

Regulations of using a banquet room in Warsaw University of Technology Student Dormitories

§ 1

1. The following regulations state the rules of using a room named as a banquet room, alongside all items inside it, hereinafter referred to as a "Room", located inside a Student Dormitory, hereinafter referred to as a "SD", by its residents.
2. A person organizing a party inside the Room, hereinafter referred to as the "Organizer" and people inside the Room are obligated to follow the rules inside this document.
3. The Organizer is obligated to become acquainted with and follow the Procedure regarding the guarantee of safety of the party's participants organized at WUT and parties organized outside its territory, financed by WUT, being the attachment to the decree no. 16/2023 of Warsaw University of Technology Rector from the 17th of April 2023 about the implementation of Procedure regarding the guarantee of safety of the party's participants organized at WUT and parties organized outside its territory, financed by WUT.
4. The Room can be used on any day of the week, during the agreed hours.
5. The Organizer of a party inside the Room can only be a resident of a SD, in which the Room is located.
6. It is forbidden to take the keys to the Room outside the SD territory.
7. In case of a loss or damage to the keys, the Organizer is obligated to cover the costs of copying the keys or changing the locks.
8. The total number of people inside the Room at once cannot exceed the number intended for in the building evacuation plan.
9. The Room cannot be locked in a case when there are any people inside it.

§ 2

1. The Dormitory Council of Residents of the proper SD, hereinafter referred to as "CR", appoints a Room caretaker, hereinafter referred to as a "Caretaker", who manages the access to the Room. In case of no Caretaker being elected, the CR chairman gets that position.
2. CR chairman delivers, in written form, the information about the elected Caretaker to the proper SD Administration, immediately after their election.
3. The Caretaker can appoint their deputy for a given period, which they inform the SD Administration about.
4. The Caretaker can refuse the lease of the Room without stating a reason.
5. The Caretaker is obligated to personally reclaim the Room after each party, hereinafter referred to as a "Reclaim". The banquet room is reclaimed when the Caretaker affirms that it is in a state no worse than before the start of the party.
6. The Caretaker is obligated to immediately inform the SD Administration about confirmed damages to the Room
- 7.
- 8.
- 9.

§ 3

1. The party Organizer is obligated to immediately inform the Caretaker about a disorder or damages found inside the Room. Unreported, but confirmed by the Caretaker after the party damages will be treated as caused by the Organizer.
2. The Organizer is financially responsible for damages done to the Room during the party.
3. The Organizer is obligated to bring the immediate vicinity of the Room and toilets facilitated for it to a state from before the start of the party, at the latest by 7am the day following the start of the party.
4. The Organizer is obligated to bring the Room to a state from before the start of the party at the latest by 3pm the day following the start of the party, unless the Caretaker decides otherwise.

§ 4

1. The Organizer makes a Room reservation by establishing a party date with the Caretaker.
2. At the latest two days before the party, the Organizer submits to the Caretaker, in a form established by the CR in an agreement with the Administrator:
 - 1) "Statement of person using the banquet room", according to the template in the attachment no. 1 to the regulations and
 - 2) "Information about a party inside the banquet room", according to the template in the attachment no. 2 to the regulations.
3. The Organizer is obligated to pay a deposit of 200 PLN in the administration with a confirmation of deposit/refund. The deposit should be paid in the administration of a given SD, in a form established by the CR in agreement with the SD Administrator.
4. The Caretaker cannot give the key to the Room to the Organizer before completing the obligations mentioned in rules 2 and 3.
5. The deposit is refunded to the Organizer immediately after the Room Reclaim, according to § 2 rule 5. If after two reclaims, the Caretaker affirms that the Room has not been brought back to the state from before the start of the party, the Organizer loses the right to a deposit refund and the right to organize parties in the future.
6. If the Room Reclaim is not possible due to damages done to its infrastructure or equipment, the Organizer is obligated to bring it back to a state from before the start of the party on their own; the process is overseen by the Caretaker. The Organizer gets the deposit back after bringing the Room back to a state from before the start of the party.
7. In case unauthorized people enter the party, the Organizer is obligated to immediately inform the Academic Guards or the Caretaker about it.
8. In case the rules of SD regulation are confirmed to have been broken, the party might get ended immediately by the Academic Guard or the Caretaker.
9. If the Room may serve a role different than a banquet room, it is leased for usage according to a different document.
10. In disputable matter, not covered in those regulations, the decision is taken by the Supervisor of the Student Dormitories Team, in agreement with the CR.

Przewodnicząca
Komisji Domów Studenckich
Samorządu Studentów PW
Ingales
Michelle Ingales

Zastępca Kierownika
Zespołu Domów Studenckich
Politechniki Warszawskiej
mgr Dorota Sobol

Statement of person using the banquet room

Organizer name and surname		
Organizer phone number		
Oganizer room number		
Time and date of the party's start		
Time and date of the party's end		

I confirm I got acquainted with the *Regulations of using a banquet room in Warsaw University of Technology Student Dormitories* and am aware of the consequences resulting from not following it.

I am aware of the prohibition of consuming alcoholic drinks, smoking of tobacco products and other narcotic drugs on the Room territory.

SD Administrator and room caretaker approval

SD Administrator signature and stamp

Room caretaker signature

Date and organizer signature

Deposit has been collected

Deposit has been collected, in the amount of:

SD administration worker signature

Warsaw, date:

Deposit has been reclaimed

Deposit has been reclaimed, in the amount of:

Organizer signature:

Warsaw, date:


Information about a party inside the banquet room (for the lodge)

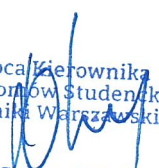
Organizer name and surname		
Organizer phone number		
Organizer room number		
Time and date of the party's start		
Time and date of the party's end		

Guests list

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- 30.

Date and organizer signature

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