

APPROVED BY:

Order No. B-189 of the Director General
of Martynas Mažvydas National Library
of Lithuania of 19 December 2025

RULES FOR THE USE OF MEETING ROOMS AND MUSIC PERFORMANCE SPACE OF THE MARTYNAS MAŽVYDAS NATIONAL LIBRARY OF LITHUANIA

SECTION I GENERAL PROVISIONS

1. The Rules for the Use of Meeting Rooms and Music Performance Area of the Martynas Mažvydas National Library of Lithuania (hereinafter - the National Library) (hereinafter - the Rules) regulate the procedure for the use of meeting rooms and Music performance space (hereinafter - the Space), the use of technical equipment in them, the rights, duties, and responsibilities of users and participants.

2. Purpose of the spaces:

2.1. The meeting rooms are intended for organizing working, creative, project, and educational meetings, consultations, and other collaborative activities of users and participants of the National Library.

2.2. The music performance space is intended for rehearsals, musical events, educational activities and training, other musical projects related to the dissemination of the music resources of the National Library.

3. All natural and legal persons have the right to use the spaces in accordance with the procedure established by these Rules.

4. These Rules are an integral part of the Rules for Using the Martynas Mažvydas National Library of Lithuania (hereinafter - the Rules for the Use of the Library).

5. The main definitions used in the Rules are:

5.1. **Meeting room** – rooms No. 204, No. 234, No. 235, No. 307 of the National Library with their furniture and technical equipment. The technical equipment base and the number of workstations of all meeting rooms are identical. The equipment consists of a computer, projector, screen, and writing board. The number of workstations is 10.

5.2. **Music performance space** – room No. 536 of the National Library with its furniture and technical equipment. The equipment consists of a piano, computer, 2 monitor speakers, 2 sound speakers and an amplifier, 2 cubes for guitars, a cube for bass guitar, 2 guitar stands, 4 microphones with their stands, and 2 music sheet stands.

5.3. **User** – a recipient of the services of the National Library, responsible for the use of the booked Space.

5.4. **Participant** – a person invited by the User to use the Space, who cannot be admitted to the Space alone without the User.

5.5. **Order of the Space usage service** – a document ordering the use of a meeting room or Music Space, signed with a User who is not a registered user of the National Library, defining the rights,

obligations, and responsibilities of the user, participant, and the National Library (hereinafter - the Usage Order) (Annex No. 1 to the Rules).

5.6. **Technical equipment** – equipment located in meeting rooms or Music Space.

5.7. **Registered user** – a user who is registered in the information system of the National Library and has been issued a user certificate granting the right to use the National Library's services, which require confirmation (identification) of the user's identity;

5.8. **Booking web page** – a sub-page of the National Library web page for booking a meeting room – <https://www.lnb.lt/erdves/susitikimu-kambariai> or a music space – <https://www.lnb.lt/erdves/kurybos-ir-laisvalaikio-erdves/muzikavimo-erdve>.

SECTION II PROCEDURE FOR BOOKING AND USE OF SPACES

6. Booking of Spaces:

6.1. Meeting rooms are booked on the booking web page, via Email susitikimukambariai@lnb.lt, by calling (0 5) 249 7028, or upon arrival at the National Library – at the Registration and Information Point

6.2. Music space is booked on the booking web page, via Email muzika@lnb.lt, or upon arrival at the National Library – at the Music and Visual Arts Reading Room.

7. When booking a Space on the booking web page, via Email or by telephone, you must indicate your name and last name, reader's card number, the exact purpose of the booking, the desired booking time, your Email address, and phone number.

8. A booking via Email is confirmed or cancelled no later than within 2 (two) working days from the date of making the booking, and the employee responsible of the National Library informs the user about this at the Email address provided by the user. In the absence of confirmation or cancellation, it is considered that the Space is not booked or the booking is not cancelled.

9. Before using the Space, the User must familiarize himself with these Rules and the Rules for Using the National Library. A User who is not familiar with and/or does not agree with the provisions of the Rules does not have the right to use the Space.

10. Registered users¹ of the National Library are provided with free use of the Space - 2 (two) hours per day. A registered user pays for additional use of the Space at the Registration and Information Point before starting to use the Space. If the User does not use all of the booked paid hours, the fee is not refunded to the User.

11. For natural and legal persons (including, but not limited to, those registered with the National Library) organizing commercial meetings, the free use of the Space does not apply.

12. Additional use of the Space (after 2 (two) free hours) and booking for commercial meetings are granted by signing a Space Usage Order and paying according to the Short-Term Premises Rental Rates approved by the order of the Director General of the National Library.

13. The Spaces can be booked and used only during the working hours of the National Library.

14. Users are admitted to the Spaces, then the premises and available equipment are inspected and accepted by a employee responsible of the National Library.

¹ A registered user of another library of the Lithuanian Integrated Library Information System (LIBIS) must register his/her reader's card at the National Library

15. If the Space is available, it is allowed to be used without prior booking, in accordance with the procedure established in these Rules.

16. The meeting room is booked for a group of no less than 2 (two) persons and no more than the number of seats in the meeting room.

17. A user under the age of 14 with the status of a participant may use the Space only together with an adult Registered User.

18. If the user arrives 15 minutes late, the Space booking is cancelled, and the user is informed about the cancellation verbally, via Email, or by phone.

19. The user who has booked the Space must inform the National Library in advance about the cancellation of the booking. A user who failed to notify of the cancellation of the booking twice before the booking start time loses the right to use the Space for a period of 2 (two) months.

20. The National Library reserves the right to organize meetings (trainings, seminars, discussions, etc.) in the Space that meet the mission and goals of the National Library alone or with partners in accordance with the Description of the Procedure for the Preparation and Publicity of Events, Live Broadcasts, and Exhibitions Organized at the Martynas Mažvydas National Library of Lithuania (hereinafter - the Event Description), at which time the Space booking for users is inactive.

21. National Library employees may use the Spaces for work by booking them in accordance with the procedure established in these Rules. In this case, the Usage Order is not filled out with the employee of the National Library.

SECTION III

USER RIGHTS AND OBLIGATIONS

22. The user has the right to:

22.1. Invite other participants to their meetings, ensuring order and compliance with these Rules;

22.2. Use the Space for commercial purposes, paying for the entire rental period of the meeting room according to the established rates;

22. Publish information about meetings or other events held in the Space after coordinating the Event Description with the National Library in accordance with the established procedure.

22.4. Bring laptops to the meeting rooms, and additional musical instruments to the Music Space.

23. The User must:

23.1. Indicate the exact purpose of using the Space during booking and use the Space only for the purposes specified during booking or in the Usage Order;

23.2. Must leave it tidy after finishing using the Space: collect trash, turn off technical equipment, tidy up chairs and hand over the Space to the employee responsible of the National Library. If a Usage Order was signed - the fact of returning the Space is confirmed by a signature on the Use Order document;

23.3. Cancel the booking if unable to arrive at the meeting no later than 2 hours before the start of the meeting: via the booking web page or inform the National Library about the cancellation of the Space booking via Email, phone or upon arrival at the National Library;

23.4. Pay for the paid time of use of the Space according to the rates approved by the order of the Director General of the National Library.

24. The user is forbidden to:

- 24.1. Transfer the booked Space to third parties or use it for purposes other than those specified during booking or in the Usage Order;
- 24.2. Use the Meeting Room by one person for purposes other than meeting or collaboration;
- 24.3. Change the design of the Space, for example, by using personal posters, photos, personal decoration details, sticking items to walls, glass, or doors, write on walls, etc.;
- 24.4. Bring furniture and equipment not specified in these Rules into the Space from other premises of the National Library;
- 24.5. Arbitrarily disconnect or damage technical equipment located there;
- 24.6. Download or install software on the Space computer, watch or listen to illegally downloaded audiovisual and other productions;
- 24.7. Use the Space to promote pornography, violence, terrorism, illegal audiovisual content, incite discord by spreading statements of a prohibited and/or illegal nature and other criminal activity and activity contrary to public order and good morals, as well as to carry out religious ceremonies and political activities;
- 24.8. Consume alcoholic beverages, narcotic or psychotropic substances, smoke, eat, make noise, use peculiar odour-emitting devices and other substances, bring in and consume other beverages in open containers;
- 24.9. Violate the laws of the Republic of Lithuania or the provisions of internal legislation valid at the National Library in other ways or by illegal acts
- 24.10. Publicly publish information about meetings or other events held in the Space, if they are not coordinated with the National Library in accordance with the procedure established by the Event Description.

SECTION IV **USER RESPONSIBILITY**

25. The User who has booked the Space is responsible for the damage caused by himself and the Participants who used the Space.
26. The User who has booked the Space is responsible for the technical equipment and other property of the National Library in it. If it is noticed during the turning on of the technical equipment that it is out of order and/ or does not turn on, the User must immediately inform the employee responsible of the National Library and describe the problems that have arisen.
27. After the Space booking period expires, the room is transferred to the employee responsible of the National Library. The User is responsible for the transfer.
28. If, upon accepting the Space during its return, the employee responsible of the National Library notices defects or malfunctions in the meeting room or Music Space and/or the technical equipment therein that were not identified when the Space was handed over to the User for use, the damage caused to the National Library shall be recorded in the Space Defects Identification Letter (Annex No. 2 to the Rules).
29. If it is determined that the damage to the property of the National Library was caused by the fault of the User or Participant, the User shall compensate the National Library for the losses actually incurred by replacement of the damaged items, equipment, etc. with the same or equivalent items, equipment or compensate for the damage in financial terms according to the market prices of the damaged items or equipment at that time, after deducting depreciation within 30 calendar days from the date of receipt of the notification. If the User fails to compensate for the damage in

accordance with the procedure established in these Rules, the National Library shall have the right to apply to third parties for the recovery of damage or losses in accordance with the procedure established by the legislation of the Republic of Lithuania.

30. The National Library is not responsible for the personal belongings of Users and Participants left in the Spaces.

31. If the User who has booked the Space violates these Rules and/or the Rules for the Use of the Library, his booking will be cancelled without prior notice. The User will be informed about the cancelled booking at the Email address provided by the User.

32. A User who has violated these Rules, depending on the nature and extent of the violation, may lose the right to book the Spaces in the future and use them for a fixed period. In each case, the decision is made by the Director General of the National Library, taking into account the individual circumstances of the violation.

33. The National Library reserves the right to cancel the booking at any time due to circumstances beyond the control of the National Library.

SECTION V

FINAL PROVISIONS

34. Persons are liable for violation of these Rules in accordance with the legislation of the Republic of Lithuania.

procedure.

35. These Rules are approved, amended, and repealed by order of the Director General of the National Library.

36. The Rules are published on the web page of the National Library www.lnb.lt.

**ORDER OF THE SERVICE OF THE USE OF THE SPACE OF
MARTYNAS MAŽVYDAS NATIONAL LIBRARY OF LITHUANIA**

____ - _____ - _____ No.
Vilnius

Applicant:						
Name and last name / name						
Space to be rented	Meeting room <input type="checkbox"/> Music performance room <input type="checkbox"/>					
Reader's card number / personal code (only for users not registered in the National Library)		Space number				
Legal form of the legal entity, company code, VAT payer's code and power of attorney to act on behalf of the company						
Address, phone, Email (only for users not registered in the National Library)						
Purpose of the use of the space (if the meeting – please enter the subject)		Nature (please underline the appropriate): commercial / non-commercial				
Paid booking time of the Space	Booking start time	h		Booking end time	h	
Service price (total including VAT) in euros (the price is calculated by the employee responsible of the National Library, based on approved rates), Receipt No.	Price: Receipt No.					
I am informed and confirm that:						
1) I am familiar with the Rules for the Use of Library and Rules for the Use of Meeting Rooms and the Music Space of the National Library;						
2) the information provided in this order is correct.						
The space was accepted by: _____ Applicant's name, last name, signature	The space was transferred by: _____ Employee's name, last name, signature					
The space was returned by: _____ Applicant's name, last name, signature	The space was accepted by: _____ Employee's name, last name, signature					

Annex No. 2 to the Rules for the Usage of
Meeting Rooms of Martynas Mažvydas
National Library of Lithuania

MARTYNAS MAŽVYDAS NATIONAL LIBRARY OF LITHUANIA
SPACE DEFECTS IDENTIFICATION LETTER

_____ - _____ - _____ No.
Vilnius

Date and time:

Name and number of the rented Space:

User data (reader's ID number or name, last name, and Phone number):

Violations of the Rules for the Use of Space:

Enclosed: Order of the Space Usage Service¹

_____, employee of the _____ division of the Department of Services
(position, name, last name, and signature)

I have read and agree with the established violation: _____
(user's name, last name, signature)

Notes²:

¹ Filled in if the Order for Space Usage Service was signed.

² Filled in when the reader who used the room refuses to sign the Defects Identification Letter, indicating the reasons for refusal.
