

**Appendix No. 1 to Directive No. 21/2020
of the Director of the Institute of Physics
of the Polish Academy of Sciences
of December 7, 2020**

**REGULATIONS FOR THE GUEST ROOMS OF THE INSTITUTE OF PHYSICS
OF THE POLISH ACADEMY OF SCIENCES**

1. The provisions of these Regulations apply to persons using the Guest Rooms of the Institute of Physics of the Polish Academy of Sciences in Warsaw at Al. Lotników 32/46, hereinafter referred to as "Guest Rooms".
2. Use of the Guest Rooms requires the acceptance of these Regulations, the applicable Regulations and Decisions of the Director of the Institute of Physics of the Polish Academy of Sciences and legal provisions regarding accommodation facilities, the presentation of an identity document during check-in, and filling in and signing the documents necessary for the services, including a residence card supplemented with personal data information.
3. The Data Controller of the personal data of persons using the services of the Guest Rooms is the Institute of Physics of the Polish Academy of Sciences.
4. The data of persons using the services of Guest Rooms are stored and processed in the Guest Rooms database. The owners of the data have the right to access and correct their personal data.
5. The caretaker of the persons using the services of Guest Rooms is the employee of the reception.
6. Guest Rooms are rented for days.
7. The day of stay begins at 1 PM on the day of arrival and ends at 12 PM on the day of departure. Failure to check out before 12 PM is considered an extension of stay.
8. Fees for using the services of Guest Rooms are regulated by the Price List available at the reception desk and on the website of the Institute of Physics of the Polish Academy of Sciences in the Guest Rooms tab.
9. The fee for using the services of Guest Rooms is charged in advance for cash payments. In the case of payment by bank transfer, the payment is made within the period specified in the VAT invoice.
10. In the event of resigning from the service during the day, the payment for the stay on that day is not refundable.
11. In the case of a guaranteed booking of a room and failure to appear before 4 PM on the booked day without prior notice, Guest Rooms reserve the right to sell the booked room.
12. Persons using the services of Guest Rooms have at their disposal a parking lot and a kitchenette.
13. Persons using the services of Guest Rooms have access to the computer network of the Institute of Physics of the Polish Academy of Sciences.
14. The dining room is available for persons who have purchased breakfast.
15. Cleaning of rooms, change of bed linen, and bathroom textiles take place at the request of the persons using the services.
16. Persons using the services of Guest Rooms are financially responsible for damage or destruction of equipment and technical devices of Guest Rooms caused by them or their visitors.
17. The Institute of Physics of the Polish Academy of Sciences is not responsible for the loss of personal and valuable belongings of the persons using the services or visitors.
18. Shut the door each time you leave the room. The key to the room and the entrance card to the building should be taken with you or left at the reception during its working hours. A fee of PLN 50 (per item) is charged for losing the key and card.
19. The person using the services of Guest Rooms may not make the room available to third parties, even if the period for which they have paid the fee for the stay has not expired.

20. Persons who are not checked in in the Guest Rooms may be present in the Guest Rooms from 7 AM to 10 PM. Failure to leave the Guest Rooms by 10 PM is treated as the provision of a service for which a fee is charged in the amount of an additional day of stay. The fee is charged to the persons who have invited their Guests.
21. The curfew is in force from 10 PM to 6 AM.
22. The buildings of the Institute of Physics of the Polish Academy of Sciences, including the building where the Guest Rooms are located, are monitored 24 hours a day.
23. Smoking is prohibited in the Guest Rooms and on the premises of the entire facility, introduced under the Act of November 9, 1995, on the protection of health against the consequences of using tobacco and tobacco products (Journal of Laws of 2019 item 2182 as amended). Under Art. 13 Sec. 2 above, breach of the prohibition is punishable by a fine of up to PLN 500.
24. It is forbidden to keep animals in the room and to store dangerous and prohibited items.
25. Due to fire safety, it is forbidden to use electrical devices that are not room equipment in the rooms.
26. In the event of damage occurring, the person using the services of Guest Rooms should immediately notify the reception about this fact.
27. Breakdowns, disturbances of the peace, and other inconveniences not mentioned should be reported to the reception staff or doorkeeper.
28. Fire or other life-threatening conditions must be reported to the employees of the Guest Rooms Department, the doorkeepers or by calling 112 – the single pan-European emergency number.
29. Guest Rooms may refuse to accept a person who grossly violated the Regulations of the stay during their previous stay, causing damage to the property or the property of others, or otherwise disturbed the stay of other people or the functioning of Guest Rooms.
30. Items left by persons using the services of Guest Rooms in the room will be sent back - as ordered by the person - at their expense and to the address indicated. If the instruction is not received after 3 months, the items will remain in the Institute's deposit.
31. Complaints and motions should be addressed to the Guest Rooms manager, who also decides on matters not included in these Regulations in consultation with the Director of the Institute of Physics of the Polish Academy of Sciences.
32. Disputes between the person using Guest Rooms and the service provider will be settled by the Common Court competent for the seat of the service provider.