

House rules De Vagant

This document sets out the framework within which, on the basis of mutual trust, Organisers can use De Vagant. The aim is to give Organisers freedom of use through these frameworks. There are consequences when Organisers deviate from the framework.

Opening hours

The building is open from Monday to Friday. As a public space, de Huiskamer (Common Room) is open to all students from 08:00 to 17:30. De Zaal (activity space) and Huiskamer close for reservations at 22:30 (Organisers must have left the building and handed in access passes by 23:00 at the latest). The premises will be closed if there are no more reservations after 17:30.

General rules

Before making a reservation, please read all the rules below carefully.

Rules to bear in mind prior to the activity

- Self-brought electrical appliances (sandwich irons, coffee machines, kettles, ovens, party accessories, barbecues, etc.) are not allowed. Looping electrical appliances through distributor plugs is also prohibited for fire safety reasons.
- UU has a contracted caterer, Eurest. The Organiser should first inquire with Eurest whether they can provide the catering before appointing an external supplier. External suppliers are only allowed if Eurest is more expensive and/or when they cannot meet the request.
- For activities taking place on Monday to Friday between 8:00 and 17:30, no deployment of BHV officers (Emergency Response Officers) is needed. For activities taking place after 17:30 the Organisers must provide two BHV officers themselves. These BHV officers should have a valid diploma (preferably obtained via a training course of the UU) and must remain sober during the activity. They have to collect a walkie-talkie and a BHV vest from the reception of the Koningsberger building. If an Organiser cannot provide BHV officers, they can be hired through the FSC at the Organiser's expense. Please indicate this via the reservation form and make the request at least 10 working days in advance.
- Barbecuing is allowed only at the location designated by the FSC, with BBQ mats, a fire extinguisher within reach and in accordance with UU guidelines. Please indicate via the reservation form that the activity is a BBQ, the Organiser will receive these guidelines thereon.
- Waste should be separated via the bins in the building. If Organisers expect a lot of waste or food leftovers, they should request containers from the FSC through the reservation form.
- When materials are hired from third parties, they must be collected by 9:00 the next day. Exceptions to this can only be provided by FSC room reservations. Please request this via the reservation form.
- Activities during the weekends are always on request. The Organiser has to pay mandatory cleaning costs and the deployment of at least 1 Front Office employee and 1 Service Point employee. Make the request at least 10 working days prior to the activity. Please note that requests for the weekend cannot always be accepted due to staffing deployment.

During the activity

- Admission passes can be collected at the reception desk of the Victor J. Koningsberger building.
- The [university alcohol policy](#) as of 1 September 2019 applies, this entails:
 - o No alcohol before 17:00;
 - o Drunkenness or excessive alcohol consumption is never permitted;
 - o Beverages with alcohol percentages above 15% may not be served.
- Be considerate of each other and take care not to cause nuisance to others.
- Organisers may prepare their own food and drinks on location, provided this is done hygienically and the Organiser ensures that fresh products are kept cool. A fridge is available in the pantry for this purpose. Please note that you will receive access to the pantry only when booking de Zaal.

- Organisers ensure that participants in the activity treat Utrecht University property with care and respect.
- Organisers are responsible for the activity and the (behaviour of) visitors of the activity.
- The Organisers will not tolerate any behaviour and statements that bring discredit on Utrecht University (including visual material and posters) and they will operate in line with the [Guidelines to good behaviour](#) as found on the website of Bestuurlijk Actief Utrecht.
- Decorations may only be placed on the wood or on the wooden beams, provided they will be removed and leave no permanent traces. If decorations, flyers, posters or other textual expressions are put up for the activity, the Organiser can collect reusable adhesive (buddy) from the reception of the Koningsberger building. Drawing pins, tape, nails or other type of tape are not allowed.
- Safety is of paramount importance. Emergency exits must always remain clear and activities should be organised in a safe manner.
- Instructions given by FSC staff (such as Security or Front Office) should be followed at all times.
- Smoking is prohibited inside and outside. This applies to the entire Utrecht Science Park.
- Open fire and/or candles are prohibited.
- It is strictly forbidden to go on the roof.

At the end of the activity

- At the end of the activity, the furniture present should be returned to its standard set-up. In de Zaal all furniture should be stacked and placed against the walls. The standard arrangement of de Huiskamer can be found on the picture next to the door towards the corridor.
- The reserved room(s) (including toilets and pantry) are delivered wipe-clean; and surfaces and floors are sticky-free. Cleaning materials for de Zaal are in the pantry; for the Huiskamer, cleaning materials can be found in the storage room in the corridor.
- Glass should be thrown away or taken away. The nearest bottle bank/glass container can be found next to the Buys Ballot building.
- The pantry should be handed over as follows:
 - o After use, all surfaces are clean;
 - o The refrigerator is empty;
 - o All equipment is switched off on departure, except for the fridge and boiler.
- All doors are locked and the lights should be switched off.
- Visitors should have left the Vagant no later than 22:30, Organisers no later than 23:00.
- At the end of the activity, access passes should be handed in at the reception of the Victor J. Koningsberger building. If this building is already closed, the keys should be handed over to Security. They will come to the venue within 30 minutes after being informed by phone (via 030-253 1300).

Reservations and reservation related questions:

Reservations can be made via the reservation form in Topdesk. FSC room reservations staff can support and advise on organising the activity. Questions about the organisation of an activity? Please notify the Room Reservations team via the reservation form, via zaalreserveringen@uu.nl or by calling 030 253 9595.

FSC security can be reached in case of emergencies and security issues. They can be reached at:

- 030 253 4444, the direct telephone number in case of emergencies and (life-threatening) emergency situations
- 030 253 1300, the FSC control room for non-emergency reports.

Sanctions for violations:

Applying sanctions, such as issuing a fine or warning, is done after consultation between the Vagant committee, those responsible from SO&O and the FSC when an offence is found. What suffices as an offence, or the defective or non-compliance with a (safety) measure, as well as the form and severity of the measure is the decision of those responsible from SO&O and the committee in consultation with the FSC.

Discussion between an Organisation and the above-mentioned responsible persons about imposed sanctions is not possible, ignorance is not an excuse.

Together with the FSC, there will be a periodic evaluation of whether the frameworks are adequate. The next moment for this is October 2023. Adjustments may then follow. If necessary, adjustments can also be made earlier.