

REGULATIONS FOR THE SOLIDARITY EVERY DAY SPACE

Solidarity Every Day is an open space meant for work and event organising, a place where experiences are shared, skills improved and the development of social activities supported. The important values here include: dialogue, understanding, diversity and community.

I. Space description

1. The Solidarity Every Day space is organised and administered by the European Solidarity Centre in Gdańsk (hereinafter referred to as: ECS).
2. The Solidarity Every Day space occupies the rooms on the 3rd floor of the ECS building. The space comprises the following rooms:
 - a) working rooms: 3.33, 3.34, 3.35, 3.36,
 - b) kitchen: 3.38,
 - c) corridor, exhibition space, cloakroom: 3.40, 3.40A,
 - d) waiting room: 3.30,
 - e) non-governmental organisations' offices.
3. The goals of activities conducted by the Solidarity Every Day space are determined by the statutory objectives of ECS' activities:
 - a) to commemorate, maintain and popularise the heritage and message of the Solidarity movement and the anti-communist democratic opposition in Poland and other countries,
 - b) to inspire, based on these values, new cultural, civic, trade union, local government, national and European initiatives having a universal dimension,
 - c) to share the achievements of peaceful struggle for freedom, justice, democracy and human rights with those who are deprived of them,
 - d) to participate actively in building the European identity and new international order.

II. Rules for using the space

1. The Solidarity Every Day space is open for non-governmental organisations (associations and foundations), informal groups and people who act to support social issues, focus on commitment to the development of their own neighbourhood and the community they live in, and implement the ethos of solidarity in their everyday activities. Its aim is to popularise the solidarity attitude by providing infrastructure and content support.
2. The space shall be available for those who:
 - a) act in accordance with Solidarity's ideological message and democratic values,
 - b) implement activities of social, civic, educational or cultural nature,
 - c) remain in harmony with the objectives of ECS's activities defined in its statutes,
 - d) carry out activities in the following fields: human rights, popularising the idea of freedom and solidarity, enhancing social and civic competence, supporting active citizenship, development of communities and non-governmental initiatives, building European awareness and intercultural dialogue,
 - e) need an infrastructure support for their activities.
3. The Solidarity Every Day space shall be made available for free admission, non-commercial, grassroots events not connected with any political activity, in accordance with the provisions of law in force, ECS internal regulations and guidelines determined by the Chief Sanitary Inspectorate on epidemiological safety.
4. The Solidarity Every Day space shall not be made available for events which nature, purposes, symbols or agenda are incompatible with ECS' statutory activities or the Polish law.

III. Functioning of the space during the pandemic

Based on Article 17 of the Act of 25 October 1991 on organizing and running cultural activity (i.e. of 9 January 2020, Journal of Laws 2020, item 194) and the Act of 2 March 2020 on special arrangements for preventing, counteracting and combating COVID-19, other infectious diseases and the crisis situations caused by them (Journal of Laws 2020, item 374), the Ordinance of the Minister of Health of 24 March 2020 amending the Ordinance on declaring the state of the pandemic within the territory of the Republic of Poland (Journal of Laws 2020, items 491 and 522) and the Ordinance of the Council of Ministers of 11 June 2021 (Journal of Laws 2021, item 1054) amending the Ordinance of the Council of Ministers of 6 May 2021 on establishing certain restrictions, orders and prohibitions in connection with the occurrence of a pandemic (Journal of Laws of 2021, items 861, 879, 905, 957 and 1013).

During the pandemic, it is possible to hold internal meetings within the space for NGOs, informal groups and partners. It is simultaneously impossible to hold open meetings, i.e. meetings to which invitations are shared publically without verifying the participants.

1. During the pandemic, rooms described in I.2 above are available within the following limits:
 - a) rooms 3.36 and 3.35:
 - until 25 June 2021 – 11 people
 - from 26 June 2021 to 31 August 2021 – 16 people
 - b) rooms 3.34 and 3.33:
 - until 25 June 2021 – 6 people
 - from 26 June 2021 to 31 August 2021 – 9 people
2. Each of the four rooms located in the space is made available twice a day (before noon and in the afternoon) in order to prevent a situation where a large group of people meet in the space. Breaks during the meetings are held in the rooms without the possibility of going out. After the room is used, it is being ventilated, cleaned and disinfected.

Throughout their stay in the Solidarity Every Day space, the users are obliged to cover their noses and mouths and disinfect hands using the disinfectant available next to the lift and in other places within the ECS space.

IV. Space working hours

1. The Solidarity Every Day space shall be available:
2. Monday – Friday, from 9.00 AM to 06.00 PM
3. other days and hours require prior booking.
4. The dates, hours and details of events organised outside the space working hours shall be agreed on directly with people responsible for the space, email: sc@ecs.gda.pl.
5. The space shall not be available on public holidays.
6. ECS reserves the right to shorten or change the working hours. The relevant information shall be published on Solidarity Every Day space's websites www.ecs.gda.pl/codziennie, www.facebook.pl/solidarnoscodziennieecs).

V. Booking the space

1. The Solidarity Every Day space shall be made available to its users based on booking.
2. Users who book the space shall:
 - a) book the space prior to the planned date of the meeting and fill out the online booking form

available on the website: www.ecs.gda.pl/codziennie or received from the Solidarity Every Day team,

- b) fill out health declaration (form) and send it via email to sc@ecs.gda.pl or present it at the start of the meeting,
 - c) read and agree to act in accordance with detailed rules of using the Solidarity Every Day space during the pandemic entitled "How to Function in the Solidarity Every Day Space?" and the document governing the use of the ECS building available at: www.ecs.gda.pl.
3. When there is a meeting organised within the space for a few people, the meeting's organiser is obliged to appoint health coordinator to collect all the necessary health declarations described in article 2b above as well as personal and contact data of all the participants and people associated with the organisation of the meeting (form). The health coordinator shall then send the data to ECS employee responsible for the space via email to the address sc@ecs.gda.pl. ECS will process the data in accordance with the provisions of law in force for at least 14 days after the meeting. The health coordinator will take part in the meeting throughout its whole duration.
 4. If you want to cancel your booking or cannot use the booked space, person booking the space should inform ECS immediately, no later than 1 business day before the planned use of the space.
 5. Once a booking is made, the relevant space shall be excluded from use by individual users.

VI. Using the rooms

1. Apart from its public sections, the Solidarity Every Day space is a place of everyday work and activities of non-governmental organisations having their offices here.
2. Guests using the space shall enter their full name on the users list to be found in the room. In the case of groups, please enter the person representing the group. The entry on the room users list shall be tantamount to the acceptance of these regulations along with appendixes hereto.
3. ECS shall not be liable for any items left in the space, including for any items left in lockers, on coat hangers or in any other place.
4. Users of the space shall:
 - a) leave the room in the condition in which it has been handed over to them,
 - b) keep the room tidy,
 - c) clean up any rubbish,
 - d) follow ECS employees' recommendations.
5. The Solidarity Every Day space rooms are equipped with: projector, screen, computer speakers, tables, chairs.
6. Users of the space shall take care of the furnishings and equipment of the Solidarity Every Day space.
7. Should there be a need to rearrange a room, please contact the team coordinating the activities of the Solidarity Every Day space.
8. The organiser of events held in the Solidarity Every Day space shall provide (depending on individual needs and possibilities): promotion, refreshments, service, materials - necessary in order to organise the event properly.
9. ECS shall not provide refreshments, dishes or workshop materials for meetings. Should there be a need to use any additional equipment, the space users shall provide it on their own.
10. During the epidemic, kitchen in the space is available only for internal use of the employees and organisations having their offices on the 3rd floor of the building.
11. Participants of the meetings held in the space should immediately inform the organiser or the ECS employee if their health deteriorates suddenly and if they have typical symptoms of COVID-19 virus infection. The ECS has a separate room designated for people who had COVID-19 symptoms appearing during the event - room No. 022 (located on the ground floor opposite the security guard room), where such a person can be immediately isolated from other people until the

medical emergency team comes.

VII. Using the space individually

1. During the Solidarity Every Day working hours, outside booked hours, the space shall be available for all individual users.
2. An individual use shall mean working alone or in a group sharing the space equally with other recipients. The rooms may be used for meetings of non-governmental organisations, informal groups or people defined in par. 1-2 of the "Rules for Using the Space" section.
3. It shall not be required to report the need to use the space individually.
4. Using the space individually shall be free of charge following advance online booking and after presenting health declaration in writing before starting using the space and handing in the declaration to the ECS employee responsible for the space. ECS will process the data in accordance with the provisions of law in force for at least 14 days after the meeting. The health coordinator will take part in the meeting throughout its whole duration.
5. Users will have access to: chairs, tables, electricity, Wi-Fi, they may connect their own computer.
6. Seats and work space shall be available in the order of taking places in accordance with the rule of social distancing of at least 1.5 m (one and a half metre) from another person.
7. Room availability can be checked on the website: www.ecs.gda.pl/codziennie.

VIII. Rules for using the lockers

1. Lockers located in the corridor of the Solidarity Every Day space can be used by non-governmental organisations, informal groups, people acting for social issues listed in section II - "Rules for Using the Space".
2. Using lockers shall be free of charge.
3. A locker shall be granted for 3 months with a possibility to extend this period.
4. An intention to extend the period of using a locker shall be reported no later than 3 days before the expiry of the period for which the locker has been granted.
5. If contents of a locker have not been removed and its period of use has not been extended, the locker shall be emptied and its contents disposed of.
6. Items shall be stored in a locker in such a way that enables meeting health and safety standards.
7. It shall be forbidden to keep the following items in lockers:
 - a) chemical or biological substances that could pose a threat to people and property,
 - b) alcohol, tobacco products, intoxicants and items considered dangerous, such as weapons or explosives.
8. ECS shall not be liable for any items missing from a locker.
9. Security guards and people working in the Solidarity Every Day space may, in the case of any doubts related to security or order, obtain access to lockers.
10. A locker user shall leave the locker key in the security guard room before leaving the ECS building.
11. Users shall be forbidden to make any duplicate keys on their own.
12. In the case of losing the key, the user shall bear the cost of replacing the lock and the cost of making a set of duplicate keys.

IX. Non-compliance with the regulations

A person or group being in breach of the provisions hereof shall leave the ECS building. ECS shall also be entitled to deny reentry or rebooking of the space by a person or group who have violated the provisions hereof.

X. Personal data protection

1. The controller of the personal data of Solidarity Every Day space users shall be the European Solidarity Centre having its registered office at Pl. Solidarności 1 in Gdańsk and entities with which a relevant personal data processing agreement has been concluded.
2. Personal data include: full name, email address, contact phone number, address details, which we obtain for instance from our website users or service or newsletter recipients, including information stored in cookies.
3. The lawful basis for data processing is Article 6 section 1 of the General Data Protection Regulation. The processing is necessary for the purpose of fulfilling our obligations towards the Users of the Solidarity Every Day space. If you do not wish to give any of your consents, please contact us via email: iodo@ecs.gda.pl or by regular mail, writing at: Europejskie Centrum Solidarności, Inspektor Ochrony Danych Osobowych, plac Solidarności 1, 80-863 Gdańsk.
4. We shall process your data in accordance with the General Data Protection Regulation, referred to as GDPR, for purposes such as informing users about promotions or enabling them to book space for workshops and other events.
5. Pursuant to the applicable law, we can transfer data to entities processing the data on our behalf, such as marketing agencies, our service subcontractors, and also to entities authorised to obtain data under the applicable law, such as courts or law enforcement authorities, of course only when they make a request justified by an appropriate legal basis.
6. In accordance with GDPR, everyone has the right to:
 - a) access their personal data and obtain a copy thereof,
 - b) rectify (correct) their data,
 - c) erase their data, restrict their data processing,
 - d) object to the data processing,
 - e) data portability,
 - f) lodge a complaint with the supervisory authority.
7. Personal data shall be processed for the purposes of meeting obligations connected with making the Solidarity Every Day space available.
8. The data controller - in line with applicable personal data protection regulations - shall make every effort to ensure all physical, technical and organisational data protection measures to protect the data against accidental or intentional destruction, accidental loss, modification, unauthorised disclosure, use or access.

XI. Final provisions

1. Smoking or using e-cigarettes shall be prohibited in the entire Solidarity Every Day space.
2. Users of the space shall bear full liability for any damage to the organiser's property or personal injury of people related to the organiser (employees and co-operators) caused by the users or people remaining under the users' care. A user shall also bear liability, to the same extent as defined above, towards other participants. People presenting health declarations bear exclusive liability for the veracity of information included in the declaration towards the ECS and third parties.
3. Children and minors participating in events taking place in the Solidarity Every Day space must be under the care of their parents/guardians.
4. The organiser reserves the right to archive photo and video material registered during events held in the Solidarity Every Day space in order to use it later on for promotional and marketing purposes - in the press, radio, television, electronic media and social media.
5. The organiser shall not be liable for any occurrence resulting from the users' non-compliance with the regulations for using the space and their failure to follow the organisers' recommendations and orders of entities responsible for security and order.
6. The organiser may amend these regulations at any time. The organiser shall notify of any amendments to these regulations by publishing relevant information on the website:

www.ecs.gda.pl/codziennie.

Europejskie Centrum Solidarności
pl. Solidarności 1, 80-863 Gdańsk
tel.: 58 772 40 00 / fax: 58 772 42 92
e-mail: ecs@ecs.gda.pl
NIP: 583-30-03-226 / RIK: 9/2007 / REGON: 220509029