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Admission Regulations for the National Technical Museum



Effective date:	January 1 st , 2018
Applies to	all NTM employees
Scope	general
By	Presentation and public relation department
Authority	Presentation and public relation department

I. NTM BUILDING

The National Technical Museum (hereafter only NTM) is an allowance organization, legally operating under its name and carrying the responsibility arising therefrom. The controlling agency is the Ministry of Culture the Deed of Foundation by Decision of Minister of Culture no. 3/2013 of June 20, 2013, ref. no.: MK-S 7202/2013. The NTM serves the function of a museum in the sense of public statute § 10 paragraph 6 law # 122/2000 Sb., regarding the preservation of museum collections and changes in several additional laws. Its purpose is to acquire, collect, permanently preserve, inventory, professionally assess and present to the public such items.

II. OPERATING HOURS

- 1) Expositions and exhibits are open daily from 9 am to 6pm, except Monday: Tuesday, Wednesday, Thursday, Friday from 9 am to 6 pm, Saturday, Sunday and holidays from 9 am to 6 pm.
Every Monday, except for holidays, the museum is closed.
- 2) The NTM reserves the right to adjust these hours as necessary, including limiting access to various halls and public places.
- 3) Last entry is 30 minutes before closing time.
- 4) Ticket offices closes at 5:30pm

III. MUSEUM VISITS

- 1) All public sections of the museum are freely accessible to individuals, except for the ore- and coal-mining exhibits, which may be entered only with an accompanying guide. These exhibits have their own set of visitor rules.
- 2) Entry to the museum is via the main staircase. Normal entry and exit is via the revolving doors.
- 3) Entry into the museum is permitted only after purchasing a ticket. The Museum does not have public toilet facilities.
- 4) Each ticket is valid for only one entry, and expires upon leaving the museum building. Tickets are not transferrable.
- 5) In exceptional case visitor is allowed to leave the building, but only for a short time (max. 30 minutes), and with previous agreement with security guard. Before visitor leaves the building he/she needs to get a stamp (washable color) on his/her hand.
- 6) Additional doors beside the main entrance are available for wheelchair and stroller access. These doors are operated by museum security personnel. A ramp is provided to the right of the main staircase for these conveyances, which museum personnel may open to allow entry. A doorbell button is at the end of the ramp, by the door, to signal museum personnel. The powered wheelchair lifts in the Transportation, Time, Chemistry and Photo Studio exhibit, and along the staircase between the first and second basements are operated by museum personnel – please ask for assistance.
- 7) Before accessing the museum's exhibits, visitors must check any larger pieces of luggage, backpacks, umbrellas and other such items in the museum's cloakroom. Security personnel will decide whether any particular item must be checked. There is no charge for using the

cloakroom. Groups of children will use the lockers in the space in front of the cloakroom. Visitors are responsible for their own unchecked belongings while in the museum's building.

8) Groups of children and students are the responsibility of their teacher or guide, even if they are moving about the museum independently. Visits to the ore- and coal-mining exhibit are subject to special rules.

9) Information about the museum's programs and activities is provided by NTM personnel, and is available at the information desk in the museum's vestibule.

10) Responsibility of the NTM for damage to visitor's property is governed by applicable public laws.

11) Photography and video recording is allowed strictly for personal purposes. Using selfie sticks, tripods and any additional lights is forbidden. Making photographs and recording must not limit any other visitors.

12) Photography and video recording in the NTM for commercial, scientific, documentary or similar purposes is permitted only with a written agreement.

13) The NTM reserves the right to shut down particular expositions or exhibition halls due to maintenance or technical support issues – which means – to reduce/extend or limit operation time of particular expositions or exhibition halls. The NTM also reserves the right to label nonfunctional exhibits (with label “out of order”) for the time necessary to repair it.

IV. PROTECTION OF CULTURAL ARTEFACTS, SAFETY OF COLLECTIONS ITEMS AND MUSEUM PROPERTY

1) Visitors are obliged to behave in an appropriate manner throughout their NTM visit, with proper respect appropriate to the historic, social and cultural importance of the NTM collections and building.

2) Children under six are allowed to enter the exhibition rooms only when accompanied by adults. For school group visits, the escorting member of the teaching staff is responsible for their students' safety in the museum. The ore- and coal-mining exhibits have their own set of visitor rules.

3) Persons suspected of being intoxicated, or those wearing dirty or inappropriate clothing may be refused entry into the museum.

4) Visitors are obliged to obey instructions given by NTM employees, supervisors or security guards, usually in connection with the collections protection or visitors' security. Failure to adhere to the rules and regulations concerning safety or security can result in immediate ejection from the Museum property, with no reimbursement of admission cost.

5) It is forbidden to damage exhibits, objects displayed or other NTM property in any way. In particular, visitors are not allowed to:

- touch the exhibits, or manipulate them in any other way, or to move the furniture;
- disobey instructions for the use of information kiosks and exhibits intended for demonstration and interactive education;
- damage exhibit labels;
- open the windows and lean out of them, lean over the handrails, sit or stand on the radiators, lift children onto safety railings or exhibits;
- enter premises not designated for visitors;
- obstruct any walkway, stair, hall or any other passage;
- enter premises labeled with “no admittance” signs. It is particularly important to adhere to safety instructions near the fountain on the third floor and in photo studios (Transportation exhibition, Photographic studio);
- touch or manipulate electrical installations;
- scribble or draw on walls, display glasses or damage them in any way;

- disturb guided tours or other visitors by being loud (making phone calls, talking loudly, singing without permission, playing recorded music and so on);
 - using mobile phones for calling in exhibition rooms;
 - eat or drink in exhibition rooms;
 - use fire, lights or pyrotechnics;
 - smoke anywhere on the premises. [In accordance with Section 8 of Public Law 379/2005, revised as Section 8 of Public Law 305/2009, smoking is prohibited everywhere in the building, including adjoining public places. Therefore, even 'smoke breaks' will require leaving the museum grounds entirely, which constitutes the end of the visit, and no readmission will be granted.];
 - enter the building with any animals, with the exception of service dogs;
 - enter the building with roller skates, rollerblades, scooters, skateboards and similar objects (these may be checked in the cloakroom, if its capacity permits);
 - enter the building with a bicycle (there is a bicycle rack in the NTM parking lot);
 - bring in firearms, manual weapons, explosives, dangerous substances or objects that may cause damage to property or persons;
 - damage or remove exhibit labels and safety railing;
 - litter or pollute museum premises (including improper disposal of chewing gum);
 - leave personal belongings and other objects unattended;
 - cause any sort of disturbance.
- 6) Visitors are liable for any damage they cause, in accordance with general legal regulations.

V. FIRE PRECAUTIONS AND VISITORS' SAFETY

- 1) Besides the policies as mentioned in section IV, visitors are obliged to adhere to safety instructions given during the visit, warning and information notices, and instructions given by the staff in demonstrations and lectures.
- 2) In case of emergency, fire and evacuation (announced by the PA system), visitors are obliged to keep calm and obey instructions given by the museum and security staff, and leave the building without delay, using marked evacuation routes. Emergency exits in the museum vestibule are equipped with panic bars.
- 3) If a visitor is stricken by injury or ailment, it is necessary to contact museum or security staff, or the information desk in the foyer.
- 4) The NTM assumes no responsibility for injuries or damage that visitors may suffer as a consequence of failing to adhere to the posted regulations.

VI. CLOSING PROVISIONS

- 1) Visitors may record requests, complaints and suggestions in the Request book, available at the information desk in the NTM vestibule, or via e-mail at info@ntm.cz.
- 2) These Admission Regulations are effective as of January 1st 2018.

This Admission Regulations of the National Technical Museum replaces these one from 1st July 2015 č.j. NTM-708/2015

Mgr. Karel Ksandr
Director General of the National Technical Museum

Opening hours of the National Technical Museum

Monday. closed
Tuesday. 9am - 6pm
Wednesday. 9am - 6pm
Thursday. 9am - 6pm
Friday. 9am - 6pm
Saturday. 9am - 6:00pm
Sunday. 9am - 6:00pm
Holidays. 9am - 6:00pm

Entry to the museum ends thirty minutes before closing time.
Ticket office is open from 9am – 5:30pm

No animals allowed

Do not entry with non-closure food and drinks containers

Smoking prohibited (everywhere in the building, including adjoining public places)

Please leave your luggage and umbrella in the cloakroom

No bicycles, rollerblades, skateboards and scooters

Don't touch the exhibits

Announce wheelchairs at the cash desk

Restaurant – basement