

EVENTS ROOM RULES

1. To use the room, please **book it in advance** either online via the library's website, or at the Registration desk.
2. The hall is **designated for group activities only organized and attended by MU-Sofia students, faculty and staff**, such as study groups, seminars, meetings, project work etc.
3. The type of event must be specified in the online reservation request. **Unregulated events of a religious, political, or commercial nature, as well as the distribution of informational or promotional materials, are prohibited** without the explicit prior approval of the Director of the Central Medical Library.
4. Due to health, safety, and hygiene regulations, the use of library premises for **demonstrations involving biological materials, surgical or invasive procedures, live animals, hazardous substances, gas burners, open flames, or any devices that may create a risk of fire or injury is strictly prohibited.**
5. If you need to bring food and beverages, please notify a staff member. Only **cold foods and bottled/closed liquids are allowed.**

6. The room is **not intended for individual study** and may only be reserved for groups of three or more.

7. **Visitors must:**

- not damage the facilities and equipment.
- be responsible for their personal belongings.
- observe good hygiene and leave the room in its original condition.
- be familiar and comply with their responsibilities, as stipulated in the [*Library's Regulations*](#).

8. In case of intentional damage to library equipment, a user shall reimburse the cost of the damaged item, according to the fee set by the library director. The user may be banned from using any of the library's services in the future.

9. Thefts will be reported to the senior management of MU – Sofia, who will decide on further actions.

10. There is video surveillance in the room.