

RULES AND REGULATIONS OF THE "PIWNICA" CLUB

§1

General Provisions

1. The "Piwnica" Club operates for the benefit of the residents of the CUT Student Housing Complex.
2. The "Piwnica" Club is made available for the purpose of organizing social integration meetings.
3. The "Piwnica" Club may be reserved only by a current adult resident of the CUT Student Housing Complex.
4. The person making the reservation, hereinafter referred to as the Organizer, bears full responsibility:
 - for compliance with the Student Housing Complex Rules and Regulations;
 - for the safety of invited guests;
 - financial liability for any damage incurred and is additionally obliged to return the Club with all rooms cleaned (kitchen, toilet, halls, corridor, smoking room, vestibule) and with complete equipment as confirmed at the time of the Club handover.
5. The Organizer is responsible for maintaining order and ensuring the safety of participants of the social integration meeting. In the event of danger or an attempted intrusion by external persons, the Organizer is obliged to notify the Student Housing Complex security service or a reception staff member of the CUT Student Resident Hall no 3 (SRH3).
 - a. Emergency phone number to the security service:
 - b. SRH3 reception desk phone number:
 - Internal (from the SRH phone): 0
 - External: 12 649 51 22

The above numbers are displayed on the kitchen wall in the Club.

6. The Organizer is required to familiarize themselves and comply with the "Piwnica" Club Regulations and the CUT Student Housing Complex Rules and Regulations.
7. The Organizer is required to complete all reservation formalities.
8. Any unjustified activation of the fire alarm in the Club (breaking the glass in the manual fire alert MFA button) will result in the immediate termination of the event and the Organizer's obligation to cover the costs resulting from triggering the alarm.
9. The Organizer is required to comply with the instructions of the Head of Student Residence Hall no. 3, reception staff, the Safety Coordinator, and the Club Coordinator. Failure to comply with the instructions will result in the termination of the social integration meeting.

10. For safety reasons and in accordance with applicable legal provisions, the maximum number of participants in a social integration meeting is 50 persons.
11. Should the permitted number of participants be exceeded, as determined by security, the SRHA, the SHCA, or the "Piwnica" Club Coordinator reserve the right to terminate the event.
12. Only adults may participate in the event, for which the Organizer is also responsible.
13. The Organizer bears full responsibility for any confirmed exceeding of the permitted number of participants.
14. The Organizer is prohibited from using flammable materials in the "Piwnica" Club, materials that produce burning droplets or toxic thermal decomposition products, as well as from using open flames.
15. In the event of termination of the event due to non-compliance with the regulations, the Organizer is not entitled to a refund of the Club rental fee.
16. The "Piwnica" Club may be reserved by a CUT SHC employee in connection with organizing meetings of an organizational nature or related to the functioning of the unit.
17. With the consent of the Head of the Student Housing Complex, the "Piwnica" Club may be reserved free of charge by the Student Association of Cracow University of Technology, the University Council of Doctoral Students' Association of Cracow University of Technology, or student organizations operating at the Cracow University of Technology in connection with events organized for the academic community of Cracow University of Technology.

§2

Reservation

1. Reservations of the Club begin on the first day of each month at 10:00 and apply to the current month and the following month (for example: on 1 March, reservations for April begin; if there are still available dates in March, they may still be reserved; on 1 April, reservations for May begin, etc.).
2. All applications submitted earlier will be automatically deleted.
3. Reservations are made by sending an email to the Club Coordinator at: klubpiwnicapk@pk.edu.pl, including the following information:
 - the Organizer's full name;
 - planned date of the Club rental;
 - planned number of participants;
 - contact phone number;
 - the Student Resident Hall number;
 - room number.
4. The schedule of bookings and availability of the "Piwnica" Club will be available at the following address:

https://docs.google.com/spreadsheets/d/1q7TuHp7a2Jx6Wuy2QTxCvhJpR_WAKXfFX-J8diEz3vM/edit?usp=sharing

5. Reservations for available dates are granted on a first-come, first-served basis.
6. Persons who successfully reserve the room on a given date will be informed by email by the “Piwnica” Club Coordinator within 3 working days of the reservation date, or informed of rejection – including the reason. The Organizer is then obliged to pay a fiscally recorded fee to the Head of SRH3 for use of the premises in the amount of PLN 50 (for up to 25 participants) or PLN 100 (for more than 25 participants). The fee must be paid within 7 days of making the reservation and no later than 3 days before the planned reservation date. Failure to meet the payment deadlines will result in cancellation of the reservation.
7. No later than 2 days before the planned reservation date, the Organizer is required to provide the Club Coordinator with a nominal list of participants and proof of payment for the number of persons indicated on the list (fiscal receipt issued by the Head of SRH3). Failure to provide the list and proof of payment will result in cancellation of the reservation.

§3

Issuing and Returning the Key to the “Piwnica” Club

1. The Coordinator supervises the Club’s equipment during their term of office.
2. The Coordinator is responsible for issuing and collecting the keys from the Organizer of the social integration meeting.
3. After prior arrangement with the Coordinator, the Organizer is required to:
 - a. collect the key to the premises from the Coordinator on the reservation date between 15:00 and 20:00;
 - b. confirm receipt of the Club’s equipment listed on the reverse (Attachment no. 1) and its return upon handover of the Club together with a list of damages (Attachment no. 2);
 - c. return the key to the Coordinator, after cleaning the Club, by 13:00 the following day.
4. Upon returning the key to the Club, the Organizer undertakes in writing to pay for any damages:
 - a. in the case of payment for damaged kitchen equipment, according to the applicable price list attached to these Regulations (Attachment no. 3) – to the Head of SRH3 within 1 week. The Head of SRH3 will hand over the damaged kitchen equipment to the Organizer based on the handover document;
 - b. in the case of damages not included in the price list (Attachment no. 3) and failure to clean the Club, damage assessment shall be carried out by a Committee composed of: the Club Coordinator, a representative of the SRH3 Administration, and a representative of the Student Housing Complex Committee of SRH3.
5. In the event of failure to settle the financial liabilities referred to above, the Head of SRH3 shall issue an invoice to the Organizer based on the confirmation of receipt/handover of the Club’s equipment contained in the handover document.

6. In exceptional situations threatening the health and life of Student Housing Complex residents and preventing proper functioning of the Club subject to these Regulations, the Head of the Student Housing Complex of Cracow University of Technology has the right to close the facility until further notice. The following persons should be informed of the above-mentioned decision along with justification: the Chancellor, the Vice-Rector for Student Affairs, and the Chair of the Student Housing Complex Committee. The Chair of the Student Housing Complex Committee has the right to appeal the decision to the Chancellor of Cracow University of Technology within 14 working days of the date the decision was made.

§4

Final Provisions

1. The CUT Student Housing Complex Administration, acting in agreement with the SHC Committee, submits motions to the Vice-Rector for Student Affairs and the Chancellor to amend the provisions of these Regulations. The Coordinator shall inform the residents of the Student Housing Complex about amendments to the Regulations at least 7 days in advance.
2. Security has the right and obligation to inspect the number of participants at events held in the "Piwnica" Club.
3. Any comments or objections regarding the functioning of the Club should be submitted to the following email address: klubpiwnicapk@pk.edu.pl or mariusz.szczyzny@pk.edu.pl (Head of Student Resident Hall no. 3).
4. Any individual matters not specified in these Regulations should be agreed with the Club Coordinator.
5. The CUT Student Housing Complex Rules and Regulations apply within the Club premises. Failure to comply with the Rules and Regulations will result in termination of the event and the application of disciplinary procedures as provided for in the Student Housing Complex Rules and Regulations.
6. In matters not regulated in these Regulations, generally applicable provisions of law shall apply.
7. These Regulations enter into force upon approval by the Rector of Cracow University of Technology, following prior consultation of its content with the Vice-Rector for Student Affairs, the Chancellor, the Head of the CUT Student Housing Complex, and the Chair of the Student Housing Complex Committee. They shall remain in force until revoked or replaced by new regulations.

....., dated
(place and date)

The “Piwnica” Club Handover Confirmation

Club Coordinator:

Organizer:

1. The “Piwnica” Club Coordinator hereby hands over to the Organizer, in accordance with the reservation made on, the “Piwnica” Club located in Student Residence Hall no. 3 located in Kraków, at 7 Skarżyńskiego street.
2. The Organizer is aware that they bear full responsibility:
 - for compliance with the “Piwnica” Club Regulations and the Student Housing Complex Rules and Regulations;
 - for order and the safety of invited guests. In the event of danger or an attempted intrusion by external persons, the Organizer is obliged to notify the Student Housing Complex security service or the SRH3 reception staff;
 - financial liability for any damage incurred, and is additionally obliged to return the Club with all rooms cleaned (kitchen, toilet, halls, corridor, smoking room, vestibule), along with complete equipment as confirmed in this document.
3. For safety reasons and in accordance with applicable regulations, the maximum number of event participants is 50 persons. The Organizer is responsible for any confirmed exceeding of the permitted number of participants.
4. The Organizer declares that the technical condition of the “Piwnica” Club is known to them and raises no objections / raises the following objections:
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5. The Organizer confirms receipt of:
 - set of keys to the building’s main entrance door;
 - the Club equipment as per inventory list;
 - kitchen equipment as per inventory list.
6. Description of the “Piwnica” Club and its equipment (condition on the day of handover):
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7. Any unjustified activation of the fire alarm in the Club (breaking the glass in the manual fire alert MFA button) will result in the immediate termination of the event and the Organizer's obligation to cover the costs resulting from triggering the alarm.
 8. The "Piwnica" Club shall be returned on at
 9. This report has been drawn up in two identical copies, one for each party.
 10. The parties confirm that this report reflects the actual state of affairs.

.....
"Piwnica" Club Coordinator

.....
Organizer

....., dated
(place and date)

The “Piwnica” Club Return Confirmation

Club Coordinator:

Organizer:

1. The Coordinator confirms receipt of the “Piwnica” Club in a condition consistent with the description in the handover confirmation / inconsistent with the description in the handover confirmation¹:

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2. The Coordinator confirms receipt of:

- set of keys to the building’s main entrance door;
- the Club equipment as per the inventory list attached to this attachment (furniture, sound system, etc.);
- kitchen equipment as per the inventory list attached to this attachment.

3. Description of the technical condition of the “Piwnica” Club and its equipment (condition on the day of return):

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4. The Organizer undertakes to pay for any incurred damages in accordance with the “Piwnica” Club Regulations concerning:

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5. In the event of failure to settle financial liabilities for the incurred damages, the Head of SRH3 shall issue an invoice to the Organizer on the basis of this equipment return confirmation.

¹ Delete if not applicable

6. The "Piwnica" Club was returned on at
7. This return confirmation has been drawn up in two identical copies, one for each party.
8. The parties confirm that this document reflects the actual state of affairs.

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"Piwnica" Club Coordinator

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Organizer

Price List of Damages

1.	Mug	7 pln
2.	Glass	3 pln
3.	Small glass	1.50 pln
4.	Plate	8 pln
5.	Small bowl	10 pln
6.	Large bowl	6 pln
7.	Cutlery	5 pln (per item)
8.	Cutlery tray	3 pln
9.	Dish drying rack	120 pln
10.	Coloured cutting board	15 pln
11.	White cutting board	10 pln
12.	Pitcher	12 pln
13.	Knife	10 pln
14.	Cutlery holder	10 pln
15.	Scissors	15 pln
16.	Kettle	70 pln
17.	Chalk shelf	45 pln
18.	Metal chair	75 pln
19.	Bar stool	100 pln
20.	Steel table	300 pln
21.	Pendant lamp	200 pln
22.	Hallway coat rack 1 module	30 pln
23.	Trash bin	30 pln
24.	Unjustified breaking of the glass in the emergency key cabinet	400 pln (cost of a new cabinet + lock replacement + key duplication)

Other damages not included in the above price list (including furniture, household appliances, sound equipment, bathroom fixtures, walls, floors, window and door joinery, etc.) shall be assessed by a Committee composed of: the Club Coordinator, a representative of the SRH3 Administration, and a representative of the Student Housing Complex Committee of SRH3.