



**Rector's Order No. 21/2022 (XII.15)/R
on the authorization of events to be held in the Károlyi-Csekonics Palace**

On the basis of the authorization provided for in Article 62 (1) of the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary (hereinunder referred to as the University), I hereby issue the following order in order to ensure the efficient and planned utilization of the premises of the Károlyi-Csekonics Palace at 17 Múzeum utca, 1088 Budapest, in particular the Cigar Room, the Csekonics Hall, the Ballroom and the Ceremonial Staircase:

1. § (1) The use of the suitable premises of the Károlyi-Csekonics Palace for internal and external events shall be authorized by the Rector.

(2) The premises of the Károlyi-Csekonics Palace suitable for events may be exclusively used for professional events, compatible with the core activities and ethos of the University.

(3) Priority shall be given to events organized by the University. The premises covered by this order may only be used for an event not organized by the University (hereinafter referred to as an external event) if it does not hinder the organization and holding of university events.

(4) Events organized directly by the Rector or the Rector's Office do not fall within the scope of this order.

2. § (1) For internal events of the University, the request for the use of premises must be sent by the organizer of the event to the email address kcspevents@kre.hu at least 30 days before the planned event, by filling in the form in the annex to this order, indicating the title of the event, its topic, the premises to be used, the number of the participants planned and other information related to the event.

(2) It is the responsibility of the Rector's Office and the Rector's Cabinet to clarify the necessary details of the planned event and to consult with the relevant organizational unit of the University.

3. § The Head of the Rector's Office and the Head of the Rector's Cabinet will make a proposal to the Rector on the acceptability and conditions of the request, and they will inform the organizer of the event of the Rector's decision.

4. § (1) In the case of external events, the Rector's Office will prepare the rental contract to be conducted with the organizer, in accordance with the Rector's approval.

(2) The Head of the Rector's Office is entitled to sign the contract referred to in section (1) on behalf of the University, and the Legal and Administrative Directorate is authorized to countersign it.

5. § The electronic register of the occupancy of the premises of the Károlyi-Csekonics Palace suitable for events is kept by the Rector's Cabinet in the Events Calendar. The operational and IT units involved in the implementation of the event have read-only access to the Events Calendar and are required to monitor the register in order to prepare the events.

This order enters into force on 15 December 2022.

Budapest, 15 December 2022.

Prof. Dr. László Henrik Trócsányi
Rector