

**RULES FOR USE
OF THE SPOTYKALNIA SPACE
OF THE NEIGHBOURHOOD LIBRARY (MIEJSCA AKTYWNOŚCI LOKALNEJ)
at the Public Library in the Bemowo District of the Capital City of Warsaw**

I. GENERAL PROVISIONS

1. The Rules for Use of Miejsca Aktywności Lokalnej (MAL, Local Activity Space) set out the principles for using the space and resources of MAL.
2. The organiser of the activities and resources of the MAL is the Public Library in the Bemowo District of the Capital City of Warsaw (hereinafter referred to as the "Organiser") with its registered office at 01-381 Warsaw, Powstańców Śląskich Street 17, running the Local Activity Space located at Powstańców Śląskich Street 126 in Warsaw.
3. Wherever in these Rules the following terms are used:
4. MAL - means the Local Activity Space - a public-purpose facility located at Powstańców Śląskich Street 126 in Warsaw, together with its available resources.

RESOURCES - means all tangible and intangible means available and at the disposal of MAL, ready to be used by the local community within the framework of MAL's offer or grassroots initiatives, owned by the Organiser or third parties.

MAL COORDINATOR - means the person appointed by the Organiser to manage the MAL, who supports the local community in creating grassroots neighbourhood initiatives, makes MAL resources available, moderates and supervises the activities conducted within MAL.

II. MAIN PRINCIPLES

1. MAL supports local initiatives, neighbourhood activities, and the integration of residents. It is open to all district inhabitants, various informal and neighbourhood groups, and non-governmental organisations.
2. MAL operates on an open formula - its programme and action plan are built based on the needs, ideas, and initiatives of residents.
3. Any resident may organise a meeting, workshop, project, or other activity - one-off or recurring. In particular, they may:
 - a. use the MAL space and equipment free of charge;
 - b. participate in proposed events, spend time in the space with coffee or tea;
 - c. make use of publicly available resources.

4. Spotykalnia Neighbourhood Library - MAL is open to all grassroots initiatives, especially ecological, multicultural, intergenerational, inclusive, and those integrating the local community and supporting residents' development.

5. Within MAL:

- we operate on the principle of reciprocity - if we use the space, we give something back, e.g., organise, support, help, clean, bring materials;
- we respect every person regardless of age, gender, ethnic origin, social status, religion, or beliefs. We respect time, freedom of speech, and the expression of other residents;
- we do not co-organise commercial, political, religious, or socially or economically exclusionary events.

6. The consumption of alcohol, smoking (including e-cigarettes), and use of other prohibited substances is strictly forbidden on MAL premises.
7. Persons under the influence of alcohol, psychoactive substances, or intoxicants are not allowed on MAL premises.
8. Participation in all events and activities at MAL is free of charge.
9. MAL is pet-friendly. Animals remain under the care of their owners, who are responsible for safety and cleanliness in MAL premises and surroundings related to the presence of the animal - owners must clean up after their pets.

III. RULES OF USE

1. The MAL premises may be used by all adults. Minors may use the MAL under the supervision of adults or with the consent of their legal guardian or statutory representative.
2. MAL makes its premises and resources available for general use to all persons actively participating in meetings and activities organised therein.
3. All rooms and resources must be used according to their intended purpose. In case of doubts or questions concerning the use of MAL premises or resources, please contact the MAL Coordinator.
4. The kitchen annex located in MAL and its equipment may be used by all persons involved in organising or participating in activities, meetings, and events organised by MAL.
5. When using the equipment provided in the kitchen annex, users must familiarize themselves with the safety instructions for each device and strictly adhere to them.
6. It is forbidden to use electrical equipment or devices with moving, unshielded parts that do not belong to MAL, which could pose a safety risk, in the kitchen annex.

7. It is prohibited to interfere with the kitchen annex's equipment and electrical installation beyond their normal use intended for the facility.
8. Any damages caused by users must be reported immediately to the Coordinator and repaired. The person responsible for the damage, or in the case of a minor - their legal guardian or statutory representative, shall be held liable for damages caused to the Organiser's or third parties' property.
9. The kitchen annex is intended for reheating meals or preparing snacks only. It should not be used for cooking meals independently.
10. All semi-prepared products used for preparing snacks must be fresh and suitable for consumption.
11. The refrigerator may be used to store products and food items that are clearly fresh and within their expiry date.
12. Products stored in the refrigerator should be kept in plastic containers to prevent contamination of the shelves.
13. Perishable, expired, or improperly stored products or meals will be promptly removed from the refrigerator and disposed of properly.
14. Only products and ready meals from confirmed sources may be shared for general consumption in MAL; sharing of homemade meals is prohibited.
15. Every user is obliged to take care of the condition of the premises and equipment provided for their use in MAL.
16. Every user must maintain cleanliness in the canteen and kitchen annex and wash their used dishes afterwards.
17. In case of doubts or questions concerning the use of MAL premises or equipment, please contact the MAL staff.
18. MAL equipment is the property of the Public Library in the Bemowo District of the Capital City of Warsaw. Without the Coordinator's permission, furniture should not be rearranged or removed from the premises.

IV. PROCEDURE FOR REPORTING ACTIVITIES

1. Access to MAL space and resources is granted after prior notification and approval by the MAL Coordinator regarding the date, topic, and duration of space use. Initiatives may be reported to the MAL Coordinator in person, by phone at +48 509 532 551, or by email at mal@e-bp.pl.

2. The event calendar is managed by the MAL Coordinators, to whom ideas for activities or events can be submitted in person at Spotykalnia or via email at mal@e-bp.pl during MAL's working hours.
3. Use of MAL space outside of opening hours and without the presence of the Coordinator requires signing a statement which constitutes Annex No. 1 to the Rules.
4. The MAL Coordinator reserves the right to refuse access to MAL space or resources. Priority is given to activities previously scheduled in the MAL calendar.
5. For long-term projects (more than one activity), signing a cooperation agreement will be required.

Warsaw, date:.....

I, the undersigned,

.....
(full name) / PESEL

.....
(contact details: phone number, correspondence/permanent address)

In connection with my use on from to of the Local Activity Space Spotykalknia - Neighborhood Library located at Powstańców Śląskich 126, Warsaw (MAL), I acknowledge receipt of one set of keys to the premises and undertake to return them on by I declare that I am familiar with the technical condition and the equipment of the MAL premises and have no comments or objections. I accept full material responsibility for the MAL premises and its equipment and commit to cover the costs of repairing any damage caused by my fault during the time I have access to the premises. I also undertake not to lend the keys to any third parties.

I confirm that I have read the Rules of the Local Activity Space Spotykalknia - Neighborhood Library at Powstańców Śląskich 126, Warsaw, and undertake to comply with them.

.....
(date and signature of the user)
Coordinator)

.....
(date and signature of the MAL

I hereby confirm receipt of the set of keys to the Miejsca Aktywności Lokalnej *

.....
(date, time, and signature of the MAL Coordinator)

*The handover and return of keys take place after prior inspection of the technical condition of the premises.

DATA PROCESSING INFORMATION CLAUSE

In accordance with Articles 13(1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR), published in the Official Journal of the European Union L 2016/119 on 4 May 2016 - hereinafter referred to as "GDPR", we inform you that:

The Data Controller of your personal data is the Public Library in the Bemowo District of the Capital City of Warsaw, located at ul. Powstańców Śląskich 17, 01-381 Warsaw ("Data Controller").

I. Contact details of the Data Controller

You can contact the Data Controller in writing by sending correspondence to: Public Library in the Bemowo District of the Capital City of Warsaw, ul. Powstańców Śląskich 17, 01-381 Warsaw.

II. Contact details of the Data Protection Officer (DPO)

1. The Data Controller has appointed a Data Protection Officer, whom you can contact regarding the protection of your personal data and the exercise of your rights at the email address: iod@e-bp.pl
2. Or in writing by sending correspondence to: Public Library in the Bemowo District of the Capital City of Warsaw, ul. Powstańców Śląskich 17, 01-381 Warsaw.

III. Purposes and legal basis for processing

The period of data processing by the Data Controller depends on the type of service provided and the purpose of processing. The processing period may also result from applicable laws that constitute the basis for processing. In cases where processing is based on the legitimate interest of the Data Controller - e.g., for security reasons - data are processed for a period enabling the realization of that interest or until an effective objection to processing is submitted. Where processing is based on consent, data are processed until consent is withdrawn. Where processing is necessary to conclude and perform a contract, data are processed until the contract is terminated.

The processing period may be extended if processing is necessary to establish, pursue or defend claims, and after that period only to the extent required by law. After the processing period expires, data are irreversibly deleted or anonymized.

IV. Right to withdraw consent

You have the right to withdraw your consent to personal data processing at any time by sending such a request to the Data Controller at the email address iod@e-bp.pl or to the Data Controller's correspondence address. Withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent before its withdrawal.

V. Data subject's rights

Under GDPR, you have the right to:

- Access your data;
- Rectify (correct) your data;
- Erase data (where there is no legal basis for further processing);
- Data portability;
- Lodge a complaint with a supervisory authority (if data are processed unlawfully, you may file a complaint with the President of the Personal Data Protection Office).

VI. Voluntariness of data provision

Providing data is voluntary.