

DR.021.1.20.2025

Ordinance No. 20/2025
of the Director of the Public Library in the Bemowo District of the Capital City of Warsaw
dated 7 August 2025
regarding the introduction of the Rules for Use
of the MAL Chrzanów space (MAL)
at the Public Library in the Bemowo District of the Capital City of Warsaw

In accordance with Article 17 of the Act of 25 October 1991 on organising and conducting cultural activity (consolidated text Journal of Laws 2017, item 862 as amended), § 7 section 1 of the Statute of the Public Library in the Bemowo District of the Capital City of Warsaw, constituting Annex No. 1 to Resolution No. LVI/1420/2017 of the City Council of the Capital City of Warsaw dated 19 October 2017 (Official Journal of the Mazovian Voivodeship of 2017, item 9666 as amended), it is hereby ordered as follows:

§ 1.

1. The Rules for Use of the MAL Chrzanów space (MAL) at the Public Library in the Bemowo District of the Capital City of Warsaw are introduced.
2. The consolidated text of the Rules constitutes Annex No. 1 to this Ordinance.

§ 2.

Ordinance No. 54/2021 of the Director of the Public Library in the Bemowo District of the Capital City of Warsaw dated 2 September 2021 is repealed.

§ 3.

This Ordinance shall enter into force on the date of signature.

/-/ Anna Fiszer
Acting Director of the Public Library
in the Bemowo District of the Capital City of Warsaw

**RULES FOR USE
OF THE MIEJSCA AKTYWNOŚCI LOKALNEJ CHRZANÓW
(MAL)
at the Public Library in the Bemowo District of the Capital City
of Warsaw**

I. GENERAL PROVISIONS

1. These Rules for Use of the Local Activity Space, hereinafter referred to as the “Rules,” define the principles for using the space and resources of the Local Activity Space (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 the “Organiser”), headquartered at 01-381 Warsaw, ul. Powstańców Śląskich 17, operating the Local Activity Space located at ul. Batalionów Chłopskich 87, 01-307 Warsaw.
3. Wherever these Rules mention:
4. MAL – means the Local Activity Space, a public facility located at ul. Batalionów Chłopskich 87 in Warsaw, together with its available resources.

RESOURCES – means all tangible and intangible means available and at the disposal of the MAL, ready to be used by the local community as part of the MAL’s offer or independent grassroots initiatives, owned by the Organiser or third parties.

MAL COORDINATOR – means a person appointed by the Organiser to run the MAL, who supports the local community in creating grassroots neighborhood initiatives, provides access to MAL resources, moderates and oversees activities conducted at the MAL.

II. MAIN ASSUMPTIONS

1. MAL supports local initiatives, neighborhood activities, and community integration. It is open to all district residents, various informal and neighborhood groups, and non-governmental organisations.
2. MAL operates with an open formula – the program 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 – either one-time or recurring. In particular, residents may:
 - a. use the space and equipment of the MAL free of charge;
 - b. participate in proposed events and spend time in the space over coffee or tea;
 - c. use publicly available resources.
4. MAL Chrzanów welcomes all grassroots initiatives, especially ecological, multicultural, intergenerational, inclusive activities that integrate the local community and support residents’ development.
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multicultural, intergenerational, inclusive activities that integrate the local community and support residents' development.

6. Within MAL:
 - we operate on the principle of reciprocity – if we use the space, we give something back, e.g., organise, support, help, clean, or bring materials;
 - we respect every person regardless of age, gender, ethnicity, social status, religion, or beliefs. We respect time, freedom of speech, and expression of other residents;
 - we do not co-organise commercial, political, religious, or socially/economically exclusionary events.
7. The consumption of alcohol, smoking (including electronic cigarettes), and use of other prohibited substances are strictly forbidden on the premises of MAL.
8. Persons under the influence of alcohol, psychoactive substances, or intoxicants are not allowed on the premises of MAL.
9. Participation in all events and activities at MAL is free of charge.
10. MAL is pet-friendly. Animals remain under their owners' care. Owners are responsible for the safety and cleanliness of the MAL premises and surroundings related to their animals' presence – owners must clean up after their pets.

III. RULES OF USE

1. All adults may use the MAL premises. Minors may use MAL only under the supervision of adults or with the consent of their legal representatives/guardians.
2. MAL provides its premises and resources for common use to all persons actively participating in meetings and activities organised there.
3. All premises and resources must be used according to their intended purpose. In case of doubts or questions about how to use the premises or resources of MAL, please contact the Coordinator.
4. All users of the kitchen annex equipment must familiarize themselves with and strictly follow the health and safety instructions for each device.
5. 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 minors, their legal representative/guardian, shall bear liability for damages to the Organiser's or third parties' property.
6. Every user is obliged to take care of the condition of the premises and equipment provided for use at MAL.
7. In case of doubts or questions regarding the use of premises or equipment at MAL, please contact the MAL staff.
8. The equipment of MAL is the property of the Public Library in the Bemowo District of the Capital City of Warsaw. Without the Coordinator's consent, furniture must not be rearranged or removed outside the premises.

IV. PROCEDURE FOR REPORTING ACTIVITIES

1. Access to the MAL space and resources is granted upon prior notification and approval by the MAL Coordinator regarding the date, topic, and duration of the use. Initiatives may be reported to the MAL Coordinator in person, by phone at +48 571

419 627, or by email at mal.chrzanow@e-bp.pl.

2. The MAL Coordinators oversee the event calendar. Ideas for activities or events may be submitted in person at MAL Chrzanów or via email at mal.chrzanow@e-bp.pl during MAL Chrzanów's operating hours.
3. The MAL Coordinator reserves the right to refuse access to the MAL space or resources. Priority is given to activities previously scheduled in the MAL calendar.
4. In the case of long-term projects (more than one activity), a cooperation agreement must be signed.

DATA PROCESSING INFORMATION CLAUSE

In accordance with Articles 13(1)–(2) of 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), we inform you that:

The 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 may 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 may contact regarding the protection of your personal data and the exercise of your rights at the email address: iod@e-bp.pl
2. You may also send correspondence in writing 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 of processing

The period for which the Data Controller processes personal data depends on the type of service provided and the purpose of processing. The processing period may also result from legal provisions constituting the basis for processing. Where processing is based on the legitimate interest of the Data Controller - e.g., for security reasons - data are processed for the duration necessary to realize that interest or until an effective objection to processing is lodged. If processing is based on consent, data are processed until consent is withdrawn. Where processing is necessary for entering into and performing a contract, data are processed until its termination.

The processing period may be extended if necessary for establishing, pursuing, or defending claims, and thereafter 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 consent to personal data processing at any time by sending a request to the Data Controller at iod@e-bp.pl or the Data Controller’s correspondence address. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

V. Rights of data subjects:

Under the GDPR, you have the right to:

1. request access to your data;
2. request correction of your data;
3. request deletion of your data (if there is no legal basis for their processing);
4. request data portability;
5. 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).

To exercise your rights, you may send a request to iod@e-bp.pl or visit the Data Controller's headquarters.

VI. Voluntariness of data provision

Providing personal data is voluntary.