

Operating rules for using the rooms / spaces of the museums of the Settore Musei Civici Bologna

1. The Museum Director verifies the adequacy of the initiative to the provisions contained in the Deliberation of the Municipal Council, general protocol n. 129190/2019, regarding the approval of the tariff plan, the existence of the requirements contained in this document and the confirmation of payment of the amount due.
2. The room / space is delivered in its normal conditions of operation.
3. The use of the space / rooms by the applicant must be compatible with their structural characteristics and furnishings, in order to avoid any possible damage to the property and to any facilities, equipment and other moveable property/works/objects.
4. In the rooms, it is not allowed to:
 - a) mount structures which may cause minimal damage, install facilities, flooring or fixed stages;
 - b) smoke;
 - c) exceed the capacity limitations as communicated by the Museum Director;
 - d) hinder the easy opening of the main door and the emergency doors;
 - e) deposit flammable materials and block the escape routes;
 - f) use, without the prior authorization of the Museum Director, any kind of equipment with open flame, stove, gas heaters, electric heaters, gas bottles;
 - g) overload power lines or set up lighting installations with spotlights or which, however, are different from the existing ones, without prejudice to any prior authorization granted by the Museum Director;
 - h) hang paintings, panels or anything else on the walls;
 - i) place promotional signage without authorization or which does not comply with the indications from the municipal indications;
 - j) grant access to animals of any species, with the exception of guide dogs at the service of visually impaired people.
5. The required amount for the use of the room/space consists of a share related to the cost for the use of the room and a share related to the refund of current expenses (guardhouse, surveillance, cleaning, utilities, use of audio and video equipment, microphones, etc.).
6. Without prejudice to the prohibitions mentioned in the previous paragraphs, any installation, which should be previously authorized by the Museum Director, is to be performed by the applicant, who shall pay the related expenses.
7. The rooms/spaces must be left in the same conditions of operation and decorum in which they have been delivered. The user is entitled to the refund of any damages to the

rooms/spaces, furnishings and facilities.

8. The use of the rooms/spaces must always comply with any safety and health regulations in force at the time of the performance of the initiative.

9. In case of using the rooms/spaces for music events, the user shall fully comply with any SIAE rights and any other duties and obligations required by the relevant regulations in force, and shall pay any related expenses.

10. In case of using the rooms/spaces for an initiative that involves the live streaming broadcast and/or the circulation, even at a later stage, of pictures taken or recorded during the event itself, the prior authorization of the Museum Director is required. The user, under his/her responsibility, must inform the speakers and/or the audience of any recordings and collect any required authorization, in full compliance with the privacy regulation in force.

11. The user, thereby releasing the Comune di Bologna - Settore Musei Civici Bologna from any liability, shall refund the damages to persons and things occurred due to or on the occasion of the initiative.

12. Should it be ascertained that the use of the room/space is not compliant with the statements made by the applicant, or in case serious negligence is ascertained in the occupation of such property, the Direction of Bologna Civic Museums Sector shall be entitled to deny to the responsible party the possibility to request the further use of rooms for the maximum period of one year.

Date

Signature for acceptance
In the capacity of head of the event

Please note:

The applicant will be in charge of putting any required equipment/furnishings (tables, chairs, tripods, etc.) back in place and removing any paper material.

In case of failure to comply with the above-mentioned rules, the Museum Director shall be responsible for charging the repair costs of the room to the defaulting organizer.