**ROOM BOOKING FORM – JAGIELLONIAN UNIVERSITY MUSEUM[[1]](#footnote-1)**

**Date of delivery:**

|  |  |  |
| --- | --- | --- |
| 1. | The Room |  |
| 2. | The Event  |  |
| 3. | The Organiser (Institution; Private or Individual?) |  |
| 4. | Contact details (e-mail, phone number of a person responsible) |  |
| 5. | Term of the Event (day, month, year)[[2]](#footnote-2) |  |
| 6. | Duration (opening and closing hours) |  |
| 7. | Number of Participants |  |
| 8. | Presence of Disabled Persons |  |
| 9. | Requested equipment: audiovisual equipment, wi-fi network, simultaneous translation equipment, etc. (we kindly ask you to bring your own computers/notebooks) |  |
| 10. | Additional equipment (reception desks, easels, etc.)[[3]](#footnote-3) |  |
| 11. | Catering (provider’s name, catering venue) – on the organiser’s own[[4]](#footnote-4) |  |
| 12. | Presence of uniformed services (Police, Fire Brigade, Government Security Services) |  |
| 13. | Invoice data of the taxpayer |  |
| 14. | **Liability number 1**(according to the Rector’s Directive No. 46 issued on 23 May 2013 about fees for renting rooms and space of the JU) |  |
| 15. | Additional information |  |

**1** required for departments of the Jagiellonian University

Taking into consideration the historical value of Collegium Maius and the rooms which are part of the display, the booking institution is obligated to follow all rules and regulations of the Jagiellonian University Museum concerning the security of the building, the collection and the participants, in particular

 1. not to change the museum’s exhibition in any way,

 2. to keep the established booking hours,

 3. to keep to the limit of participants,

 4. to obey the conservation rules (eg. not touching any exhibits),

 5. not to smoke,

 6. to strictly follow the advice and instruction of Museum staff,

 7. to leave the room and equipment in the same condition as before the event.

Furthermore, the booking institution is obligated to cover the cost of any damage caused during the event by its participants.

The manager of the organisational unit:

……………………………………………..

The persons responsible:

……………………………………..………

Kraków, date …………………….………..

|  |
| --- |
| To be filled by the administrator |
| The total price for booking the room |  |

Signature of the administrator:

……………………………………..………

Kraków, date …………………….………

1. This form serves only to establish technical details concerning room booking. The reservation itselft and the booking can be arranged by addressing to the Director of the Jagiellonian University Museum (by e-mail, post or personally). [↑](#footnote-ref-1)
2. We suggest checking earlier if the term is available. Phone +48 12 663-13-07. [↑](#footnote-ref-2)
3. The booking institution should organise the reception ad service of the participants on its own. [↑](#footnote-ref-3)
4. The person representing the catering provider is obligated to contact the Museum before the event in order to establish organisational details. [↑](#footnote-ref-4)