



UNIwersytet  
Warszawski

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### 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](mailto: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 - 128 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,
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 (Appendix No. 1 to the Regulations – Price List);
9. There is also the possibility of an additional service, such as the presence of an IT department employee during the event - PLN 160 net + VAT tax per hour (on working days **ONLY**);
10. 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;
11. At the latest 14 days before the scheduled date of the event, the event organizer will provide by e-mail to [booked@cent.uw.edu.pl](mailto:booked@cent.uw.edu.pl) all the necessary information related to the organization and security of the event, referred to in the form and the Ordinance No. 110 of the Rector of the University of Warsaw. In the case when failure to meet the deadline, the reservation will be automatically canceled, and event organizer will be informed about it.



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12. Cancellation of the reservation without incurring costs should be reported by e-mail to the following address: [booked@cent.uw.edu.pl](mailto:booked@cent.uw.edu.pl) no later than 14 days before the booked date;
13. 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;
14. Any changes in the arrangement of the seminar rooms and auditoriums require a separate agreement of Board of the Directors CeNT UW;
15. For groups over 50 people, the event organizer 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. In the case of external entities, the provision of a paramedic and security applies to any number of participants;
16. Safety rules for organizing the event:
  - a. The Organizer of the event is responsible for the organization and safety of the event;
  - b. The Organizer is obliged to comply with the rules of the Administrator of the building of the Centre of New Technologies of the University of Warsaw, the rules for booking rooms in the CeNT I building and the Ordinance no. 110 of the Rector of the University of Warsaw (September 12, 2022) on the rules of organizing events and safety of events;
  - c. The Organizer is obliged to check whether all participants of the event have left the building and report the fact to the person on duty at CeNT about the end of the event;
  - d. In the event of an event threatening the health or safety of participants, the Organizer shall immediately notify the person on duty in the CeNT building;
17. The costs of cleaning up after the event are included in the rental price of the hall and atrium mezzanine;
18. In the case of organizing events not related to the education programme and teaching and research activities, the Ordinance No. 110 of the Rector of the University of Warsaw of September 12, 2022 on security of events is applied;
19. The building is open from 8:00 to 17:00 on weekdays.
20. 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;
21. 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;
22. The Board of Directors of CeNT UW reserves the right do not agree to rent space in the CeNT building in the case when offending religious feelings, national discrimination or competing with the activities of the Centre of New Technologies.
23. The Board of Directors of CeNT UW reserves the right to charge the Organizer with additional costs in case of damage to property.