House rules De Vagant

This document holds the framework within which Organisers can use the Vagant, based on mutual trust. The goal of this framework is to offer Organisers freedom in the use of the Vagant. When the framework is exceeded there will be consequences.

Opening hours
The building is opened from Monday until Friday. The Common Room (Huiskamer) is opened as a public area for all UU students between 08:00-17:30. The Zaal (event space) and Huiskamer close at 22:30 when booked (Organisers should have left the building at max. 23:00). When there are no reservations the building will be closed at 17:30.

General rules
- Be considerate of each other and do not cause any nuisance to others.
- The Organisers will make sure participants of the activity handle UU property carefully and respectfully.
- Organisers are responsible for the activity and the (behaviour of) visitors of the activity.
- Organisers will not tolerate any behaviour and/or statements that discredit Utrecht University (including visual material and posters) and they will operate according to the Guidelines to Good Behaviour, which can be found on the website of Bestuurlijk Actief Utrecht.
- Access passes can be collected at the reception of the Victor J. Koningsbergerbuilding. At the end of the activity the access passes have to be handed in at this location. In case the building is already closed the keys have to be handed over to Security. They will come to the location within 30 minutes after they have been informed (via 030-2531300).
- When the activity is finished the space has to be broom clean (including toilets and the pantry). The furniture has to be re-placed in the standard set-up.
- Waste has to be separated in the available bins. In case the Organisers expect a lot of (food) waste they should ask for containers at FSC via Topdesk.
- It is strictly forbidden to go on to the roof.
- Visitors should have left the location at 22:30 at the latest; Organisers at 23:00.
- Decorations should only be applied on the wood or wooden beams, provided that they are removed at the end of the activity and no permanent marks are left. When an Organiser want to put up decorations, flyers, posters or other textual expressions they can ask for reusable adhesive (buddy) from FSC. The use of pushpins, scotch tape, nails or other kinds of tape is not allowed.
- Safety is of paramount importance. Emergency exits must always remain clear and activities should be organised in a safe way.
- It is prohibited to smoke in- and outside. This applies for the entire USP.
- Open fire and candles are prohibited.
- In case material has been hired from third parties these should be collected the next day before 9:00. Exceptions can only be made by FSC-room reservations.
- For activities lasting Monday to Friday between 8.00 a.m. and 5.30 p.m., deployment of BHV (Emergency Response Officers) is not required. When activities take place outside of these times, the Organisation itself must provide two BHV officers. These BHV officers have a valid diploma (preferably obtained via a training course via the UU) and remain sober during the activity. They should also 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.
- Activities on the weekend are only available on request. Cleaning costs and the hiring of at least 1 Front Office employee and 1 Service Point employee are mandatory for the Organiser.
- Instructions from employees from FSC (such as Security or Front Office) should be followed at all times.
Specific rules on eating and drinking:

- **The university alcohol policy** as of 1 September 2019 applies, this means:
  - No alcohol before 17:00
  - Drunkenness or excessive alcohol consumption is **never** allowed
  - Drinks with alcohol percentages above 15% may not be served.

- Organisers are allowed to prepare their own food and drinks on location, provided this is done in a hygienic manner and the Organiser ensures that daily fresh products are kept cool. A fridge is available for this purpose.

- Bringing your own electrical equipment (toaster, coffee machines, kettles, ovens, party equipment, barbecues, etc.) is not allowed. Also, the relaying of electrical equipment by means of multiple sockets is prohibited due to fire safety regulations. FSC Front Office can assist you with this if you wish.

- The UU has a contracted caterer, Eurest. The Organiser should first check with Eurest whether they can provide the catering, before appointing an external supplier. External suppliers are only permitted if Eurest is more expensive and if they cannot meet the demand.

- The pantry may be used under the following conditions:
  - Leave it clean after use
  - Leave the fridge empty
  - Empty the waste bins and provide a new bag. The bin bags can be disposed of separately in the designated containers next to the KBG.
  - Turn off all appliances when you leave, except for the refrigerator and the water heater.

- Barbecuing is only allowed in the place designated by the FSC, with BBQ mats, fire extinguisher within reach and in accordance with the UU guidelines. These UU-guidelines can be obtained from the FSC.

Reservations:

Reservations can be made via FSC. The FSC notification form must be used for this. The FSC room reservation staff can support and advise you with the organisation of the activity. For questions about the organisation of activities you can contact them via the FSC reporting form or via 030 253 9595.

FSC-security can be reached in case of emergencies and security issues. They can be contacted via:

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

Sanctions in the event of violation of the house rules:

The application of sanctions, such as a fine or warning, takes place after consultation between the Vagant Committee, the responsible persons from SO&O and FSC when a violation is detected. What applies as an offence, or the lack of compliance with a (safety) measure, as well as the form and severity of the measure is the decision of the responsible persons from SO&O and the committee in consultation with the FSC. Discussion between an Organisation and the above-mentioned responsible people about imposed sanctions is not possible, ignorance is no excuse.

Every six months, together with the FSC, we evaluate whether the frameworks are adequate. The next moment for this is January 2023. Adjustments can then follow.