



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE – ISPRA

Joint Committee for Social Actions
COPAS Ispra/Sevilla
The President

GENERAL CONDITIONS FOR THE USE AND OPERATION OF THE JRC CLUBHOUSE

1. ACCESS

Access to the Clubhouse and the use of its facilities and services together with the surrounded park area is granted to staff of the institutions of the European Union (active and retired), to their families, to owners of a service card giving access to JRC premises and to members of sports and social clubs recognised by COPAS (COMité Paritaire Actions Sociales). Guests are allowed to a maximum of 2 per person accompanied by the inviting person who takes responsibilities for the guests and registers them at the entrance.

In case of special cultural events organised in one of the rooms, the event organiser, in coordination and with the written permission from OIB, can allow access to these rooms to the general public for the duration of the event.

2. CONTROLS

Anybody entering the Clubhouse must be able to demonstrate, if requested to do so by authorised personnel (guards, OIB staff at the Clubhouse), their right to access the facilities either by the production of a staff service card or other document or device which proves their right to enter. Anybody accessing the Clubhouse without the right to do so can be invited to immediately leave the premises.

3. CHILDREN

Children under the age of 14 are admitted to the Clubhouse only if accompanied by an adult who is in charge of looking after them. Children under the age of 14 that participate in sport/social/cultural activities and have a written authorisation by their parents can enter the Clubhouse to get to those activities. Parents are in any case responsible for any damage caused by their children during the permanence in the Clubhouse.

4. BEHAVIOUR

Everyone entering the Clubhouse must be dressed in an appropriate manner, behave in a civil manner and not interfere with the activities of the bar and restaurant manager or the individual clubs. Anybody bringing guests is asked to ensure that they behave according to these conditions.

5. DAMAGE

Anybody causing damage to property or equipment belonging to the Clubhouse or the clubs and to people will be held responsible for the damage caused.

6. RESTRICTIONS

In the Clubhouse premises and its sports facilities it is forbidden to:

- Smoke (except in the dedicated area in the terrace)
- Introduce food or drinks
- In case of events organised in the rooms, food and drinks can be allowed only with the agreement of the pub/bistrot manager
- Conduct commercial or other activities against payment (e.g. consulting, teaching), except with written authorisation from OIB
- Give instructions to the managers of the restaurant and bar or their staff.

7. FACILITIES

Rooms and sports facilities in the Clubhouse can be booked using the applicable booking arrangements (JRC conference services) or the specific form available on Connected by Clubs and associations recognised by COPAS and the Semester committees.

If available, rooms and sport facilities can also be booked by individuals, restricted to staff of the European Union (active and retired), using the applicable booking arrangements (JRC conference services) or the specific form available on Connected. Bookings by individuals may be done at the earliest 1 month before the event.

Bookings are valid only when a written confirmation is received. Reservations will be confirmed in the order of booking.

Only Clubs recognised by COPAS will be authorised *à priori* to charge for activities they organise, on condition that all income and expenditure of such activities are properly recorded in their accounts. These activities should be aimed mainly at the members of the club. Exceptionally they can be extended to all staff and even the general public, taking into account the physical limitations of the structure and financial legislation in the event of income.

In case an activity where there is the obligation to pay the "SIAE" (Società Italiana degli Autori e degli Editori) rights is organised at the Clubhouse, the organiser will have to pay these rights to the competent SIAE agency and provide the Clubhouse manager with a written declaration (specific form) that the SIAE obligation have been satisfied.

The organiser is responsible for the tidying-up of the rooms after the event.

8. OFFICIAL JRC EVENTS

Official JRC events must be booked directly with OIB; once the booking confirmed, the event organiser must communicate the number of participants to OIB at least five working days in advance. In the event of an unresolvable conflict in bookings between a social and JRC official event, the social event shall be given priority.

9. PUB/BISTROT (including the Terrace)

- a) The opening times of the pub/bistrot are published in the specific Clubhouse pages on Connected;
- b) The kitchen and bar can be used only by OIB staff;
- c) Dedicated events can be organised on Saturdays and Sundays with OIB providing the catering;
- d) Events can be organised also during working days. These events must be open to all categories listed in point 1 and must be coordinated and organised together with OIB;
- e) Events under c) and d) must be booked directly with OIB. The same rules as in point 7 apply to these bookings.

10. WIFI ROOM

The access to the WiFi room is free. Access restrictions under 1. applies.

11. CHILDREN ROOM

Access to this room is reserved to children up to 10 years old.

Children accessing this room must be under the supervision and responsibility of their parents or of an adult delegated by the parents.

Users must tidy up the room after the use.

The present general conditions for the operation of the Clubhouse replace the previous regulation of 1st April 2012 and enter into force on 29th September 2016.

(E-signed)

Raymond Crandon
President of COPAS

Approved in COPAS meeting of 29.09.2016 - Decision [16.3.08]