



Rector's Order No. 8/2023 (VII.06)
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 Múzeum utca 17 and Reviczky utca 6,1088 Budapest (hereinafter referred to as Károlyi-Csekonics Palace), in particular the Cigar Room, the Csekonics Hall, the Ballroom, the Ceremonial Staircase and the Aula:

1. § (1) The use of the suitable premises of the Károlyi-Csekonics Palace for internal and external events shall be authorized by the Rector. In the case of Reviczky utca 6 wing, the prior consent of the Dean of the Faculty of Humanities and Social Sciences (hereinafter referred to as the Dean) is required for the organisation of any events during the study and examination period.

(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.

2. § (1) For events to be organised at the Károlyi-Csekonics Palace, the request for the use of premises must be sent by the organizer of the event to the email address kcsp.events@kre.hu at least 30 days before the planned event, by filling in the "Reservation form" under section (2) (hereinafter referred to as the form), indicating in particular the title of the event, its topic, the premises to be used, the technical conditions, the number of the participants planned and other information related to the event. The form shall also be sent to av@kre.hu in order to ensure that the technical conditions indicated can be met. For events in Reviczky u 6 wing, the form shall also be sent to the Faculty Director of Administration and Education Organisation and to the Dean's Office of the Faculty of Humanities and Social Sciences.

(2) The form can be downloaded from <http://www.kre.hu/portal/szolgaltatasaink/karolyi-csekonics-palota-rendezvenyhelyszin>.

(3) In order to ensure the technical conditions and to keep the electronic register according to 5 §, the form shall be filled in and sent to the email addresses set out in section (1) also in the case of events organised by the Faculty of Humanities and Social Sciences not requiring Rector's permission. Filling in and sending the form can be considered as a preliminary reservation which becomes final upon the Rector's authorization according to 3 §.

(4) The Rector's Office and the Rector's Cabinet are responsible for the necessary clarification of the data related to the planned events subject to the Rector's authorization, as well as for the consultation with the University's relevant organisational unit – and, in the case of Reviczky utca 6 wing, with the Faculty of Humanities and Social Sciences and the IT and Data Asset Management Department –, with the involvement of the organiser of the event.

(5) In the case of events organized by the Faculty of Humanities and Social Sciences in the rooms of Reviczky utca 6 wing, the organiser shall directly consult with the IT and Data Asset Management Department about the provision of the required technical conditions.

3. § In cases subject to the Rector's authorization, the Head of the Rector's Office and the Head of the Rector's Cabinet shall make a proposal to the Rector on the feasibility of the request and its conditions, and in the case of Reviczky utca 6 wing, attaching the Dean's prior consent, they will inform the organiser of the event of the Rector's decision, and if relevant, the Dean and the IT and Data Asset Department of the Rector's decision.

4. § (1) In the case of external events at Károlyi-Csekonics Palace not organised by the University, the Rector's Office shall ensure the preparation of the rental agreement to be concluded with the organiser according to the Rector's permission. The Dean's prior consent is also required for external events organised by the University in Reviczky utca 6 wing.

(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 and the event organisation staff of the Faculty of Humanities and Social Sciences 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.

6. § (1) This order shall enter into force on 1 August 2023, upon publication on the website.

(2) Upon the entry into force of this order, Rector's Order No. 21/2022 (XII.15)/R on the authorization of events to be held in the Károlyi-Csekonics Palace shall be repealed.

Budapest, 6 July 2023

Prof. Dr. László Henrik Trócsányi
Rector