

APPROVED

By the Director of the Šilalė
District Municipal Public Library
2021 March 19th
order No. IV-8

DESCRIPTION OF THE PROCEDURE FOR RENTING THE ŠILALĖ DISTRICT MUNICIPALITY PUBLIC LIBRARY'S PREMISES AND EQUIPMENT

I. GENERAL REGULATIONS

1. This description outlines the procedures and conditions for using the Šilalė District Municipal Public Library's premises and equipment (hereinafter referred to as the 'Library').
2. The premises and equipment can be rented:
 - upon submitting a verbal or written request by visiting the Library and filling out the relevant form provided by the Library's accounting department.
 - by contacting the Library via the general email address info@silalesbiblioteka.lt or by cell: (8 449) 74297.
 - They can be rented free of charge for one-time use for educational, cultural, sporting, recreational, social and health purposes, and for the other needs of the Šilalė District Municipality.
3. The Library's premises and equipment can be rented for exhibitions, meetings, seminars, celebrations and other short-term events, as well as for training purposes. This is in accordance with the approved rates for paid services, which are published on the Šilalė District Municipal Council's website. The Library can also be rented free of charge for one-off purposes.

II. TERMS AND CONDITIONS FOR THE PROVISION OF PREMISES

4. Use of vacant premises is permitted, provided it does not interfere with events scheduled in accordance with the Library's activity plan, or other activities specified in the regulations. Use of the premises must not disrupt the general order established in the Library.
5. Legal entities or individuals (hereinafter referred to as 'Service Recipients') wishing to rent the Library's premises and/or equipment must submit a request, either verbally or in writing. This request must specify the required premises and/or equipment, the date and time of use, the duration, and the person responsible. It must also include any other mandatory details.
6. Once the time and conditions for use of the premises and/or equipment have been agreed, the Library reserves the premises and informs the Service Recipient.
7. The application for paid services must be signed by the Service Recipient's representative.
8. The invoice is issued by the Library accountant to the Service Recipient in accordance with the signed agreement.

III. RULES FOR THE USE OF PREMISES

9. The Service Recipient is responsible for the proper use of the Library's premises and equipment, the storage of inventory located therein, and compliance with fire safety, sanitary, environmental protection, hygiene and internal public order requirements. They are also responsible for protecting participants and for the consequences of non-compliance.

10. The Service Recipient must leave the premises tidy by collecting rubbish, switching off technical equipment and arranging the chairs.

11. The Service Recipient is prohibited from:

11.1. transferring the premises to a third party or use them for purposes other than those set out in the contract.

11.2. changing the design of the premises by using personal posters, photographs and decorative items. Sticking them on the walls and glass and writing on the walls.

11.3. disconnecting or damaging any technical equipment located in the premises.

11.4. downloading, installing or using software, watching or listening to illegally downloaded audio-visual products on the premises' computers.

11.5. using the premises for pornography, violent content, terrorist propaganda, illegal audio-visual content or other criminal activities contrary to public order and morality. Using the premises for religious ceremonies or political activities.

11.6. consuming alcoholic beverages, narcotic or psychotropic substances, smoking, eating, making noise or using substances that emit odours.

11.7. publicly announcing information about meetings or other events held on the premises without the Library's agreement.

12. The Library is not responsible for any health problems, accidents or injuries that may occur through no fault of the Library. The responsibility lies with the Service Recipient.

IV. FINAL REGULATIONS

13. Persons shall be liable for violations of these rules in accordance with the procedure established by the laws of the Republic of Lithuania.

14. These Regulations shall be approved, amended and repealed by order of the Director of the Library.

15. These Regulations shall be published on the institution's website: www.silalesbiblioteka.lt
