

Rules for use of the Conference Room

1. **Silence and respect for other users:** The room is designed for group activities such as meetings, lectures, project work and other events that require a quiet environment. Users must pay attention to their volume so as not to disturb the users of the classroom and reading room.
2. **Food and drink:** Eating is not allowed, as this helps to keep the place clean and provides a pleasant environment for all. Only drinks from bottles or plastic bottles are allowed.
3. **Use of technical equipment:** The conference room has a TV and conference system. Users must handle the equipment with care and follow the instructions for use carefully.
4. **Keeping the building clean and tidy:** Users are responsible for the cleanliness of the conference room. Before leaving the room, please put away all personal belongings, dispose of waste in the bins provided and check that the room is as it was on arrival.
5. **Use of space and equipment:** Moving or rearranging furniture and equipment is not allowed without the permission of the Admissions Office. Take proper care of equipment and furniture and use them as intended to avoid damage. In case of equipment malfunctions or problems, please inform reception immediately.
6. **Reservations and use of places:** Reservations can be made at the Študentski dom Ljubljana.
7. **No smoking and no use of alcohol or other substances:** Smoking, alcohol and other illegal substances are not allowed. Users who break this rule will be asked to leave the premises. According to Article 74 of the House Rules, this is a serious offence and the offending students will be subject to disciplinary action.
8. **Use of space for other purposes:** The room is dedicated solely to project-based learning, meetings and conferences. The organisation of events, meetings or other activities not approved by the Admissions Office is not allowed.
9. **Care for personal items:** The Študentski dom Ljubljana is not responsible for the loss or theft of personal items.
10. **Help and notifications:** If you need assistance or in case of a breach of the rules, you can contact the 24-hour reception staff.
11. **Time of use:** The space can be used between 7:00 and 21:00.