions by state administration bodies,
- (r) prohibited articles excluded from civil air transport (in particular firearms, cutting or stabbing weapons, explosives and corrosives), unless the articles are intended for specific clearance and the holder demonstrates the legitimacy of the article for carriage, or except the working tools of entities operating at the airport necessary for the performance of their activities (e.g. firearms held and worn by members of the Police of the Czech Republic and the Customs Administration in accordance with generally binding legal standards),
- (s) other dangerous substances and objects which may cause explosion, fire, property damage, injury, poisoning, burns or disease to humans and animals, or which may otherwise harm or endanger the safety and health of humans and which may endanger the safety of air traffic.

IV.1.4 AIRPORT OPERATOR AUTHORISATION

(1) The Airport Operator or a person authorised by the Airport Operator (usually employees of the Airport Security OU or Security Check OU), hereinafter referred to as the 'Airport Operator', are authorised in accordance with the provisions of Section 85c(1) and (2) of Act No. 49/1997 Coll., as amended, to:

- (a) give instructions to passengers or persons entering or staying in the public halls of the airport to act with due care so as not to expose civil aviation to a risk of unlawful interference or not to allow others to do so through their conduct,
- (b) give instructions to passengers and other persons to refrain from continuing certain activities, or give an instruction to immediately leave the area of the public halls and their close proximity if they do not obey the orders issued by the Airport Operator,
- (c) give an instruction to immediately leave the public hall to persons who:
 - are under the influence of alcohol, narcotic or psychotropic substances,
 - violate the ban on smoking,
 - prevent the use of process equipment, entrances, exits and/or passages,
 - behave noisily, play loud music or songs, use audiovisual equipment loudly,
 - bother other passengers through inappropriate behaviour,
 - pollute or damage airport equipment or use it for purposes other than those intended,
 - come in insufficient, inappropriate or heavily soiled clothing,
 - annoy travellers or other visitors through their odour,
- (d) give instructions to immediately exit the public hall to passengers and other persons entering or staying in the public hall areas if they do not obey the instructions issued by the Airport Operator,

- (e) carry out security checks of persons and goods brought into the public halls before entering the public halls or when staying in the public halls when an emergency occurs or if there is an increased security risk,
 - (f) give an instruction to immediately leave the public hall and its close proximity to persons carrying out any promotional or advertising activities without the prior written permission of the Airport Operator,
 - (g) give an instruction to immediately leave the public hall and its close proximity to persons offering any goods or services, selling any goods or providing any services without the prior written permission of the Airport Operator,
 - (h) give an instruction to immediately leave the public hall to a person who has provided false information about a flight or a passenger's name pursuant to the following paragraph of this Article, to the Airport Operator,
 - (i) require persons conducting business as part of the contractual transport or taxi service who are waiting in the public halls for customers on the basis of written or telephone orders, to provide information on the flight and the customer's name, for which the Airport Operator is entitled to examine the information provided, and if false or no information is provided, the Airport Operator is entitled to instruct the person to leave the public hall immediately. In case of non-compliance with an instruction to leave the public hall, the Airport Operator is entitled to impose a fine on such person in accordance with Article IV.1.5(4) of these Rules.
- (2) Everyone is obliged to obey the instructions issued by the Airport Operator. In case of disobeying any instructions issued by the Airport Operator, the Airport Operator is entitled to call the Police of the Czech Republic or the Municipal Police of the City of Prague.

IV.1.5 PROVISIONS ON CONTROL AND THE APPLICATION OF LAW

- (1) All persons are liable for their breach of any of the obligations stipulated in these Operating Rules or failure to comply with all instructions issued by the Airport Operator in accordance with the generally binding legal regulations.
- (2) When inspecting compliance with the provisions of these Operating Rules, the Airport Operator shall work together with the Police of the Czech Republic and the Municipal Police of the City of Prague. If public order is disturbed or any provision of these Operating Rules is breached, the Police of the Czech Republic and/or the Municipal Police of the City of Prague will take measures to restore order. Everyone is obliged to obey being addressed by an intervening policeman or officer.
- 3) The Police of the Czech Republic and/or the Municipal Police of the City of Prague are involved in ensuring public order, securing local affairs, protecting and securing persons and property, detecting offenses and other administrative misdemeanours, and detecting violations of generally binding legal regulations and ensuring measures to remedy them. Everyone is obliged to obey being addressed by an intervening policeman or officer.
- (4) Anyone who violates any of the provisions of Article IV.1.3 or Article IV.1.4(1) (h) of these Rules is obliged to pay to the Airport Operator a fine of CZK 2,000 for the first breach of the duty established

by these Rules, CZK 5,000 for the second breach of the same duty and CZK 15,000 for each subsequent breach of the same duty.

V Related documents

1. External regulations:

- Act No. 49/1997 Coll., on Civil Aviation, as amended,
- Act No. 89/2012 Coll., the Civil Code, as amended,

VI Temporary and Final Provisions

(1) The process for reviewing whether a document is up to date: a review will be carried out two calendar years after its initial issuance.

(2) Individual PA managers are responsible for making employees aware of the content of these internal regulations in accordance with the scope of the document.

(3) Publication of this document on the PA intranet is the responsibility of the Control Documents Administrator.

VII List of Annexes

Annex No. 1 – Marking of areas adjacent to Terminal 1, Terminal 2, Terminal 3 and the Connector Building subject to these Operating Rules

VIII Change Sheet

Date	Reason for / nature of the change	Change made by

End of the text of the internal document

Operating Rules for Public Halls in Prague/Ruzyně Airport

Annex No. 1 follows

Annex No. 1: Marking of areas adjacent to Terminal 1, Terminal 2, Terminal 3 and the Connector

The document displayed on Prague Airport's INTRANET is controlled by the PA Control Documents Administrator. After printing or making an electronic copy, the document is no longer controlled.

Building subject to these Operating Rules

Terminal 1, Connector Building and Terminal 2 – arrivals

Terminal 2 – departures

Terminal 3