

## Classroom booking procedure

1. Check-in at reception:
  - Students must register with their ID or student card at the reception of the Študentski dom Ljubljana.
  - Staff will check the student's details and eligibility to use the classroom.
  - All residents of the Študentski dom Ljubljana are entitled to use the reading room.
2. Room selection and reservation:
  - The student chooses the available place and the date of use from the reception desk according to the current availability.
  - Staff enter the booking details into the system.
3. Receive your entry card:
  - After a successful booking, the student receives an electronic card allowing access to the classroom.
  - The card is active for the duration of the reservation and only allows access to the classroom.
4. Entry and use of the classroom:
  - The student registers with the card when entering the classroom, where he/she takes a free seat.
  - During use, the rules for the use of the room must be observed and it must be ensured that the classroom is left in the same condition after use as it was on arrival.
5. Breaks and booking release:
  - Students may leave the classroom for a break of up to one hour. In the meantime, their place is still reserved for them.
  - If a student does not return within one hour, his/her place will be vacated and made available to another student.
6. End of use and return of the card:
  - At the end of classroom use, the student returns the card to reception.
  - If the card is not returned or is damaged after use, the student will be charged the cost to replace the lost or damaged card according to the supplier's price list.