



REGULATIONS OF THE SOLIDARITY EVERY DAY SPACE

Solidarity Every Day is an open space for working and organising events, a place to share experiences, raise competences and support the development of social action. Here, we value dialogue, understanding, diversity and community.

I. Description of the space

1. The organiser and administrator of the Solidarity Every Day space is the European Solidarity Centre in Gdańsk (hereinafter: the "ECS").
2. The Solidarity Every Day space operates on the 3rd floor of the ECS building. The space consists of the following rooms:
 - a. workrooms: 3.19, 3.33, 3.34, 3.35, 3.36;
 - b. kitchen: 3.38;
 - c. hallway, exhibition space, cloakroom: 3.40, 3.40A;
 - d. waiting room: 3.30
 - e. non-governmental organisation offices.
3. The objectives of the Solidarity Every Day space's activities are determined by the statutory objectives of the ECS:
 - a. commemorating, preserving and spreading the heritage and message of the Solidarity idea and of the anti-communist democratic opposition in Poland as well as in other countries;
 - b. inspiring new initiatives based on these values in the areas of culture, citizenship, trade unions, self-government, nationhood and Europe on a universal scale;
 - c. sharing the legacy of the non-violent fight for freedom, justice, democracy and human rights with those who are deprived of them;
 - d. actively participating in the creation of a European identity and a new international order.

II. Rules on the use of space

1. The Solidarity Every Day space is open to non-governmental organisations (associations and foundations), informal groups and individuals working on social issues focused on involvement in the development of their own surroundings and the community in which they live, implementing the ethos of solidarity in their daily activities. The Solidarity Every Day space aims to promote an attitude of solidarity by providing infrastructural and substantive support.
2. The space can be used by those who:
 - a. operate according to the ideological message of Solidarity and democratic values;
 - b. carry out activities of a social, civil, educational or cultural nature;
 - c. stay in line with the objectives of the ECS's activities as set forth in the institution's statute;



- d. carry out activities in the following areas: human rights, spreading the idea of freedom and solidarity, strengthening social and civil competencies, supporting civil activity, developing non-governmental communities and initiatives, building European awareness and intercultural dialogue;
 - e. need infrastructural support for their activities.
3. The Solidarity Every Day space is available for free, non-commercial, grassroots, non-political events in accordance with applicable laws, internal ECS regulations and the guidelines of the Chief Sanitary Inspector.
 4. The Solidarity Every Day space shall not be available for events the nature, goals, symbolism or course of which cannot be reconciled with the statutory activities of the ECS, the internal regulations of the ECS or the applicable legal order in Poland.

III. Operation of the space

1. The ECS shall have the right to record images from public spaces in the ECS building using the image and sound recording devices for promotional and advertising purposes, as well as to use them in the media and social networks without compensation therefore to those whose image was recorded. Should a person using the ECS space not consent to the spread of their image or that of a minor charge in connection with the promotion of the ECS, particularly on the Internet, they should notify ECS staff at the entrance to the Solidarity Every Day space.

IV. Hours of operation of the space

1. The Solidarity Every Day space operates as follows:
 - Monday - Friday, 9.00 a.m. - 5.00 p.m. (depending on the day-to-day duties of the space coordinators)
 - on other days and during other hours, the space is available by prior reservation via the registration form.
2. Dates, times and details of events held outside of the space's opening hours should be arranged directly with those in charge of the space.
3. The ECS reserves the right to shorten or change the hours of operation. Information about the changes will be announced on the websites of the Solidarity Every Day space: ecs.gda.pl/codziennie, facebook.pl/solidarnosccodziennieecs.

V. Space reservation

1. The Solidarity Every Day space is made available daily to those who book the rooms according to the reservation procedure, based on the schedule of its availability posted on the website, with an interval of 30 minutes between reservations
2. The person making the reservation of space is obliged to:
 - a. make reservations prior to the scheduled meeting date (suggested reservation date should be a minimum of 3 business days before the event) and fill out the online



reservation form available on the website: ecs.gda.pl/codziennie or sent by the Solidarity Every Day team;

- b. comply with the rules of the European Solidarity Centre, detailed at [:https://ecs.gda.pl/regulamin/](https://ecs.gda.pl/regulamin/) and fire safety documents.
3. Should you cancel your reservation or be unable to use the reserved space, the person making the reservation should communicate this information immediately, but no later than 1 business day before the scheduled use of the space.
4. Once a reservation is made, individual spaces will no longer be available for use by individual users.

VI. Use of rooms

1. The Solidarity Every Day space, in addition to the public area, on a daily basis is a place of work and operation for non-governmental organisations that have their offices there.
2. Any person using the space is required to write their name on the list of users located in the room. For groups, please write the name of the person representing the group. Putting a name on the list of people using the room is equivalent to accepting these rules and regulations with their attachments.
3. The ECS is not responsible for items left in the space, including items left in lockers, on hangers and in other common areas.
4. The person using the space is obliged to:
 - a. leave the room in the condition in which it was handed over;
 - b. ensure tidiness;
 - c. clean up the trash;
 - d. respect the recommendations of the ECS employees.
5. The rooms of the Solidarity Every Day space are equipped with: projectors, screens, computer speakers, tables and chairs.
6. People using the space are obliged to take care of the furnishings and equipment of the Solidarity Every Day space.
7. Should you need to rearrange the room, please contact the team coordinating the Solidarity Every Day space.
8. The organiser of events in the Solidarity Every Day space provides (according to individual needs and capabilities): promotions, refreshments, service and materials necessary for the proper organisation of the event.
9. The ECS does not provide refreshments and workshop materials for the meetings. Should additional equipment be required, the user of the space is responsible for providing it themselves.

VII. Individual use of space

1. The space is available to all individual users every day, during the opening hours, except for the hours of booking.
2. Individual use is understood as working alone or in a group on a parallel space-sharing

basis with other recipients. The rooms can be used for meetings of non-governmental organisations, informal groups, persons specified in points 1-2 of the Section "Rules on the use of space".

3. Individual use of the space is free of charge when booked online.
4. Chairs, tables, electricity and Wi-Fi are available, and it is possible to connect your own computer.
5. Seating and work areas are available according to seating priority.
6. Room availability can be checked at: www.ecs.gda.pl/codziennie.

VIII. Rules on the use of lockers

1. The lockers, which are in the hallway of the Solidarity Every Day space, can be used by non-governmental organizations, informal groups and people working on social issues listed in point II "Rules on the use of space".
2. Use of the lockers is free of charge.
3. The locker is made available for a period of 3 months with the possibility of extension.
4. The desire to extend the use of the locker should be notified no later than 3 days before the expiration of the 3 months of availability.
5. Should a locker not be emptied and its use not extended, it will be emptied and its contents destroyed.
6. Things should be stored in the locker in such a way that maintain the principles of hygiene and safety.
7. The following are forbidden to be stored in lockers:
 - a. chemical or biological substances that may constitute a threat to persons and property;
 - b. alcohol, tobacco products, narcotics, and substances and items considered dangerous, such as weapons or explosives.
8. The ECS is not responsible for the loss of items stored in the locker.
9. Security guards and people working in the Solidarity Every Day space have access to lockers in case of security concerns or cleaning issues.
10. The person using the locker is required to leave the key to the lockers in the security room prior to leaving the ECS building.
11. It is forbidden to duplicate the key by oneself.
12. Should a key be lost or misplaced, the user shall bear the cost of replacing the lock and providing a set of keys.

IX. Violation of regulations

Any person or group violating the provisions of these regulations is obliged to leave the ECS building. The ECS may also deny the right of re-entry or re-booking of space to a person or group who violated the provisions of these regulations.

X. Personal data protection



1. The Controller of the personal data of persons using the Solidarity Every Day space is the European Solidarity Centre with its registered office at pl. Solidarnoci (Solidarity Square) 1 in Gdansk as well as entities with which an agreement of entrustment concerning the processing of personal data was concluded.
2. Personal data consist of name, surname, e-mail address, contact telephone number and address data that we obtain, among others, from the user of the website, recipient of services, newsletters and also stored in cookies.
3. The legal basis for data processing is Article 6, Section 1 of the General Data Protection Regulation. The processing of the data is necessary in order to fulfil our obligations towards the people using the Solidarity Every Day space. Should you be reluctant to give any of the consents, please contact us at e-mail:iodo@ecs.gda.pl or at the postal address: European Solidarity Centre, Personal Data Protection Inspector, Plac Solidarnoci (Solidarity Square) 1, 80-863 Gdańsk.
4. We process data in accordance with the General Data Protection Regulation (GDPR), to, among other things: be able to send users notifications about special offers or to enable them to book venues for workshops and other events.
5. According to applicable law, we may transfer data to entities that process them on our behalf, e.g. marketing agencies, subcontractors of our services, as well as entities entitled to obtain data under applicable law, e.g. courts or law enforcement agencies, naturally only if they make a request justified by the relevant legal basis.
6. According to the GDPR, everyone is entitled to:
 - a. the right to access their data and receive a copy of it;
 - b. the right to rectify (correct) their data;
 - c. the right to the erasure of data, restriction of data processing;
 - d. the right to object to data processing;
 - e. the right to data transfer;
 - f. the right to file a complaint with the supervisory authority.
7. Personal data shall be processed for the purpose of performing duties related to the provision of Solidarity Every Day space.
8. The Data Controller - in accordance with applicable data protection laws - shall make every effort to ensure all physical, technical and organizational measures to protect personal data against accidental or intentional destruction, accidental loss, alteration, unauthorised disclosure and use or access.

XI. Final provisions

1. Smoking cigarettes (traditional and electronic), drinking alcohol and taking stimulants are prohibited throughout the Solidarity Every Day space on a daily basis. Exceptions can be, for example, a glass of wine during the vernissage. Each time the decision is made by the coordinator of the space.
2. Persons using the space shall bear full liability for any damage to the property or persons



- of the organiser (working and cooperating persons), caused by them or persons under their care. The liability, to the same degree as above, also extends to other participants.
3. Children and minors participating in events taking place at the Solidarity Every Day space are required to be under the supervision of their parents/guardians, who are fully responsible for their actions.
 4. The organiser reserves the right to archive photo and video footage taken during the events held in the Solidarity Every Day space, with the intention of using it later for promotional and advertising purposes - in their own releases, press, radio, television, electronic media and social networks.
 5. The organiser is not liable for incidents resulting from participants' failure to comply with the rules and regulations governing the use of the space, their failure to follow the organisers' instructions and the instructions of the services responsible for safety and order.
 6. The organiser may amend these rules at any time. The organiser shall give notice of the change to the regulations by means of publication on the website. ecs.gda.pl/codziennie