

Template

FORM

- ☐ **A. Rental of a room, space or area**
☐ **B. Event notification for up to 50 participants**
☐ **C. Event notification for events with more than 50 participants**

A.					
ORGANISER ☐ Organisational unit of the University of Warsaw ☐ Student/doctoral student organisation ☐ External unit					
LOCATION (room number)				CONFIRMATION OF RESERVATION	
DATE <i>date and time from – to</i>					
PURPOSE OF RENTAL <i>title and subject of the meeting; form</i>					
INVITED GUESTS <i>names and surnames of guests and their roles</i>	Just write how many guests (no names are necessary) ->				NUMBER OF PARTICIPANTS
CONTACT DETAILS OF THE PERSON RESPONSIBLE ON THE ORGANISER'S SIDE	Name and surname: your name and surname				
	Telephone			Email	
	Person collecting the keys from the cloakroom: your name and surname				
AUDIOVISUAL EQUIPMENT	☐ COMPUTER	☐ PROJECTOR	☐ SCREEN	☐ AUDIO RECORDING	☐ MICROPHONE
	☐ OTHER				
CATERING SERVICES	Company			Contact	
	☐ COFFEE SERVICE	☐ SANDWICH SERVICE	☐ HOT BUFFET		
MEDIA COVERAGE	☐ YES.....				☐ NO
PAYMENT METHOD	☐ PREPAYMENT		☐ SINGLE PAYMENT		
	☐ QUARTERLY BILL		☐ OTHER		
TAX ID NUMBER OR ACCOUNT NUMBER OF THE UNIT					

NUMBER OF EVENT . PARTICIPANTS				
PARTICIPATION OF AUTHORITY REPRESENTATIVES	☐ YES			☐ NO
ADMISSION TO THE EVENT	☐ CLOSED		☐ FREE ADMISSION	
	☐ OPEN		☐ TICKETED	
NATURE OF THE EVENT	☐ SCIENTIFIC	☐ ENTERTAINMENT	☐ SPORTS	☐ INTEGRATION
	☐ OTHER.....			
€				
EVENT SCHEDULE				
UNIT/ENTITY PROVIDING SECURITY/ORDER SERVICES				
NUMBER OF PERSONS				
NUMBER OF PERSONS TRAINED IN FIRST AID AND CRISIS MANAGEMENT:				
MEDICAL SERVICES:	☐ YES			☐ NO
OTHER RELEVANT INFORMATION				
ADDITIONAL SERVICES				
ATTACHMENTS:	1. ☐ Opinion of the Health and Safety and Fire Protection Inspectorate.		3.	
	2. ☐ Copy of the agreement with the external organiser external		4.	

Your name and surname

Date and signature of the person responsible on behalf of the organiser

Stamp and signature of the manager of the unit

Signature of the person issuing the consent

DEADLINE FOR SUBMITTING THE FORM:

1. For events with up to 50 participants – at least 3 days before the start of the event
2. For events with more than 50 participants – at least 2 weeks before the start of the event

Submitting the form **does NOT** automatically **mean** that the room will be rented. Please **do not print invitations or posters or inform anyone about the meeting in any other way** before obtaining consent!

University of Warsaw student organisations **can** rent rooms **free of charge**. The form for renting university rooms must bear **the SEAL AND SIGNATURE of:** the Dean, Vice-Dean for Student Affairs or Manager of the University of Warsaw unit, or a Member of the Management Board in the case of a University of Warsaw Student Organisation.