

*Annex 1 to Internal Ordinance no. 17/2021  
of the Director of the Museum of the Origins  
of the Polish State in Gniezno, 29<sup>th</sup> April 2021.*

## **RULES AND REGULATIONS FOR THE USE OF THE CLOAKROOM FOR VISITORS OF THE MUSEUM OF THE ORIGINS OF THE POLISH STATE IN GNEZNO**

### **§ 1**

#### **General information**

1. Visitors have a self-service cloakroom at their disposal free of charge. It is open during the opening hours of the Museum of the Origins of the Polish State in Gniezno (Museum).
2. Visitors cannot partake in visiting wearing outer garments inside the Museum and/or carrying large luggage (max. dimensions: 55x40x20 cm). Items that do not fit in the lockers provided should be deposited in the Museum shop.
3. Valuables are not to be stored in the cloakroom they can be deposited at the Museum shop, please speak to an employee.
4. The Museum is not responsible for valuables not deposited in the Museum shop.

### **§ 2**

#### **The use of the cloakroom**

1. Each locker is intended for one or multiple visitors.
2. Each locker is marked with an individual number and secured with a numbered key.
3. In order to close the locker insert a 2 PLN coin from the inside so that after closing the door and turning the key you can remove the key from the lock. The coin itself will be stored in the locker for the time of its use.
4. In order to open a locked locker insert its corresponding key and turn it in the lock. This also releases the coin which will become available to be collected on the inside of the door. It is not possible to remove the key without inserting the coin again.
5. Any problems related to the handling of the lockers should be reported to the Museum shop or to the Museum staff.

### § 3

#### **Losing and/or damaging the key and leaving personal belongings in the locker**

1. The visitor using the locker is responsible for the key.
2. The loss of or damage to the locker key should be immediately reported to the employees of the store or the Museum staff.
3. If the locker key is lost or damaged, the contents of the locker are released to the person reporting it to an employee of the store or the Museum staff after:
  - a. determining the characteristic features of the contents of the locker, and if the visitor cannot clearly describe the contents of the locker, the property is released after Museum closing hours in accordance with the procedure described below;
  - b. preparation of a note by an Internal Security Service employee (its template attached to these Regulations) on the release of the items, containing the personal data of the person to whom the item was released (name and surname, contact telephone number and social security number); it is then signed by a Museum employee;
  - c. charging a fee of 30 PLN for the lost or damaged key (if damage is deemed due to the user's fault).
4. Every day before the closure of the Museum, the contents of the lockers are checked and the items left behind in them are stored in the Museum Guardhouse for a period of 3 months.
5. The release of items from the Guardhouse takes place only after an employee of the Internal Security Service draws up the above-specified note (its template attached to these Regulations).

Gniezno, .....

**RELEASE NOTE**

Today, Mrs. / Mr. ....  
Social security number ..... contact number / email .....  
collected the following items left in the cloakroom / previously lost at the Museum:  
.....  
.....  
.....  
.....  
.....  
.....

\_\_\_\_\_  
Signature of the person to whom  
the items were released

\_\_\_\_\_  
Issuer's signature