

APPROVED
by Order No B-219
of the Director General of Martynas
Mažvydas National Library of Lithuania
of 22 July 2020

RULES FOR THE USE OF THE MEETING ROOMS AND THE MUSIC SPACE OF MARTYNAS MAŽVYDAS NATIONAL LIBRARY OF LITHUANIA

CHAPTER I GENERAL PROVISIONS

1. Rules for the Use of the Meeting Rooms and the Music Space of Martynas Mažvydas National Library of Lithuania (hereinafter – the National Library) (hereinafter – the Rules) regulate the general procedure of using the Meeting Rooms and the Music Space (hereinafter – the Space, Spaces), the technical equipment available there, as well as the rights, obligations and responsibilities of the users and participants.

2. The main purpose of the Meeting Rooms:

2.1. To allow the registered Users of the National Library to access the Meeting Rooms for group work, free of charge for the first two hours in order to increase the number of workstations in the National Library and diversify the spaces designated for work of visitors.

2.2. In close cooperation with Users and strategic partners of the Cooperation Space of the National Library, to exploit the possibilities of using Meeting Rooms for the development of strategic projects and creative knowledge block idea to promote knowledge creation, dissemination and use for the advancement of the State.

3. The main purpose of the Music Space:

3.1. To allow the registered Users of the National Library to access the Music Space for group work, free of charge for the first two hours, in order to increase the variety of spaces and services dedicated to creative activities of visitors, to contribute to creative development of users by providing the necessary infrastructure.

3.2. To use the possibilities of the Music Space for organising public events, educational activities and training, other musical projects in disseminating the National Library's music resources either on its own merits or in cooperation with partners.

4. All natural and legal persons shall have the right to use the Spaces in accordance with the procedure laid down by these Rules.

5. These Rules constitute an integral part of the Rules for the Use of Martynas Mažvydas National Library of Lithuania (hereinafter – Rules for the Use of the National Library).

6. Main terms used in the Rules:

6.1. **Meeting Room** – means the National Library's Rooms No 204, No 234, No 235, No 307 and No 333, with their furniture and technical equipment. The technical equipment base and the number workstations are identical in all Meeting Rooms. The equipment includes: the computer, the projector, the screen and the writing board. The number of workstations – ten.

6.2. **Music Space** – means the National Library's Room No 536, with its furniture and technical equipment. The equipment includes: the piano, the computer, two monitor speakers, two bookshelf speakers with the amplifier, two cubes for guitars, one cube for a bass guitar, two guitar stands, four microphones with stands, and two sheet music stands.

6.3. **User** – means the beneficiary of the National Library's services responsible for the use of the Meeting Room.

6.4. **Participant** – means the User of the Space who is invited by the Customer and is not allowed to access the Space alone without the User.

6.5. **Space Use Agreement** – means the Use Agreement of the Meeting Room or the Music Space defining the rights, duties, responsibilities of the User, the Participant and the National Library (hereinafter – the Use Agreement) (Annex 1 to the Rules).

6.6. **Technical equipment** – means the equipment which is operated in the Meeting Rooms or in the Music Space.

6.7. **Registered User** – means the User who is registered in the National Library's Information System and holds the user certificate issued to him entitling to access the National Library's services that require the authentication (identification) of the User.

CHAPTER II PROCEDURE OF RESERVATION AND USE OF SPACES

7. Reservation of Spaces:

7.1. Meeting Rooms shall be reserved by e-mail: susitikimukambariai@lnb.lt, by phone: (8 5) 249 7028 or at the Registration and Information Desk upon arrival at the National Library;

7.2. The Music Space shall be reserved by e-mail: muzika@lnb.lt or at the Music and Visual Arts Reading Room upon arrival at the National Library.

8. When reserving the Space by e-mail or phone, the person shall have to indicate his name and forename; the reader's pass number, the purpose of use, the requested reservation time, his e-mail address and phone number.

9. The reservation by e-mail shall be confirmed or cancelled not later than within 2 (two) working days from the moment of reservation. The User shall be notified about that by the responsible employee of the National Library by e-mail indicated by the User. In the absence of the confirmation or cancellation of the employee of the National Library, the Space shall be deemed to be not reserved or the reservation not cancelled.

10. Before using the Space, the User must get acquainted with these Rules and with the Rules for the Use of the National Library. The User, who is not acquainted and/or disagrees with provisions of the Rules, shall have no right to use the Spaces.

11. Users registered with the National Library¹ shall be allowed to use the Space free of charge for 2 (two) hours per day.

12. Natural and legal persons (including, but not limited to, those registered with the National Library), who organise commercial meetings, shall not be granted access to the Space free of charge.

13. The additional time (after 2 (two) free-of-charge hours) of use of the Space and the reservation for commercial meetings shall be granted by signing the Agreement for the Use of the Space and paying for the premises at the short-term rent rates approved by order of the Director General of the National Library.

14. The User shall pay for the additional time of the use of the Space at the Registration and Information Desk before starting to use the Space. If the User does not use the reserved paid hours, the fee shall not be refunded to the User.

15. Spaces may be reserved and used only during the working hours of the National Library.

16. The responsible employee of the National Library shall admit Users to Spaces and afterwards shall check and accept the premises and their equipment.

¹ A registered user of another library of the Lithuanian Integrated Library Information System (LIBIS) shall register his reader's pass with the National Library.

17. If there is a vacant Space, its use shall be allowed without prior reservation in accordance with the procedure laid down by these Rules.

18. The Meeting Room shall be reserved for a group of not less than 2 (two) persons and not larger than the number of seats available in the Meeting Room.

19. The User under 14 years of age shall be allowed to use the Space with the participant's rights together with the adult Registered User.

20. When the User arrives 15 minutes late, the reservation of the Space shall be cancelled.

21. The User, who has reserved the Space, must inform the National Library in advance about the cancellation of the reservation. The User, who fails to notify the cancellation of the reservation twice before the beginning of the reservation, shall be deprived of the right to use the Spaces for a period of 2 (two) months.

22. The National Library reserves the right to organise meetings (trainings, seminars, discussions, etc.) which are compatible with the mission and objectives of the National Library, either alone or with partners, in the Spaces. The reservation of Spaces is currently inactive.

23. Employees of the National Library may use Spaces for work by reserving them according to the procedure laid down in these Rules. The Use Agreement shall not be concluded with the employee of the National Library.

CHAPTER III RIGHTS AND OBLIGATIONS OF USERS

24. The User may:

24.1. Invite to his meetings other participants provided that the order and compliance with the Rules is ensured.

24.2. Use the Meeting Room for commercial purposes having paid for the whole time of rent of the Meeting Room at the established rates.

24.3. Bring to the Meeting Rooms laptops and to the Music Space – additional musical instruments.

25. The User must:

25.1. Upon registration, specify the exact purpose of use of the Space and use the Space only for the purposes specified at the time of registration or in the Use Agreement.

25.2. After having used the Space, the User must leave it in good order: collect litter, switch off technical equipment, arrange chairs and transfer the Space to the National Library's responsible employee who shall confirm the fact of transfer by signature in the Use Agreement, if applicable.

25.3. Inform the National Library about the cancelled reservation of the Space.

25.4. Make payment for the paid hours of the use of the Space at the rates approved by the Director General of the National Library.

26. The User shall be prohibited from:

26.1. Transferring the reserved Space to third parties or using it for the purposes other than those specified at the time of registration or in the Agreement.

26.2. Using the Meeting Room by one person.

26.3. Changing the Space's design, for example, by using personal posters, photographs, personal decoration items, sticking to walls, glass, writing on walls, etc.

26.4. Bringing to the Space any furniture and equipment not specified in these Rules from other premises of the National Library.

26.5. Voluntarily disconnecting or damaging the technical equipment provided in the Space.

26.6. Downloading, installing in the computer of the Space any software, watching or listening to illegally downloaded audio-visual and other material.

26.7. Using the Space for promotion of pornography, violence, terrorism, illegal audiovisual content and other acts of the offensive nature and contrary to the public order and good morals, as well as for religious ceremonies and political activities.

26.8. Consuming alcohol, narcotic or psychotropic substances, smoking, eating, and causing noise, using specific fragrance-emitting devices and other substances.

26.9. Otherwise or unlawfully infringing laws of the Republic of Lithuania or procedures applicable in the National Library.

26.10. Publicising the information about meetings or other events held in the Space if they have not been coordinated with the National Library according to the established procedure in line with the approved description of the procedure for organising and publicising events, live broadcasts and exhibitions hosted by the National Library.

CHAPTER IV LIABILITY OF USERS

27. The User, who has reserved the space, shall be responsible for damages caused by him and by the Participants who had used the Space.

28. The User, who has reserved the Space, shall be responsible for the technical equipment and inventory available in the Space. If when the hardware is switched on, it is noticed that it is in bad order and/or would not switch on, the User must immediately inform about that the responsible employee of the National Library and indicate the arising problems.

29. At the end of the reservation time of the Space, the room shall be transferred to the responsible employee of the National Library. The User shall be responsible for the transfer.

30. If, when accepting the Space, the responsible employee of the National Library notices any defects in the Meeting Room or in the premises of the Music Space, and/or any defects or damages in the technical equipment, which had not been detected when transferring the Space to User for use, the damage caused to the National Library shall be registered in the Deed of Identification of Defects (Annex 2 to the Rules).

31. If it is established that damage to the National Library's property was caused through the fault of the User or the Participant, the User shall, within 30 calendar days from the receipt of the notification, compensate the National Library for the actually incurred losses by replacing the damaged items, equipment, etc., with identical or equivalent items and equipment, or shall pay a financial indemnity at current market prices of the damaged items or equipment, after allowing for depreciation. If the User fails to compensate for the damage in accordance with the procedure laid down in these Rules, the National Library shall have the right to appeal to third parties for recovery of damage or losses in accordance with the procedure laid down by legal acts of the Republic of Lithuania.

32. The National Library shall not be responsible for personal belongings of Users and Participants left in the Spaces.

33. If the User, who has reserved the Space, violates these Rules and/or the Rules for the Use of the Library, his reservation shall be cancelled without a prior notice. The User shall be informed about the cancelled reservation by e-mail specified by him.

34. Depending on the nature and extent of the violation, the User, who violates these Rules, may be denied the reservation and use of the Spaces for a fixed period in the future. In each case, the decision shall be taken by the Director General of the National Library taking into account the individual circumstances of the violation.

35. The National Library reserves the right to cancel the reservation at any time due to circumstances beyond the National Library's control.

CHAPTER V
FINAL PROVISIONS

36. Persons shall be held liable for the violation of these Rules in accordance with the procedure laid down by legal acts of the Republic of Lithuania.

37. These Rules shall be approved, amended and repealed by order of the Director General of the National Library.

38. These Rules shall be published on the National Library's internet website at: www.lnb.lt.

**AGREEMENT FOR THE USE OF THE SPACE OF
MARTYNAS MAŽVYDAS NATIONAL LIBRARY OF LITHUANIA**

_____ 20____ No
Vilnius

Applicant:			
Forename and surname / Name			
Rented Space		Meeting Room <input type="checkbox"/> Music Space <input type="checkbox"/>	
Reader's pass number / Personal ID code (only for unregistered users of the National Library)		Space number	
Legal person's legal form, entity's code, VAT payer's code and power of attorney authorising to act on behalf of the entity			
Address, phone, e-mail (only for unregistered users of the National Library)			
Purpose of use of the Space (in the case of a meeting – please indicate the subject)		Type (underline as appropriate): commercial / non-commercial	
Paid reservation time of the Space		Beginning of reservation	hr
		End of reservation	hr
Service price (total with VAT) in EUR (calculated by the responsible employee of the National Library according to the approved rates), receipt No		Price:	
		Receipt No	
I am informed and confirm that:			
1) I am familiar with the National Library's Rules for the Use of the National Library and the Rules for the Use of the Meeting Rooms and the Music Space;			
2) The information provided in the Agreement is true.			
Space was accepted by:		Space transferred by:	
_____		_____	
Applicant's forename, surname, signature		Employee's forename, surname, signature	
Space was returned by:		Space was accepted by:	
_____		_____	
Applicant's forename, surname, signature		Employee's forename, surname, signature	

**MARTYNAS MAŽVYDAS NATIONAL LIBRARY OF LITHUANIA
DEED OF IDENTIFICATION OF DEFECTS**

_____ 20____ No
Vilnius

Date and time:

Name and number of the rented Space:

User details (reader's number or person in whose name the reservation was made):

Violations of the Rules for the Use of the Space:

Attached²:

Employee _____ of _____ Unit of the Services Department
(Forename and surname, signature, position)

User: _____
(Forename and surname, signature)

Comments³:

² To be completed when the Agreement for the Use of the Space was signed.

³ To be completed when the reader, who used the room, refuses signing the Deed of Identification of Defects; the reasons should be indicated.