

Booking terms De Vagant

There are two rooms in the building: 'De Huiskamer' (Common Room) and 'De Zaal' (event space). These can be booked together or separately. This building may not be used for teaching (such as lectures or working groups) and personal affairs, where there is no clear link with Utrecht University (such as a birthday).

- The Huiskamer is a 95 m2 room with 65 seats; a maximum of 75 people is allowed. The Huiskamer can be booked from 17:30 to 22:30 (see [House Rules](#) for further explanation with regards to the departure of Organisers).
- The Hall is a 130 m2 space that can accommodate up to 50 people sitting and up to 125 people standing. The activity room can be booked from 8:00 to 22:30 (see [House Rules](#) for further explanation with regards to the departure of Organisers).

In case of any urgent questions during or in the time leading up to the event, please refer to the KBG reception or send a message on our Vagant Community Whatsapp: <https://chat.whatsapp.com/DprUnj6Gyt97E5nsZpvlpB>

Reservations via Topdesk

The room(s) can be reserved via Topdesk. You can request a reservation here. You will receive confirmation by e-mail, including the applicable [house rules](#).

Reservation terms

A distinction is made between long-term, medium-term and short-term reservations. All activities must meet the following conditions at all times:

- The activity is organised for a target group consisting mainly of UU students or staff;
- The activity fits within the applicable moral standards and values of UU.

Permission will be refused for the associated receptions of board or committee changes (constitution drinks), and cantuses.

Long-term (further than 5 months ahead)

Reservations for this period can only be made when there is special permission from the committee of de Vagant. This permission can be requested through the reservation form. This permission will be given if the activity meets all the conditions listed below:

- The reservation is made for a one-off activity or an activity that is organised once every year (think annual congresses, symposiums, job fairs or parent days);
- The activity has an interest in early allocation of space;
- The activity is organised by a UU-recognised student organisation.

Medium term (between 1 and 5 months ahead)

Within this term, reservations may be made for activities that meet one of the two following conditions.

- The activity is organised *by* a UU student or by a UU recognised student organisation;
- The activity is organised *by* UU staff *for* UU students in the context of student wellbeing and/or community building (e.g. an activity in Wellbeing Week or lecturer organising a gettogether for his/her working group). The activity takes place during the day, before 17:30 in de Zaal;

The general rule for all activities that fall within this term: the activity may not be part of a serie (4 or more) or weekly activity. This way, we keep room for as many activities as possible from different organisers. The exception to this rule is the Vagant committee.

Short term (shorter than 1 month ahead)

Within this term, reservations may be made for activities that meet the following condition:

- The activity is organised by a recognised student organisation, UU student or staff member.

Reservations in exceptional periods

Introduction period

The following additional conditions for reservations apply for activities planned in the first week of the academic year (the introduction period):

- Reservations for activities in the introduction period (2-6 September 2024) can be made from 15 May to 28 May 2024. All UU-recognised student organisations will receive an email from the Vagant committee about this in advance.
- Reservations for the introduction period can only be made by a UU-recognised student organisation;
- Per student organisation, a maximum of 1 reservation may be made from 15 May to 28 May for a maximum of 5 hours, whereby:
 - Only 1 of the rooms may be reserved before 17:30.
 - After 17:30 both spaces may be reserved.

Please note: all subsequent reservations made during this period will be rejected and removed; only the first reservation will remain. If you want to book a (currently available) different timeslot, please contact team Room Reservations to have the first reservation removed before booking a new timeslot.

- If timeslots are still available as of 29 May 2024, the recognised student organisation may make a second reservation.
- De Huiskamer can also be reserved during the introduction week (2 to 6 September 2024) during the daytime. De Huiskamer will not be open to regular visitors then.

Summer period

- From 1 July to 1 September 2024, de Vagant will be closed for public use; this means de Huiskamer will be closed during the day. During this period, de Vagant will open by reservation only.
- Reservations for the period from 1 July to 1 September can be made by both UU staff and recognised student organisations.
- For activities after 19:00, mandatory hiring of at least 1 Service Point employee and 1 Security employee applies. The deployment of Front Office staff depends on the size of the event. Request this at least 10 working days in advance via the form in Topdesk.

Public holidays and other closing dates

As described above, de Vagant is open by reservation only during the summer period. De Vagant does not open by reservation on the holidays listed below.

Reason for closure	2024
New Years Day	Monday January 1 st
Good Friday	Friday March 29 th
Easter	Sunday March 31 st and Monday April 1 st
King's Day	Saturday April 27 th
Liberation Day	Sunday May 5 th
Ascension Day + collective closing dates	Thursday May 9 th + Friday May 10 th
Summer period	Monday July 8 th until Friday August 30 th
Christmas + collective closing dates	Wednesday December 25 th until Tuesday December 31 st

NB: Together with FSC room reservations, periodic evaluation of the adequacy of the frameworks will take place. If necessary, adjustments can be made even before then.