



UNIwersytet  
Warszawski

CeNT CENTRUM  
NOWYCH  
TECHNOLOGII

## Internal regulations for booking rooms in the CeNT I building


1. All reservations are made in the room reservation system;
2. Applications for booking seminar rooms / auditorium / hall are submitted at: **booked@cent.uw.edu.pl**;
3. When booking the seminar rooms / auditorium and catering space, only the part under the stairs on the ground floor (part with wooden cabinets) and niche are available. Setting out the tables in the hall over the stone part is only possible after obtaining a separate agreement from the Board of Directors CeNT UW due to the high difficulty of cleaning the stone with which the hall is lined;
4. Rooms intended for rent by other units of the University of Warsaw and external entities:
  - hall 00.142 - 126 people, equipped with a projector, screen, sound system, microphone,
  - 00.143 - 8 people, the room can also be used as a back-up office for the auditorium 00.142,
  - 00.187 - 30-35 people, projector and screen, no sound system,
  - 01.101 - 35 people, projector, screen, blackboard, speakers,
  - 02.62 - 30 people, interactive board and projector, screen + projector,
  - 03.50 - 18 people, projector, screen, blackboard, speakers,
  - 04.50 - 12 people, projector, screen, blackboard, speakers,
  - 04.53 - 12 people, overhead projector, screen, blackboard, speakers;
5. Additionally, apart from the seminar rooms and the auditorium, it is possible to rent the hall, a niche in the hall and mezzanine for catering;
6. All the other rooms are dedicated exclusively for internal use at CeNT UW;
7. CeNT employees do not bear the basic costs of using the premises;
8. Units of University of Warsaw pay for renting rooms according to the rates for UW units, and external entities pay for renting rooms according to the rates for external entities, the **EXCEPTION** being student organizations of University of Warsaw - rooms listed in point 4 are rented free of charge;
9. There is also the possibility of an additional service, such as the presence of an IT department employee during the event - PLN 130 net + VAT tax per hour (on working days **ONLY**);
10. Cancellation of the reservation without incurring costs should be reported by e-mail to the following address: **booked@cent.uw.edu.pl** no later than 14 days before the booked date;




UNIwersytet  
Warszawski

CeNT CENTRUM  
NOWYCH  
TECHNOLOGII

11. In the case of booking rooms for events such as seminars, conferences, events please send an e-mail, then fill in the Form for Submitting an Event and deliver it in paper form to the OHS box in the Secretary's Office, 4th floor;
12. The units of the University of Warsaw, no later than 3 days from the provision of the rental service, deliver to the Secretary's Office of CeNT UW with an internal order for an internal note;
13. Any changes in the arrangement of the seminar rooms and auditoriums require a separate agreement of Board of the Directors CeNT UW;
14. For groups over 50 people, the tenant must provide - on his own and at his own expense - a paramedic, security and, in the case of the student association / government - an academic tutor. The condition does not apply to events organized by CeNT UW employees;
15. For events over 30 people, where catering will be provided, the tenant will be charged with additional cleaning costs, unless they provide a cleaning service on their own for the duration of the event. This entry does not apply to events organized by CeNT UW employees;
16. In the case of organizing events not related to the education programme and teaching and research activities, the Ordinance No. 29 of the Rector of the University of Warsaw of April 6, 2016 on security of events is applied;
17. The building is open from 7:00 to 20:00 on weekdays.
18. The key to the rooms is collected and returned at the Reception desk in the hall between 8 am and 4 pm. At other hours, please contact the firefighter on duty at 600 723 015;
19. In exceptional circumstances, upon a written request of the Organizer, the Board of Directors CeNT UW, may individually agree to organize an event out of opening hours of the building;
20. The Board of Directors of CeNT UW reserves the right to charge the Organizer with additional costs in case of damage to property.

UNIwersytet Warszawski  
Centrum Nowych Technologii  
  
mgr inż. Anna Kulinowska  
Zastępca Dyrektora CeNT UW

UNIwersytet Warszawski  
Centrum Nowych Technologii  
  
prof. dr hab. Wojciech Dominik  
p.o. Dyrektora CeNT UW