Booking terms The Vagant

In the building there are two spaces: '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 work groups) or for personal occasions that have no clear link with Utrecht University (such as a birthday).

- The Huiskamer is a 95 m² space with 65 seats and a maximum of 75 persons allowed. The lounge can be booked from 17:30 to 22:30.
- The Zaal is a space of 130 m², which can accommodate up to 125 people. The activity room can be reserved from 8:00 to 22:30.

Reservations via Topdesk

The room(s) can be reserved via Topdesk (Self-Service Desk). Here you can make a request for a reservation / make a reservation directly (depending on the period you want to reserve). You will receive a confirmation by e-mail, including the house rules that apply.

Reservation term

A distinction is made between long, medium and short term reservations. See below for the different conditions:

Long term (more than 5 months ahead)

Reservations may be made if there is special permission of the Vagant Committee, as of September 2023. This permission can be requested through the Topdesk form. This permission is given when the activity meets all the conditions below:

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

Permission will be refused for:

- Activities organised for employees.
- Board or committee changes and the accompanying receptions.

Medium term (between 1 and 5 months ahead)

Within this period, a reservation may be made for activities that meet the following conditions:

- The activity is organised by a UU student or by a UU recognised student organisation;
- The activity is organised for UU students in the context of student wellbeing and/or community building (for example, the activities in the Wellbeing Week);
- It is not a series (4 or more) or weekly activity. Exception to this rule is the committee of the Vagant.

Short term (shorter than 1 month ahead)

Within this term, a reservation may be made for activities that meet the following conditions:

- The activity is organised by a UU student or staff member.
All activities must meet the following conditions:

- The activity is organised for a target group that consists mainly of UU students or employees;
- The activity fits within the prevailing moral standards and values of the UU.

**Reservations in exceptional periods**

In the busy periods, namely the first week of the academic year and the last week of the academic year, the following additional conditions apply for reservations:

- The activity is organised by a UU-recognised student organisation
- Each organisation may make reservations for 5 hours in any period, whereby:
  - Only one of the two rooms may be reserved before 5 pm.
  - After 5 pm both rooms may be reserved.
- During introduction week (first week of the academic year) the living room can also be reserved during the day and is not accessible to regular visitors.

NB: Every six months, together with FSC Room Reservations, we evaluate whether the frameworks are satisfactory; the next moment for this is January 2023. If necessary, adjustments can be made.