



## **The procedure of use of auditoriums and technical equipment for students**

1. ISM students are entitled to use auditoriums and technical equipment (within ISM premises only) for study purposes (group work, viewing educational films, etc.).
2. Student organizations (Student representative body (SA) etc.) are entitled to use auditoriums and technical equipment in accordance with the "Procedure of gratuitous and commercial lease of ISM premises" (A letter of commitment is required).
3. A responsible person can book auditoriums/technical equipment by addressing administrators via "Booking.ism.it system". When booking, one has to indicate the name and surname of the booking person and the purpose of reservation.
4. Booking priority is given to such activities as lectures, seminars, conferences and other ISM events. Booking can be transferred to other premises, if necessary.
5. Before taking auditorium keys and equipment students have to register in the "Keys and equipment register book for students". A register entry should contain the date, the number of the preferred auditorium and/or the name of technical equipment, the time, name, surname and signature of a person responsible.
6. A delinquent shall be in charge of any infringements of the procedure of use of auditoriums and technical equipment or the damage inflicted, whereas a failure to identify a delinquent shall result in charges against the responsible person indicated the "Keys and equipment register book for students".
7. Infringements of this procedure shall entail responsibility in accordance with ISM Internal rules and LR Legislation.