

REQUEST FOR THE USE OF LECTURE ROOMS AT THE FACULTY OF POLITICAL SCIENCE

Time: (Date and time)	
Name of the conference/meeting/round table:	
Organizer:	
Name and surname of the Applicant:¹	
Submission date:	
Signature of the Applicant:	

Lecture room: (Checked by the reception desk)	
Dean's Approval:	YES/NO
Dean's signature:	

¹The applicant is required to sign the **Instruction on the use of the lecture rooms of the Faculty of Political Science** and to **attach a program of the conference/meeting/roundtable**.

Instruction on the use of lecture rooms at the Faculty of Political Science

1. Responsibility for the use of inventory and cleanliness of the premises during the use of the lecture room shall be assumed by the Applicant's person responsible for the use of the lecture rooms (hereinafter: the Applicant).
2. It is forbidden to bring and consume alcoholic beverages and tobacco products into the lecture room, and it is forbidden to dispose of waste outside the designated places.
3. Before the beginning and after the end of the use of the lecture room, the Applicant is obliged to inspect the premises and the present inventory, and in both cases he is obliged to report the damage to the reception desk.
4. It is necessary to announce to the IT student staff at least two workdays in advance all the details related to special requirements (specific software, program compatibility, microphones, earbuds...) and consult on all important questions for the user about the use of the equipment.
5. In the event of a delay in the operation of the faculty equipment, it is necessary to notify the reception desk or IT student staff, and it is forbidden for unauthorized people to try to solve malfunctions (playback of audio-video content, screen resolution, connection to the Internet, searching for viruses on USBs...).
6. It is forbidden to move the desk and move the computer on the table (possibility of damage to the Internet cable, power supply, sound system under and next to the table), forcibly disconnect the connectors on the computer and hold liquids directly next to the computer and existing sockets.
7. Before the first use, the computer must be restarted, i.e., turn it on again if it was previously turned on, and it is recommended that the same procedure be repeated after each use of the USB memory in order to prevent the spread of malware. USB memory is used at your own risk (it is recommended to make a backup). Computers are frozen and when they are turned back on, all previously present data is deleted.
8. After using the lecture room, it is necessary to turn off all equipment and turn off all lighting.
9. Bringing the applicant's own equipment and using it is allowed, but not connecting to the faculty equipment, unless it is announced, agreed, and done with the support of IT student staff.
10. The Applicant is obliged to bear the costs of any damage that may occur.
11. The Applicant confirms by his/her handwritten signature that he/she has understood the terms of the Instruction, and signs it as a sign of acceptance of all rights and obligations.

The Applicant

Name and surname (IN BLOCK LETTERS): _____

Signature: _____