



## BOOKING FORM

### NAME OF THE PAYING ENTITY

Name :

CIF (please attach a copy of the tax identification card):

Address :

Postal code :

City/town:

Region:

Country:

Tlf:

Web:

E-mail address:

### CONTACT PERSON

Name :

Role :

E-mail address :

### ACTIVITY

**Name of the activity:**

**Brief summary of the activity:**

**Date and hour of the activities start and end:**

Start:

End: :

**Date and hour of the activities start and end for the organisers:**

Start:

End:

**Type of activity: :**

Non-profit activity mainly directed to young people

Non-profit social activity

Other type of activity (please specify):

**Participants' number and demographic:**

Under 14 years of age:

Youth between the age of 14 and 30:

Over 30 years of age:

Other (organisation, speakers, etc.):

Total participants:

**SPACE NEEDED**

Please select the fields corresponding to the spaces, date and time you wish to book.

SPACE	QUANTITY	DATE	TIME
Assembly hall:			
Europa room:			
Classrooms (máx. 30 ppl.):			
Working rooms (max. 15 ppl.):			
Offices:			
Multi.purpose room:			
Library (max. 50 ppl.):			
Recepción:			

Outdoor courts (please specify intended use):

Outdoor SAND courts (please specify intended use):

Sports hall (please specify intended use):

Other spaces (especificy):

Additional remarks:

**NUMBER OF PEOPLE FOR FOOD SERVICE:**

**NUMBER OF PEOPLE STAYING FOR THE NIGHT:**

The staff administring the schedule will inform on the room avilability for the requested dates\* .

**(\*) Save for specific needs, and depending on the necessary means, the handover of keys will be available from 2 P.M.**



### Data protection clause:

We inform you that, in accordance with Organic Law 3/2018, of December 5, on the Protection of Personal Data and Guarantees of Digital Rights, and Regulation (EU) 2016/679 of the European Parliament and of the Council, of April 27, 2016, the processing of personal data provided by you in this form will be completed solely and exclusively for the purposes of managing this procedure.

The procedure is included in the data processing policy:

NAME OF THE TREATMENT: Gestión de reservas y estancias en el CEULAJ (Management of reservations and stays at the CEULAJ)

RESPONSIBLE FOR THE TREATMENT: CEULAJ Administration, CEULAJ Management, Instituto de la Juventud (Injuve). Email: [direccioninjuve@injuve.es](mailto:direccioninjuve@injuve.es)

PURPOSE OF PROCESSING: The purpose is the administration and management of reservations and stays at the CEULAJ.

RECIPIENTS: No data will be transferred to third parties, except in case of legal obligation.

RIGHTS: To exercise your right of access, rectification, deletion, limitation of processing, opposition or portability, in the event that the requirements established in the General Data Protection Regulation, as well as in Law 3/2018, of Protection of personal data and guarantee of digital rights, you can do so at the electronic headquarters through the form "Ejercicio de Derechos de Protección de Datos Personales en el Instituto de la juventud" or contact the Injuve. Juventud, C/Ortega y Gasset 71, 28006-Madrid. You can also file a claim with the Spanish Data Protection Agency (AEPD), C/ Jorge Juan 6, 28001 MADRID ([www.aepd.es](http://www.aepd.es)).

COMPLETE INFORMATION ON DATA PROTECTION: You can access the complete information on data protection and this processing on the Injuve website, in the section dedicated to the privacy and data protection policy and in the Injuve Processing Activities Inventory (<https://www.injuve.es/politica-de-privacidad-y-proteccion-de-datos-personales>).

Contact details of the INJUVE Data Protection Delegate: Postal address: C/ José Ortega y Gasset 71, 28006-Madrid, Email: [degadoprotecciondatos@injuve.es](mailto:degadoprotecciondatos@injuve.es)

I have read and accept that my data will be processed according to the information reflected in this clause.

### Date and signature:

In

date

Signed:

**SR. DIRECTOR DEL CENTRO EUROLATINOAMERICANO DE JUVENTUD (CEULAJ). Avenida de América s/n, 29532 - Mollina, Málaga, España**