

## OPERATING RULES OF THE CONFERENCE CENTRE

### INTRODUCTION:

The conference center of Aspira Business Centre s.r.o. (hereinafter referred to as the "Operator") is intended for conferences, training sessions, workshops, and other events. Each user of the center is obliged to comply with these operating rules to ensure the safety, protection of property, and comfort of all event participants.

### OPERATING HOURS:

The conference center is available Monday through Friday, from 8:00 AM to 5:00 PM, with the possibility of adjusting the operating hours by individual agreement with the Operator.

### GENERAL USER OBLIGATIONS:

- Before using the conference center premises, each user is required to familiarize themselves with these operating rules.
- Users must ensure that the premises of the conference center are used solely for the purposes for which they are intended.
- Users are required to leave the premises in good order and cleanliness after the event.
- Any damage to the equipment or premises of the conference center must be reported to the reception of Aspira Business Centre immediately.
- The renter must notify the form of furniture setup no later than 24 hours before the event starts to ensure sufficient time for preparation by the Operator.

### TECHNICAL EQUIPMENT AND USE OF ELECTRICAL APPLIANCES:

- The conference center is equipped with modern audiovisual technology (projector, projection screen, microphones, flipcharts, etc.). Any handling of the equipment is permitted only with the consent of the Operator.
- Users may use their own electrical appliances only with a valid inspection report. The Operator is not responsible for any damage caused by the use of unauthorized or defective appliances.
- Any defects in the technical equipment must be reported to the reception immediately.

### CLEANLINESS AND SAFETY:

- Users are required to maintain cleanliness and order during and after the event.
- Smoking is strictly prohibited in the entire conference center. Smoking is only allowed in designated outdoor areas.
- It is prohibited to attach posters, signs, or any other materials to the walls or other parts of the conference center equipment without prior approval from the Operator.

### **LIABILITY OF DAMAGES:**

Users are fully responsible for any damage caused to the equipment and premises of the conference center. In the event of damage, the Operator will require reimbursement of costs associated with repairs or replacement of damaged items.

### **FINAL PROVISIONS:**

- The Operator reserves the right to change these operating rules at any time. Users will be informed of any changes in advance.
- Any questions, suggestions, or notices regarding the operation of the conference center can be directed to the reception of Aspira Business Centre.

Thank you for complying with these operating rules. We believe it will ensure a smooth and successful event at our conference center.