

## 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 m<sup>2</sup> 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 m<sup>2</sup> 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).

### 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 board or committee changes and associated receptions (constitution drinks).

#### 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 (4-8 September 2023) can be made from 15 May to 28 May 2023. 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 2023, the recognised student organisation may make a second reservation.
- De Huiskamer can also be reserved during the introduction week (4 to 8 September 2023) during the daytime. De Huiskamer will not be open to regular visitors then.

### Summer period

- From 10 July to 1 September 2023, 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 10 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.

<b>Reason for closure</b>	<b>2023</b>	<b>2024</b>
New Years Day	Sunday January 1 <sup>st</sup>	Monday January 1 <sup>st</sup>
Good Friday	Friday April 7 <sup>th</sup>	Friday March 29 <sup>th</sup>
Easter	Sunday April 9 <sup>th</sup> and Monday April 10 <sup>th</sup>	Sunday March 31 <sup>st</sup> and Monday April 1 <sup>st</sup>
King's Day	Thursday April 27 <sup>th</sup>	Saturday April 27 <sup>th</sup>
Liberation Day	Friday May 5 <sup>th</sup>	Sunday May 5 <sup>th</sup>
Ascension Day + collective closing dates	Thursday May 18 <sup>th</sup> + Friday May 19 <sup>th</sup>	Thursday May 9 <sup>th</sup> + Friday May 10 <sup>th</sup>
Summer period	Monday July 10 <sup>th</sup> until Friday September 1 <sup>st</sup>	Monday July 8 <sup>th</sup> until Friday August 30 <sup>th</sup>
Christmas + collective closing dates	Monday December 25 <sup>th</sup> until Friday December 29 <sup>th</sup>	Wednesday December 25 <sup>th</sup> until Tuesday December 31 <sup>st</sup>

NB: Together with FSC room reservations, periodic evaluation of the adequacy of the frameworks will take place, the next moment for this is October 2023. If necessary, adjustments can be made even before then.