

## Rules and Regulations for the building at Krupnicza Street 33

1. The owner of the building at Krupnicza Street 33 is Jagiellonian University.
2. The building is open from 7:00 AM to 10:00 PM every day of the week.
3. All employees of the units located in the building may remain on the premises until 10:00 PM.
4. The building is monitored by security cameras around the clock. Video surveillance is conducted by the Jagiellonian University (the data controller) based at ul. Gołębia 24, 31-007 Kraków to ensure safety on the university premises and to protect people and property. More information about video surveillance can be found on the website [www.iod.uj.edu.pl](http://www.iod.uj.edu.pl). The regulations for video surveillance at the Jagiellonian University are an attachment to the management no. 34 of the Rector of the Jagiellonian University dated May 16, 2019. The text of the Video Surveillance Regulations can be reviewed on the website of the Public Information Bulletin of UJ.
5. Individuals present in the building are required to comply with these regulations and to follow the instructions of the service and administration staff.
6. In the case of bringing into the building items that raise objections, the visitor, at the request of the UJ staff, is required to leave these items at the concierge's desk. In justified cases, the facility's service and administrative staff have the right to refuse access to the building. Refusal of access to the building may also apply to individuals showing signs of being under the influence of narcotics and to those whose behavior disturbs the order or impedes the work of UJ units.
7. Animals are not allowed on the premises, except for service dogs.
8. Renting rooms requires prior approval from the University Authorities and agreement with the building administrator.
9. After the rental ends, the tenant is obliged to report this fact to the reception staff.
10. The university is not responsible for valuable items left on the premises of the building.
11. Rooms in the building may not be used beyond their maximum capacity.
12. The tenant of the room is obliged to use the equipment according to its intended purpose, particularly regarding the arrangement of technical issues related to AV equipment.
13. Users of the premises are obliged to comply with occupational health and safety regulations and fire protection regulations. Detailed fire safety requirements applicable to building users are specified in the Fire Safety Instructions, available from the facility administrator.
14. During the evacuation of the building, all individuals present on the premises must strictly follow the instructions of authorized personnel.
15. The keys to the rooms are kept at the reception and are issued to individuals authorized to collect them.

16. Users of the rooms bear full material responsibility for the equipment located therein.
17. Before leaving the rooms, windows must be closed and lights turned off.
18. A strict ban on bringing bicycles and electric scooters into the building is introduced. The aforementioned means of transport should be left in designated places: bicycle racks in the inner courtyard and bicycle racks by the building.
19. It is forbidden to block roads and emergency exits, as well as to restrict their width.
20. There is a total ban on smoking nicotine products and e-cigarettes throughout the entire building. Consumption of alcoholic beverages is prohibited as well, except for refreshments related to the programme of the event (i.e. catering service, aperitif etc).
21. Users of the building are required to follow the instructions of the security services working on the premises.
22. External users are required to comply with the Regulations throughout the duration of the lease agreement.
23. The Regulations come into effect on the day of signing.
24. Entry to the building premises is equivalent to acceptance of the provisions of these Regulations and a commitment to comply with them.

#### **Responsibilities of the tenant, organizer, and participants of meetings and conferences:**

1. Reporting the intention to use personal electronic devices.
2. Adhering to the prohibition of independently connecting and disconnecting devices from the AV system.
3. Prohibition of sticking or pinning anything to the walls, including colored putty and double-sided tape, etc.
4. Maintaining cleanliness in rented rooms and spaces.
5. Leaving the rooms in an unaltered state after the meeting.
6. Bringing large items requires prior consent from the facility administrator or a designated person.

#### **Contact numbers:**

**1/ Building administrator - Mr. Michal Krupa phone. 519 307 996**

**2/ Reception - phone. 12 663 40 08**