

	RESERVATION OF TRAINING FACILITIES*	No. ____ /Year ____ Request date : _____
DETAILS OF RESERVATION APPLICANT		
Forename and surname:		Id. Card /Taxpayer Id./ Foreigner's Id. No.:
Position or occupation:		
Institution or research centre:		
e-mail:		Contact tel.:
Purpose of the reservation/type of activity: meeting		conference
rehearse presentations		semi:
others: _____		
FACILITY REQUESTED		
Classroom**		Sala Àngels Torrents**
RESERVATION DATES		
Reservation start date: (____ / ____ / ____)		Reservation end date: (____ / ____ / ____)
Reservation start time: (____ : ____)		Reservation end time: (____ : ____)
REMARKS		

APPLICANT'S SIGNATURE

Forename and surname

Signature

* Confirmation of the reservation will be sent by e-mail. The CED reserves the right to cancel reservations by giving reasonable notice of not less than one week, due to the institution's own needs. The applicant undertakes to abide by and sign the rules of use specified on the back of this form.

** See the hire charges on the CED website: <http://ced.uab.es/wp-content/uploads/2015/12/tarifes-lloguer-aules.pdf>

Rules of use of the training facilities

- The training facility reservation times are Monday to Friday from 08:30 a.m. to 06:00 p.m.
- The training facilities are used exclusively for academic and research purposes.
- Reservations can be made at the latest by 12:00 noon on the day before the date requested.
- The person or team making the reservation is responsible for all purposes.
- Locking oneself inside the rooms is absolutely forbidden.
- Smoking and eating are not permitted and a proper standard of behaviour must be maintained.
- The applicant is responsible for seeing that the room is left in the same condition as when it was first occupied.
- To gain access to the reserved training facilities, the applicant must request the key from the library manager or, failing this, from the person responsible in the Secretarial office. On completion of the activity the key must be returned.
- Regarding the PERSONAL DATA PROTECTION regulations, you are informed that:
 - o Your personal details will be incorporated in a computerised file belonging to the CED and will be processed in accordance with current legislation on the subject of personal data protection¹, in order to keep your relationship with the CED updated.
 - o Information will be kept in the CED as part of your record, and you may at any time exercise the rights of access, rectification, limitation and opposition whilst your relationship with the CED is maintained, and you may exercise the rights of access, rectification, limitation, opposition and deletion once the relationship with the CED terminates²

APPLICANT'S SIGNATURE

Forename and surname

Signature

¹ Data protection at the CED is governed by the terms established by the European Data Protection Regulations (RGPD) 2016/679, of 27 April 2016, and by the rest of current regulations on this subject where applicable.

² See <http://ced.uab.es/sobre-el-ced/portal-de-transparencia/politica-de-privacitat/>