

**Rules and Regulations Governing Operation of the Conference Facilities
at the International Culture Centre in Kraków**

The International Culture Centre in Kraków, Poland, hereinafter referred to as "ICC", is a state-owned cultural institution established by virtue of Order No. 11 of the Minister of Culture and Art, dated 10th May 1991, on the Establishment of the International Culture Centre (as amended) with a registered office in Kraków, Poland, at the following address: 31-008 Kraków, Rynek Główny 25. ICC was entered in the Register of National Cultural Institutions maintained by the Minister of Culture and National Heritage under no.: RNiK 2/92.

ICC is an institution operating under the Act of 25th October 1991 on the Organisation and Management of Cultural Activities, and pursuant to the Constitution of ICC, approved by virtue of Order No. 27 of the Minister of Culture and Art, dated 18th May 1995.

In accordance with its Constitution, ICC is a cultural institution of scientific, research, educational and informational nature. The objective of ICC is to promote Europe's cultural cooperation and integration and to protect its cultural heritage, as specified in detail in the ICC Constitution. ICC is an apolitical and ideologically neutral institution that does not engage in any on-going political activity.

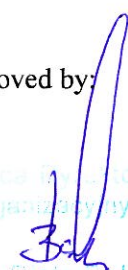
At its offices, ICC has conference facilities comprising the following:

- a conference hall – on the ground floor,
- a glass-panelled patio – on the first floor,
- two lobbies – on the ground floor and the first floor,
- a panoramic conference hall – on the fifth floor of the outbuilding,
- seminar rooms in medieval basement space, and
- a seminar room – on the 4th floor of the front building.

Rules governing the use of the conference facilities:

1. The conference facilities are intended, in the first place, to house programme events organised by ICC as stipulated in the ICC Constitution.
2. The conference facilities may be made available or let to institutions, organisations and other entities for the purposes of events of cultural, educational or any other nature that is not in conflict with the objectives of ICC.
3. Requests for the letting of space to hold events in the particular rooms are handled on a first-come first-served basis.
4. On the ICC premises no events may be held that are, in particular, of a strictly political nature, or events supported by any political groups or parties, events promoting any racist, xenophobic or fascist content, or events that are in conflict with the laws in force in Poland.
5. ICC is entitled to require prior submission by the event organiser of the programme of the event to be held in the conference facilities and, whenever justified (see Item 4), has the right to refuse letting or otherwise making the premises available.
6. In the conference facilities, the organiser and participants of events are required to comply with the fire safety rules and other rules arising from the laws applicable to mass events. In order to ensure fire safety and security of natural persons, whenever there occurs any emergency situation, the organiser and participants of events are required to immediately and unconditionally comply with all the instructions and orders given by the ICC employee in charge of the conference facilities or by the security service staff working in the ICC building.
7. The organiser is obliged to consult, on an on-going basis, with the ICC employees in charge of the conference facilities the scope of any installation and space arrangement works related to the event, as well as moving of any items in, out or around the conference facilities.
8. The person responsible for the operation of the conference facilities is the Head of the ICC Administration Office.

Approved by:

Zastępca Dyrektora
ds. Organizacyjnych

mgr Piotr Łajk