

ENTRY AND GUIDELINES CASIMIR PULASKI MUSEUM IN WARKA

I. General Information

1. The Casimir Pulaski Museum's permanent exhibition usually takes around 60 minutes to tour.
2. The Museum welcomes individual visitors and organized tours.
3. The maximum size for any visiting group at one time is 25. This limit is strictly enforced to ensure the safety of our collections and to protect the artifacts housed in the Museum's smaller exhibition rooms.
4. Visitors must be accompanied by a Museum Guide or other authorized Museum personnel at all times during the tour.
5. Organized groups must be accompanied by a guide. An organized group is defined as a minimum of 10 visitors (for organizational reasons, the guided service is mandatory and must be purchased separately.)
6. Admission to the Museum exhibitions requires a valid admission ticket or an invitation.
7. Tickets are available during the Museum's official opening times.
8. Purchasing or obtaining any admission ticket—including a free one—means the Visitor accepts all the terms and conditions in these Entry and Guidelines. The complete Entry and Guidelines are available at the Ticket Office and online at www.muzeumpulaski.pl/en (go to <https://www.muzeumpulaski.pl/en/sightseeing/information-for-visitors>.)
9. The Museum reserves the right to temporarily suspend group tours and guided visits when necessary.

II. Opening Hours

1. Museum exhibitions are open Wednesday through Sunday. In exceptional, pre-arranged cases, the Museum Director may grant permission for group tours or educational activities to be held on a Tuesday.

2. High and Low Seasons

Summer Season (May 1 – September 30):

- Wednesday – Friday: 10:00 AM – 5:00 PM
- Saturday – Sunday: 11:00 AM – 6:00 PM

Winter Season (October 1 – April 30):

- Wednesday – Friday: 9:00 AM – 4:00 PM
- Saturday – Sunday: 10:00 AM – 5:00 PM

3. Last Entry

- Individual Visitors: 1 hour before closing
- Organized Tours: 1.5 hours before closing

4. To ensure the safety of the Museum staff, Visitors, and exhibits, the hours listed above may be subject to temporary changes. Any such changes will be announced on www.muzeumpulaski.pl and at the Museum.

5. You can find detailed information about the Museum's operating days, hours, and admission fees on our website (www.muzeumpulaski.pl, go to "Information for visitors") or at the Ticket Office.

6. Admission to both the permanent and temporary exhibitions is free every Thursday.

III. Rules of Conduct

1. Visitors must follow the designated route and agenda as instructed by Museum personnel.
2. Parents and/or guardians are responsible for minors.
3. All Visitors must adhere to the instructions and recommendations issued by Museum staff while on the premises, including during the tour.
4. Individuals whose behavior endangers the safety of the collections, and/or other people, and/or disrupts the tour, and/or violates generally accepted norms of public conduct may be asked to leave.
5. The Museum uses CCTV to record visitors. Covering one's face while on Museum premises is prohibited.
6. For the duration of the visit, Visitors must leave their outerwear and luggage in the cloakroom or in the deposit lockers, which are free-of-charge. This includes all backpacks, bags, suitcases, and handbags exceeding 40x20x25 cm (15.75×7.87×9.84 in.), as well as umbrellas.
7. The Museum is not responsible for valuable or sensitive items left in clothing or bags stored in the cloakroom and/or the deposit lockers and/or in any other public areas of the Museum.
8. Amateur photography and filming are permitted for personal use only (provided the objects do not carry a separate photography restriction) and must be done without additional lighting, including flash, and/or tripod. While there is no fee, the media can only be used for personal purposes; commercial or public publishing is not permitted. In cases resulting from applicable law, the Museum reserves the right to prohibit the filming or photography of specific objects.
9. The following are prohibited:
 - Touching exhibits, and/or interior design elements, and/or decorations, and/or exhibition arrangements, except for objects designated for that purpose;
 - Moving outside the designated visitor routes;
 - Stepping on rugs/carpets or sitting on furniture in the exhibition areas;

- Filming or photographing exhibitions using a tripod or flash;
- Filming or photographing using a drone;
- Bringing in animals (with the exception of guide, service, and/or assistance dogs);
- Bringing in and/or consuming food or drinks;
- Smoking tobacco and/or any kind of electronic cigarettes;
- Sightseeing under the influence of alcohol or narcotics;
- Bringing in weapons, ammunition, and/or any other tools, objects, or devices that could endanger life, health, or safety;
- Using musical instruments, and/or devices for playing audio/video, and/or other sound amplification equipment;
- Behaving loudly, running, or sliding on the floors;
- Talking on cell phones in the exhibition area;
- Touring the exhibition in stiletto heels (Visitors should report to Museum staff who will provide you with complimentary protective footwear covers);
- In poor weather conditions (rain, snow, or mud,) Visitors must use complimentary protective footwear covers available as you enter the Museum to protect the floors.

10. The Director's prior consent is required for the following activities on Museum premises:

- Conducting commercial activities, including soliciting;
- Organizing gatherings, promotional events, or photo shoots/film sessions;
- Displaying banners, symbols, or emblems;
- Making and/or using films and/or photographs of exhibits, interiors, and/or architecture for purposes other than personal use.

11. Safety Procedures

- In the event of a fire or another threat, Visitors must comply with the instructions of Museum personnel (guide and/or security staff.)
- The Museum sets a maximum number of people permitted in all areas open to the public, including the exhibitions in the Manor, the temporary exhibition hall, and the conference/concert hall. These limits may change based on current sanitary requirements in connection with possible epidemic threats.
- The Museum works with MK Sp. z o.o. Security Agency operating under the Act of August 22, 1997 on the Protection of Persons and Property (consolidated text: Journal of Laws of 2005 No. 145, item 1221.) In the event of an imminent threat, Visitors are obliged to follow the instructions issued by the Staff, even in matters not covered by these Entry and Guidelines.

12. Personal Data Protection (CCTV)

A CCTV system records images within the Museum buildings and the surrounding areas, including terraces and the park.

Personal data captured as images by the CCTV system will be processed according to the Museum's current CCTV Regulations.

Data recordings are typically kept for no more than 60 days from the date of image registration. If recordings constitute evidence in a legal proceeding or the Administrator has learned they may constitute evidence, the 60-day period is extended until the conclusion of the proceedings.

CCTV data stored on media does not constitute public information and is not subject to disclosure under the public information access law.

Any individual interested in securing monitoring data for the purpose of future proceedings must submit a written request to the Administrator to secure it before the standard retention period expires. The application must be filed with the Museum Administration.

The Administrator of all data is the Casimir Pulaski Museum located at K. Pułaskiego 24, Warka, Poland.

The Administrator has appointed a Data Protection Inspector, who can be contacted via e-mail at inspektor@cbi24.pl. The full information notice is available at the Museum Administration and on the websites: www.muzeumpulaski.pl and www.muzeumpulaski.nbip.pl/muzeumpulaski/.

13. Final Provisions

To share complaints or suggestions, please send them to the Museum's postal address or e-mail us at sekretariat@muzeumpulaski.pl.

DIRECTOR OF
CASIMIR PULASKI MUSEUM
IN WARKA