

Center's Space – Terms of Use

§ 1. General provisions

1. The disposer of the provided space is the Multicultural Center in Warsaw, ul. Jagiellońska 54/170 Warszawa, hereinafter referred to as Center. The Center is co-financed from the funds of the Capital City of Warsaw on the basis of ordinance no. 6899/2014 of the President of the Capital City of Warsaw from the 4th of December 2014, and is managed by:
 - 1) Foundation for the Multicultural Center in Warsaw
 - 2) The Other Space Foundation,
 - 3) The Foundation for Social Diversity,- hereinafter referred to as the Operator.
2. Terms of sharing the Centre, hereinafter referred to as the Rules, determine the rules of conduct when sharing Center's space together with currently available equipment of the Center. Center's plan is attached as Appendix no. 1 to the Rules.
3. Center's space is available for organization of one-time events/meetings, or series of events.
4. For the access to the space of the Center may apply individuals, informal groups, as well as cultural, educational institutions, local governments, non-governmental organizations and entities referred to in Art. 3. 3 of the Act of 24 April 2003. on the public benefit activity and volunteerism (Journal of Acts of 2014. Pos. 1118 as amended. D.), hereinafter referred to as the Applicant.
5. Center's space may be also used for implementation of the activities organized by the Municipal Office of the Capital City of Warsaw, District Authorities of the Capital City of Warsaw and organization units of the Capital City of Warsaw.
6. The Rules does not apply to Operator's own activities directly concerned with the Center and the implementation of tasks directly related to the execution of a public task of "Management of the Multicultural Center in Warsaw 2014-2016."
7. Center's space, pursuant to these Rules, is available free of charge.
8. Projects cannot be commercial or political; for the participation in the projects organizer may not charge fees or undertake commercial activities in the Center.
9. The space is available after previous settlements, from 9.00 to 20.00, from Monday to Saturday (except days free of work). It is possible to access the space in other time that before mentioned, this however requires additional consultations with the Operator.

§ 2. Substantive scope of the actions supported with the space

The space is available for implementation of actions within the general assumption of the Center:

- a) activation and support for migrant communities, integration of citizens of Warsaw and enhancement of the multicultural dialogue, counteracting discrimination, exclusion, and marginalization of people on the basis of their origin;
- b) cooperation between the Capital City of Warsaw, NGOs and public institutions concerned with implementation of activities for foreigners, national and ethnic minorities;
- c) improvement of the information system for foreigners and accessibility to public services;
- d) promotion of Warsaw as a multicultural metropolis, which consists not only of multicultural history, but also contemporary multicultural initiatives and international activity;
- e) activity aiming immigrants and foreigners staying in the Capital City of Warsaw.

§ 3. The way to apply for the access to the Center's space

1. In order to submit an application for the access to the Centers' space send an e-mail to: biuro@cw.org.pl, no later than 5 working days before the planned event, including following information:
 - a. Title of the initiative (event/workshop/etc.),
 - b. Short description of the initiative,
 - c. Type of the event (open to all, open to all after registration, aiming at a specific group – together with a contact for people interested in participation),
 - d. Exact time (day/hours) you desire to use Center's space (preparation/ implementation/clean up) as well as the exact time of the event,
 - e. Room/space you desire to use (according to Center's plan),
 - f. Any requirements related to the access to the Center's space (anyone organizing the event / project in the Center may use its facilities, at the same time covering all the costs related to implementation of the initiative),
 - g. Name of the organization/institution/informal group – organizer of the event,
 - h. Name and surname of the contact person (e-mail/tel.),
 - i. Name and surname of a person in charge during the event – a person available for the entire time of the event, responsible for management and peacekeeping – together with contact information (e- mail/tel.).

2. In justified cases, especially concerning activities conducted by organizations being members of the Council of the Foundation for the Multicultural Center, initiatives and immigrant diasporas, or actions proposed by the capital City of Warsaw, the period of decision making of this application may be shorter than the time described in the paragraph 1.
3. Applications assuming recurring events, implemented in the Center for the first time can be scheduled for realization within 3 months from the day of submission. After this period, another application must be submitted.

§ 4. The method and criteria for deciding about the release of space

1. The decision on the release of the office is made by the Committee appointed by the Operator; decision is made on the basis of complete information included in the application sent by the Applicant.
2. The initiatives are chosen from completely and correctly prepared forms.
3. In case of incomplete form the Operator will contact the Applicant via e-mail or via telephone and request the complementation or specification of certain data.
4. In justified cases the acceptance period of the Application can be shortened.
5. The Committee follows the following criteria:
 - a) availability of the space within the time period provided in the application;
 - b) availability and accessibility for the citizens of Warsaw;
 - c) free of charge, non-commercial and non-political nature of the event described in the application;
 - d) coherence with the technical scope described in chapter II;
 - e) consistency of the planned activities with Center's programme,
 - f) in case the Applicant had implemented actions in the Center earlier – the rate of the previous cooperation with the applicant is taken under consideration (fulfilling the obligations of these Rules);
 - g) addressing actions to groups with limited access to other spaces; groups having special needs etc.;
 - h) addressing actions to people of Praga Północ district.
6. The dates resulting from the accepted applications are published in the calendar, available on the Center's website:
http://cw.org.pl/pl/content/news/490/wspoltworz_dzialania_w_centrum_wielokulturowy_m.htm. What is more, the information about positive decision concerning the application shall be sent to the Applicant via e-mail address indicated in the application.
7. In case of negative decision concerning the application, the Applicant shall receive information via e-mail address indicated in the application.

§ 5. The Rules of informing about the implementation of actions within Centers space

1. The Applicant agrees to include the information that the operation has been carried out at the Center in all publications, information and promotional materials, including the website concerning the activities and projects in the Center.
2. The Applicant no later than 10 calendar days after the finalization of the action / project is obliged to provide the Operator full report from the activities carried out at the Center – additional documentation is optional: photographs or films, notes from meetings, attendance lists, or other documentation confirming the implementation of the notified measure.

§ 6. Gaining access to Center's space – other conditions

1. The funding / financing of the activities implemented by the Applicants from the funds of the Capital City of Warsaw or any other financial resources does not disqualify, nor awards the application.
2. In case of changing the conditions of implementation of activities in the office, the Applicant is obliged to immediately send the relevant information together with an explanation via e-mail to: biuro@cw.org.pl, and inform the Operator of the situation via telephone. This particularly concerns the case of canceling the event in reserved time.
3. In case of regular or recurring events (e.g. that take place weekly), in justified cases, the Applicant may be asked to cancel or reschedule the individual events.
4. In justified cases, the Operator reserves the right to cancel or change the date of the accepted event. The Applicant will be informed about this fact via telephone and e-mail address indicated in the application.
5. In the event of circumstances unforeseen by the Rules and beyond the control of the Operator causing that the project cannot be implemented in time, the Operator will contact the Applicant in order to determine new conditions.

§ 7. Center's space – terms of use

1. The Applicant is allowed to use the space only at fixed time and date, and only for the implementation of the reported activities. The use of the Center's space for other purposes is not allowed.
2. Smoking tobacco and consumption of psychoactive substances within the area of the Center is prohibited.
3. The Applicant is obliged:
 - a) to the designation of the person in charge, who will be present in the Center during the use of the Center's space, and to provide this person's personal data in the information sent to the Operator;
 - b) to maintain safety principles adequate to the nature of the event; ensure qualified

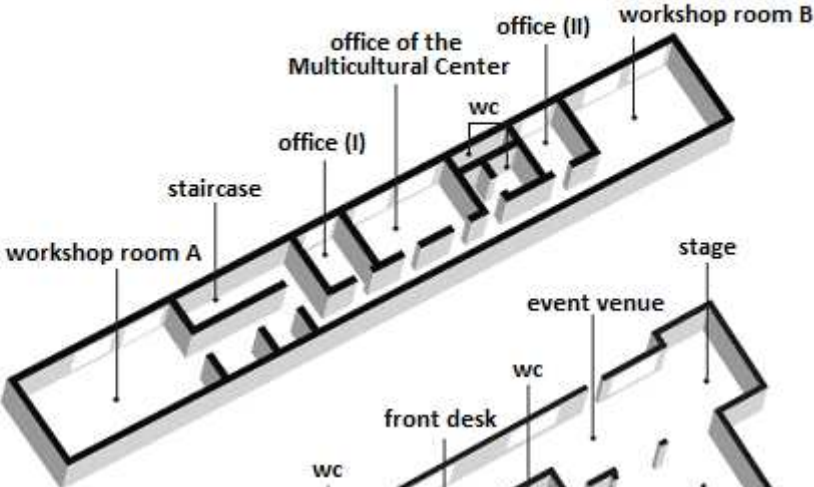
- personnel; follow the rules relating to health and safety of the participants of the implemented event;
- c) to provide the materials necessary to carry out the event, with the exception of equipment which confirmed by the Operator;
 - d) to prepare the venue for the need of implementation of reported event on the Applicant's own;
 - e) to maintain order and restore the Center's shared space to its original condition (i.a. including setting the tables, chairs, washing dishes, collecting garbage, turning off all electrical devices);
 - f) immediately notify staff of the Centre or the Operator about any damage of the Center's shared space or equipment, and to cover costs related to remedy any damage.
4. In case of violation of the Rules the Applicant may be charged with the repair costs in order to restore the functionality of the Centre, including:
 - a) in the case of violation of paragraph 3, point e – covering the costs associated with cleaning works;
 - b) in the case of violation of paragraph 3, point e – covering the costs related with repairs or purchase of the destroyed equipment, or rental of the necessary equipment that is needed for the planned, upcoming events .
 5. The Operator providing the space:
 - a) shall not be liable for personal injury resulting from the use of the Center's space;
 - b) does not support activities / events, except the cases of prior agreement;
 - c) does not provide office supplies, cleaners or food products, etc. needed to carry out the activities planned by the Applicant and cleaning up the Center's shared space;
 - d) does not take responsibility for items left within the Center's space.
 6. The equipment is available after previous entering of the Applicant's name and the type of equipment in a register kept by the Operator. In the registry, the Applicant must also submit a signature certifying the fact of equipment's provision.
 7. The equipment is available only for the implementation of activities in the Center. Using the equipment for other purposes without the permission of the Operator is prohibited. The applicant is obliged to comply with the set hours of the release and return of the shared equipment.

§ 8. Final provisions

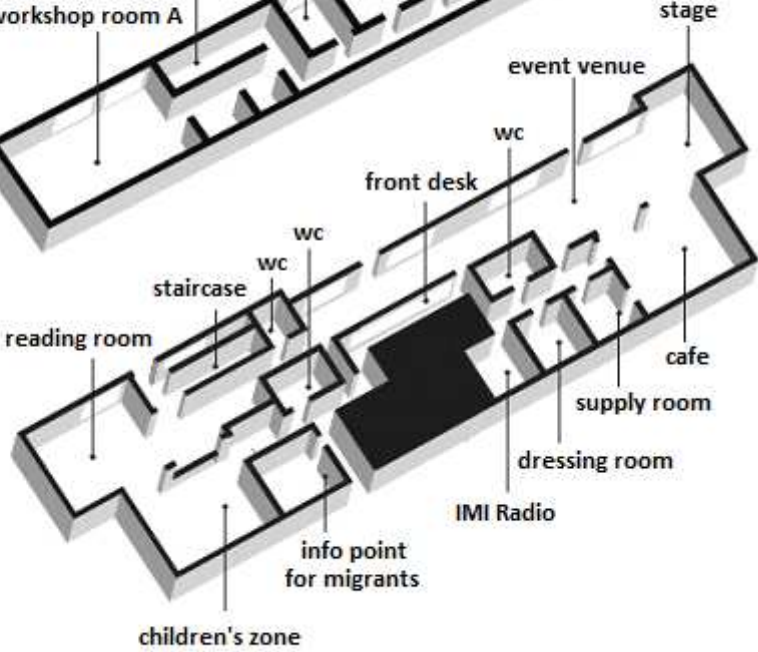
1. Violation of the Rules may result in refusal of the implementation of further projects in the Centre.
2. The Operator decides on all issues not included within these Rules.
3. All questions concerning applications and implementation of projects within the Center's space, please send at: biuro@cw.org.pl.
4. The Rules come into force on the 1st of July 2015, and continue to be in force until do 30th of December 2016.
5. The Operator reserves the right to make changes in the Rules, which may not violate rights acquired by the Applicants.

Appendix no. 1 to the Rules of the Multicultural Center in Warsaw

FIRST FLOOR



MULTICULTURAL CENTER



GROUND FLOOR