**Notification of an informal social event in the IOCB premises[[1]](#endnote-1)**

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| --- | --- |
| **Event description** |  |
| **Date, time, and place** |  |
| **Number of internal participants** (employess) |  |
| **Number of external participants** |  |
| **Main organizer** (name, email, phone number)  **Signature** |  |
| **Group head**  **Signature** |  |

The organization of informal social events and non-work meetings is governed by **directive** [**S2018-02**](https://intraweb.uochb.cas.cz/23.html?lang=en).

The organizer of the event must:

1. inform the director about the event through his group leader / department head at least one week before the event;
2. close the event at 22:00 at the latest;
3. ensure throughout the event that its participants do not disturb the other employees and the residents of nearby houses;
4. ensure the cleaning of all the spaces immediately after the event.

1. Extend the fields or attach extra sheets as needed. [↑](#endnote-ref-1)