



GENERAL TERMS AND CONDITIONS FOR THE USE OF THE CTK CONFERENCE ROOM

Article 1

The Central Technical Library of the University of Ljubljana (hereinafter: CTK) has a large equipped conference room, which is provided free of charge to library users under these General Terms and Conditions of Use of the CTK Conference Room (hereinafter: General Terms and Conditions).

In these General Terms and Conditions, the term “user” (singular) refers to the responsible person, whether an individual or a legal entity, while the term “users” (plural) refers to all persons who will use the conference room, as specified in the General Terms and Conditions.

A user (responsible person) can only be a CTK member who pays the membership fee according to the current price list.

Article 2

The conference room is intended exclusively for associations, institutes, non-profit organisations and similar interested groups which are active and contribute to social development in the fields of education, science, sport, culture, social and health care, youth, environment and related areas of life and wish to use the room for the purpose of conducting meetings, gatherings, workshops, lectures, individual or group work and other tranquil activities which are lawful and compatible with the intended use of the room, as described further in these General Terms and Conditions.

The suitability of an interested group to use the conference room shall be assessed by the CTK on the basis of the programme and time schedule of the (intended) use submitted by the user. In the case of a multiple or frequent use of the room, the user shall regularly update the programme and timetable and forward them to CTK. The use of the conference room is not permitted for activities that violate applicable laws or could infringe upon the rights of third parties. It is also not permitted to carry out activities intended to disseminate demonstrably false information or mislead participants, or to carry out activities that could harm the reputation, integrity, or mission of CTK. The use of the conference room for the purpose of marketing goods or services is prohibited. CTK reserves the right to refuse or terminate the use of the room.

The user and CTK shall agree on the dates of use of the conference room in accordance with the library’s possibilities, which shall depend on the availability of the room for the library’s own needs and on the request of other users. In the latter case, CTK follows the principle of equal treatment of users.

Article 3

The conference room is located on the 2nd floor of the CTK, room no. 216 (accessible through the glass entrance of the TR3 building, not the library entrance). It may be used Monday through Friday between

8:00 AM and 9:00 PM, at times agreed with the CTK. A maximum of 30 persons may use the room at the same time.

In addition to the conference room, users may use restrooms on the 2nd floor. Users are not allowed to use other areas of the building.

It is not permitted to eat in the conference room. Only water in closed containers is allowed. Drinking of beverages is prohibited when using technical equipment owned by the library.

The conference room is equipped with tables, chairs, cabinets, a podium, a television, a computer, Wi-Fi, cameras and podcast recording equipment. Users must have the required knowledge to use the technical equipment, must use it in accordance with the purpose of the equipment and the instructions for use, and must not make any modifications to the equipment or use it with additional incompatible equipment. Users must inform CTK staff in advance of the use of the cameras and podcast recording equipment via the e-mail address indicated in Article 6 of these General Terms and Conditions and undergo a short training session on the use of the equipment, which will be conducted by an authorised CTK employee. Equipment must not be removed from the conference room.

Article 4

The security service of the TR3 building will be informed in advance of the use of the conference room. The person in charge of the group, or the contact person if the user is a legal entity, must identify himself/herself to the security officer with a valid ID before using the room.

The security officer will give the key of the conference room to the person in charge/contact person of the group, who must return it to the security officer right after the use of the conference room is finished.

Article 5

Before using the conference room, the user must sign a declaration on the use of the conference room (hereinafter: declaration). By signing the declaration, the user confirms that he/she is aware of and will use the conference room in accordance with the General Terms and Conditions, the valid Regulations on the General Terms and Conditions of the Central Technical Library at the University of Ljubljana and the house rules of TR3. The aforementioned regulations and general terms and conditions apply to all persons using the conference room, and the user is obliged to inform them accordingly.

By signing the declaration, the user guarantees that the conference room will be left in the same condition as found before use. The user further guarantees that all equipment of the conference room will be undamaged, clean and complete after use. If any equipment is damaged, the user must notify CTK immediately. Additionally, the user must inform CTK of any malfunctions or unexpected hazards that could affect user safety or proper equipment operation.

The user assumes full responsibility for compliance with the rules for use of the room and for any damage or destruction of the conference room equipment. Any repair costs for damage or equipment malfunctions occurring during the use of the conference room will be covered by the user.

Article 6

The User shall send any questions, notifications of program changes, schedule updates, and similar matters to CTK at the email address konferencna.soba@ctk.uni-lj.si.

Article 7

CTK undertakes to treat the user's personal data in accordance with the applicable regulations on the protection of personal data in the Republic of Slovenia.

Article 8

For all other terms of use of the conference room not explicitly stated in these General Terms and Conditions, the provisions of the valid Regulations on the General Terms and Conditions of the Central Technical Library at the University shall apply.

Article 9

If the CTK determines that the conditions for using the conference room referred to in Article 2 of these General Terms and Conditions are no longer fulfilled, or if the users use the conference room in contravention of the General Terms and Conditions and other CTK regulations, the CTK may prohibit further use of the conference room.

Article 10

These General Terms and Conditions also apply, mutatis mutandis, to the use of Meeting Room No. 219 on the 2nd floor of the CTK, which the CTK may make available to a small number of users (up to 10 people) when the conference room is occupied.

These General Terms and Conditions are effective as of March 30, 2026.

This is an unofficial translation of the "Splošni pogoji uporabe konferenčnega prostora CTK" (Eng. General Terms and Conditions of Use of the CTK Conference Room) dated 30 March 2026. In case of any inconsistencies, the Slovenian version shall prevail.