

Conference room booking procedure

1. Reservation:
 - Conference room reservations are required and can be made up to two days in advance. Reservations are accepted at the office until 15:00 every working day.
 - The reservation is for group activities such as meetings, lectures, project work and other events that require a quiet environment and is available for groups of 3 to 12 people.
 - Reservations take up to 4 hours and the person making the reservation is responsible for ensuring that the group's rules are followed.
 - The student chooses a suitable appointment based on the available dates, identifies himself/herself with his/her ID or student card at the Registrar's Office, and then the reservation details are entered by the staff.
2. Receipt of your entry card:
 - Just before the booked date, the student receives an electronic card at the ŠDL reception, which gives access to the booked conference room.
 - The card is active for the duration of the reservation and gives access to the allocated space.
3. Access to and use of the conference room:
 - The student registers with the card when entering the conference room and uses the room during the reserved time.
 - During use, the student must observe all the rules for the use of the room and ensure that the conference room is left in the same condition as it was when you took possession of it.
4. End of use and return of the card:
 - At the end of the use of the conference room, the student returns the card to the reception.
 - If the card is not returned or is damaged after use, the student will be charged the cost of the damage incurred to replace the lost or damaged card according to the supplier's price list.
5. Cancellation:
 - If a student wishes to cancel a booking, he/she must do so at least one day before the start of the booking at the Registrar's Office.
 - In case of non-use of the reserved space without timely cancellation, the student may lose the right to future reservations.