

## Space assignment rules

### 1. ASSIGNMENT HOURS

- Assignment hours go from 8 am to 9 pm, Monday to Friday.
- The ESPAI can be booked by hours and with a minimum fraction of 30 minutes.
- When booking, you must indicate both the assembly and disassembly time, and the start and end time of the activity.

### 2. REQUEST PROCEDURE AND BOOKING

- All the information required in the request form must be filled in.
- The details of the organization or company that appear in the form will be those with which the assignment agreement will be drawn up.
- The event's responsible will be the main contact person for any communication.
- The room will be only available once the confirmation email by OSF is received.

### 3. TECHNICAL NEEDS

- The material necessary to carry out any activity (sound, projector, DVD...) must be requested in the same application form of the room.
- Any furniture distribution change will be done by the organising entity.

### 4. ASSIGNMENT CRITERIA

- All groups, organizations, institutions and companies that may request the assignment of the spaces as long as they comply with the conditions specified in the rules. Under no circumstances may a space in the centre be assigned for private parties or celebrations, nor for profit-making activities.

## 5. RULES OF USE

- The Open Society Foundation reserves the right to demand the exclusion from the room of any person who behaves in an unethical manner, to the proper functioning of the room, and to these rules of use, it is able to suspend the event and demand the restitution of the possession of the room.
- The entrance door must be closed during the event. Once outside, you must respect the rest of neighbours.
- The Espai Societat Oberta is a smoke-free environment.**
- Minors must remain under the responsibility and supervision of an adult.
- Audiovisual material must be manipulated by an adult.
- The first aid kit can only be handled by an adult and under his/her responsibility. Minors can never have access to it.
- Appliances and kitchen utensils must be handled by an adult, and under his/her responsibility.
- It is forbidden to stand up on tables, chairs and furniture in general.
- The person, responsible of the group or organization that uses the spaces of the centre, is responsible for its activity in terms of the global organisation of the event and for the compliance with the rules of use.
- Occupation of the space by a group or organization other than that stated in the application form will not be permitted, nor will any activity other than the one described in the form will be permitted.
- It is necessary and mandatory to leave the room as found, with the lights off and doors closed. The key has to be returned to the person responsible for the space. The space has to be in the same conditions of order and cleanliness in which it has been delivered.
- You have to free the room at the time agreed.
- It is expressly forbidden to stick or nail objects on the walls, floor and ceiling of the space (pins, nails, staples, adhesive tapes...).
- The Open Society Foundation is not responsible for material belonging to the organizations.
- The user will be liable for any damage caused to the furniture, equipment and decorative elements of the room.
- There is no storage space, so at the end of the activity it is necessary to collect and remove all objects and materials that are not property of the Open Society Foundation.
- The applicant organization undertakes to respect the authorized capacity of the spaces.

- The space team reserves the right to assess whether the proposed activity is compatible with the other activities.
- Organizations, groups or companies may neither buy nor sell products or objects.
- The Open Society Foundations logo may not appear on the applicant's published dissemination of the activity without prior written permission.
- To make public use of images captured within the centre's premises, permission must be obtained from the Open Society Foundation and the people participating in the activity.
- Several assignments of space to the same organization, even in the case of a regular programming, will not mean the possibility of establishing the headquarters of the organization or the group to the space.

## **6. CANCELLATIONS**

- OSIFE reserves the right to change and/or cancel confirmed space assignments to users for operational or unforeseen reasons (advance notice will be given).
- Any changes or cancellations by applicants must also be communicated in writing at least 3 days before the event is to take place.

**Failure to comply with any of these rules will lead to the cancellation of the use of the space and/or will condition future bookings.**