

EXCERPT FROM THE HOUSE RULES

Ljubljana Castle Public Institute

The house rules can be found at the administration offices and on the website of the Ljubljana Castle Public Institution (hereinafter: the Ljubljana Castle).

Article 1

(Opening Hours of the Premises)

The official opening hours of the Ljubljana Castle are given in the table below:

Month	Ljubljana Castle and Funicular Railway	Info Centre and Castle Content
January, February, March, November and December	10.00-19.00	10.00-18.00
April, May and October	9.00-20.00	9.00-19.00
June, July, August and September	9.00-22.00	9.00-20.00

Article 2

(Right of Entry to and Movement within the Premises)

Staff, customers, business partners, external contractors, visitors, inspectors and auditors of state institutions, as well as security staff and other personnel intervening in the event of alarm signals, have the right to enter the business premises during working hours.

Customers, business partners, external contractors and visitors obtain the right to enter the business premises during working hours with the consent of the staff member with whom the person has an appointment, on the basis of an invitation to an event, or on the basis of an order for construction, adaptation, service or maintenance works.

During the opening hours, free movement is allowed in the public parts of Ljubljana Castle that are open to visitors. Outside the official opening hours, due to the nature of work and normal practices, only staff and persons accompanied by staff are allowed to enter the premises.

In the case of events that take place outside working hours, customers, business partners, external contractors and visitors are only allowed to enter the premises for the duration of the event.

Guide dogs, service dogs and dogs on leashes are permitted to enter the locations and premises of the Ljubljana Castle. Other animals are only allowed to enter on the condition that they are confined to a cage, they do not obstruct other participants, and they comply with hygiene and sanitary regulations.

Dogs are only permitted to travel on the funicular railway if they are wearing a muzzle. Other small animals are only allowed to travel on the funicular railway on the condition that they are confined to a cage, they do not obstruct other participants, and they comply with hygiene and sanitary regulations.

Article 3

(Video Surveillance)

A video surveillance system has been installed in locations where there is a high risk of crime or security threats. The locations of the video surveillance are determined by the Rules on Procedures and Measures for the Protection of Personal Data in the Implementation of Video Surveillance.

The video surveillance system can only be operated by persons authorised by the Director, as determined by the Catalogue of the Personal Data Collection for the Implementation of Video Surveillance of the Ljubljana Castle Public Institution.

Article 4

(Protection against Burglary)

A burglar alarm system has been installed in certain parts of the premises, which is intended to detect unauthorised entry into the premises. The burglar alarm system must be activated either by the last person to leave the business premises or by a member of the security staff. The burglar alarm system is deactivated either by the first person to arrive at the protected part of the premises, or by a member of the security staff.

Article 5

(Parking Order)

To ensure parking order, parking outside the marked and agreed places is not permitted. It is strictly prohibited to obstruct access to intervention vehicles by parking and stopping vehicles. On the authorisation of the Ljubljana Castle Public Institute, the security service of the Ljubljana Castle is obliged to inform the municipal warden service about incorrectly parked vehicles and enable their removal. Particular attention must be paid to intervention areas, where vehicles must be removed immediately.

Parking on the entrance ramp is prohibited.

Parking spaces for delivery and external maintenance vehicles are provided and marked at the service entrance.

Article 6

(Fire Safety)

A fire alarm system is installed in the premises. In the event that the alarm is set off, the Security Control Centre immediately informs the intervention services and sends an intervention team to the location.

In the event of a false alarm, the security guard determines the cause of the alarm and restores normal system operation. In the event of a technical error, the security guard immediately informs the contract maintainer and the head of the technical department, who ensures that the error in the system is eliminated.

In the event of a fire, an attempt should be made to extinguish the fire immediately with the available means. If the fire cannot be brought under control, the competent services should be notified

immediately by calling 112. In the event that the fire begins to spread, evacuation of employees and visitors should commence. Everyone present and the head of the technical department must be notified about the fire.

Unhindered access to fire hydrant cabinets and fire extinguishers must always be ensured.

Users of the premises must be acquainted with the excerpt from the fire regulations that is posted in visible places inside the premises. Users of the premises must always follow the fire regulations.

Smoking is prohibited in closed spaces in the Ljubljana Castle and in the vicinity of flammable substances (garbage, fuel, gas, etc.).

The use of open flames and other combustion sources is strictly prohibited in all buildings, as is the use of unauthorised devices and appliances for heating, lighting and cooking. In the case of the previously agreed use of an open flame, the direct user, i.e., the short-term (temporary) or long-term (permanent) leaser, is obliged to provide a fire watch and cover all of the associated costs.

Article 7

(Common areas, service passages and evacuation routes)

All service passages, the entrance ramp and the handling areas inside the Ljubljana Castle must always be empty and clean. Storage and disposal of material is prohibited in these areas. All evacuation routes must be passable at all times, and the evacuation door must be unlocked and passable.

Guide dogs, service dogs and dogs on leashes are permitted to enter the exterior locations defined in Article 3 of the House Rules. Other animals are only allowed to enter on the condition that they are confined to a cage, they do not obstruct other visitors, and they comply with hygiene and sanitary regulations. It is forbidden to bring animals into the interior premises and halls of the Ljubljana Castle, with the exception of guide dogs and service dogs.

Article 8

(Maintaining cleanliness)

The Ljubljana Castle Public Institution takes care of cleaning the premises that are leased to long-term (permanent) or short-term (temporary) leasers. Long-term (permanent) and short-term (temporary) leasers are obliged to comply with all applicable legislation in the area of hygiene and sanitary regulations. Cleaning must be carried out in a manner and with a frequency that ensures that no damage to the building arises.

In the service areas of the Ljubljana Castle, each user must take care of cleaning up waste after use. Leaving objects, supplies and waste in the passages and storage rooms is prohibited.

Article 9

(Waste collection)

Separate waste collection is carried out in the premises of the Ljubljana Castle, and separate waste collection bins are installed in publicly accessible places and in the premises of the Ljubljana Castle. Employees and other users of the premises must separate waste prior to disposal.

Waste generated in publicly accessible places, in the premises of the Ljubljana Castle and by long-term (permanent) leasers is collected in the ecological island at the service entrance. All users of the

Priloga 1 k Hišnemu redu Javni Zavod Ljubljanski grad

ecological island must ensure that waste is disposed of in the containers provided for this purpose in such a way as to take up as little space as possible and without polluting the environment.

Short-term leasers and caterers must collect all waste immediately after the event at the Ljubljana Castle and remove it from the premises. Disposal of waste in the ecological island is strictly prohibited for short-term (temporary) leasers.

Article 10

(Storing of gas cylinders)

In front of the service entrance, there is a space for storing gas cylinders for the Ljubljana Castle and for long-term (permanent) leasers who use liquefied petroleum gas during their work process.

The storage of gas cylinders elsewhere on the premises of the Ljubljana Castle is strictly prohibited. Gas cylinders may only be located in the immediate vicinity of gas appliances and connected to gas appliances.

Article 11

(Sanctions in case of non-compliance with the rules)

In the case of non-compliance with the rules of **parking order, free evacuation routes, fire regulations, maintenance of cleanliness, separate waste collection and storage of gas cylinders**, a written warning is issued. In the case of further non-compliance, a penalty is issued in accordance with the provisions of the House Rules of the Ljubljana Castle Public Institution. In the case of further non-compliance with the rules, access to the premises of the Ljubljana Castle is prevented.

Datum: 21.02.2022
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Javni zavod LJUBLJANSKI GRAD

Odgovorna oseba: Mateja Avbelj Valenta, direktorica

