

Room Hire Regulations for Brussels Humanities, Sciences & Engineering Campus

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These regulations come into force from 1 July 2019.
They were approved by the Management Committee on 3 June 2019 (decision code: DC.075/E2/01).

PART 1. REGULATORY PROVISIONS

1. Definitions

1.1 Rooms

These regulations apply to all classrooms and meeting rooms on the Brussels Humanities, Sciences & Engineering Campus which are available for hire for activities in the context of, supplementary to or besides the regular core activities of the university. The list (non-exhaustive) of rooms is included in these regulations (see *Section 2 Rates*).

1.2 Lessee

The following users may act as '**lessee**': (hereafter referred to as the 'lessee')

- Faculty administrative services, departments and research groups affiliated to the VUB
- Central administrative services of the Free University of Brussels, including the recognised trade unions (as far as their internal operations are concerned) and administrative services of the University Association Brussels
- Decision-making, consulting and advisory bodies of the Free University of Brussels
- Services of the University Hospital
- Recognised student associations including those whose application for recognition has already been submitted but not yet formally approved
- Organisations bearing the statute of 'friendly organisation' The list of '*friendly organisations*' is decided by the Management Committee before the start of the academic year, based on proposals by the services responsible. This list can be requested through Room Management services.
- External parties.

1.3 Lessor

The Free University of Brussels acts as lessor (hereafter referred to as the 'lessor').

The practical implementation is coordinated by **Room Management** services on the Etterbeek Campus. The lessor is also manager and supervisor.

1.4 Activities

The Free University of Brussels makes its rooms available for activities in the context of, supplementary to or next the regular core activities of the university such as (non-exhaustive list):

- Educational activities: lessons and exercises, internal retraining and continuing education, readings...
- Activities related to scientific research (seminars and congresses...)
- Meetings
- Film screenings, student activities, congresses, study days, graduation ceremonies, proclamations...
- Activities by/about the University Hospital
- Congresses organised by the Free University of Brussels in collaboration with recognised partners (ULB, EhB, UGent ...)

When assessing applications for a room, the Free University of Brussels will base its decision whether or not to approve the request, on a number of criteria.

- Educational activities always take priority over other activities.
- The activity does not have a **purely commercial or industrial objective**, but rather a social, scientific or cultural objective. An organiser may carry out activities which generate income, but making a profit may not be the main objective of the activity.

The Free University of Brussels reserves the right to refuse an application

- if there is a great likelihood that the activities planned will not run peacefully and/or will cause bodily harm or damage to property;
- if the objective of the activities forms a breach of public order or decency;
- if the objective of the activities is clearly contrary to the interests of the Free University of Brussels, as described by the Executive Board or another decision-making body or if it contravenes the basic values of the Free University of Brussels as described in the Organic Statute;
- if it appears that the activities organised by the applicant have, in the past, given rise to disturbances;
- if it concerns activities for which it has been established, or can be predicted that they will not finish before 10 pm;
- if it concerns activities for which it has been established or is suspected that they have a commercial purpose or that they concern the promotion of tobacco or alcohol consumption.

If there are any doubts, or if the application is refused, the Facility Manager will present the application, accompanied by a motivated recommendation, to the rector (or their representative).

The applicant will be notified of the refusal, in writing and explicitly motivated.

2. Rates

The Free University of Brussels applies three categories of rates:

- I. **Rate I (free)** applies to the basic activities of the university (educational and research) and to administrative activities.

Exception: For rooms in the U-residence, hire¹ will still be charged.

For activities which are financed by external revenue, an overhead surcharge of 17% will be applied to the revenue, in accordance with the provisions of the overhead regulations.

Given the overhead surcharge, the accompanying costs of the room will not be charged to the applicant, but set off against the overhead surcharge on a flat-rate basis.

The costs of renting rooms and auditoria for the students and their associations will not be charged to the individual lessees. The annual costs will be offset by way of a fixed annual amount (indexed) through the student policy administration.

- II. **Rate II** is intended to achieve a cost-covering use (not including cleaning) of the rooms and is aimed at friendly organisations. (*see Section 1.1 Rooms*)

- III. **Rate III** is equivalent to the market price (not including cleaning) which applies to third parties.

All prices given are **net of VAT** (if VAT is applicable)

¹The Free University of Brussels charges rent for the use of these rooms because the university in turn rents them and because this has not been taken into account in the exploitation model.

For the following groups, use of the rooms **WILL NOT BE CHARGED** to the lessee. Any cleaning costs will however be charged.

| Lessee | Lessons, retraining, continuing education | Research | Meetings | Films etc. |
|---|---|----------|----------------------|----------------------|
| Faculty services and departments | Rate I | Rate I | Rate I | Rate I |
| Administrative services (central) | Rate I | N/A | Rate I | Rate I |
| Recognised student associations (or awaiting recognition) | N/A | N/A | Rate I (by flat fee) | Rate I (by flat fee) |

For the following groups, use of the rooms and the compulsory cleaning **WILL BE CHARGED** to the lessee.

| Lessee | Lessons, retraining, continuing education | Research | Meetings | Films etc. |
|------------------------|---|----------|--------------------------------|--------------------------------|
| Friendly organisations | Rate II + compulsory cleaning | N/A | Rate II + compulsory cleaning | Rate II + compulsory cleaning |
| External parties | Rate III + compulsory cleaning | N/A | Rate III + compulsory cleaning | Rate III + compulsory cleaning |

If Facility Services so proposes, the Management Committee can decide to adjust the rates annually, in line with the consumer price index, at the beginning of the academic year.

For activities in the categories of Rates II and III, compulsory cleaning will be provided and charged. For activities in the category of Rate I which are accompanied by catering, cleaning costs will be charged.

Starting from Rate II, fixed periods are applied.

- morning (8 am till 1 pm)
- afternoon (1 pm till 6 pm)
- evening (6 pm till 10 pm).

Every period started will be charged in full. These periods always include any setting up and collection of materials.

Normal use of the rooms is during weekdays from 8 am till 10 pm and on Saturdays till 5 pm. In exceptional cases, with the agreement of the lessor, an activity may continue after 10 pm provided there is supervision by audiovisual assistants or Security. In that case, an extra charge of 50 euros per hour of use/staff present will apply.

Billing takes place on a quarterly basis. If urgent administrative reasons so require (for example: subsidies, payment by third parties...), a cost statement can be provided.

Student associations recognised by the Student Council who can apply to the BSGgtv to be afforded a PKC account number, are eligible for Rate I.

Individual students who make an application without having a PKC account number are not eligible for Rate I but are allowed to hire the rooms at Rate III.

Individual students can reserve classrooms in Building D and meeting rooms in Building M, for informal study activities, through Web Room Booking (WRB).

You can find more information and the WRB reservation tool at:
<https://student.vub.be/lokalen-reserveren/studieactiviteiten#intro>

**2.1 Hire prices
Brussels Humanities, Sciences & Engineering Campus**

Hire prices + cleaning in euros (net of VAT)

| Room | Hire price Rate II (Per period: morning, afternoon, evening) | Hire price Rate III (Per period: morning, afternoon, evening) | Cleaning per occasion* |
|---|--|---|---------------------------|
| Auditorium Van Geen (580 capacity) | 120 | 240 | 80 |
| Auditorium QB (200 cap.) | 95 | 195 | 45 |
| Auditorium QC (300 cap.) | 95 | 195 | 45 |
| Auditorium QD (200 cap.) | 95 | 195 | 45 |
| Foyer - reception area (100 cap.) | 60 | 120 | 45 |
| Foyer - kitchen | - | - | 40 |
| Nelson Mandela reception area (500 cap.) | 120 | 240 | 95 |
| Entrance Nelson Mandela (stairs/ sanitary facilities) | - | - | 70 |
| Building Q changing rooms | - | - | 70 |
| DO Building hall + reception desk DO.04 (90 cap.) | 60 | 120 | 41 |
| Building D1 hall (90 cap.) | 60 | 120 | 35 |
| Building D2 hall (90 cap.) | 60 | 120 | 35 |
| Building D3 hall (90 cap.) | 40 | 100 | 35 |
| Auditoria DO.02 (172 cap.), DO.03 (200 cap.) | 95 | 195 | 45 |
| Auditoria D0.05 (127 cap.), D0.07 (140 cap.), D0.08 (128 cap.), Promotion hall D2.01 (96 cap.) | 75 | 150 | 45 |
| G022, G023, K-Janssens, L210, B.031 | 75 | 150 | 20 |
| Other rooms in Buildings D, E, F, K, L, G020, G021, M108, M420... | 60 | 120 | 20 |

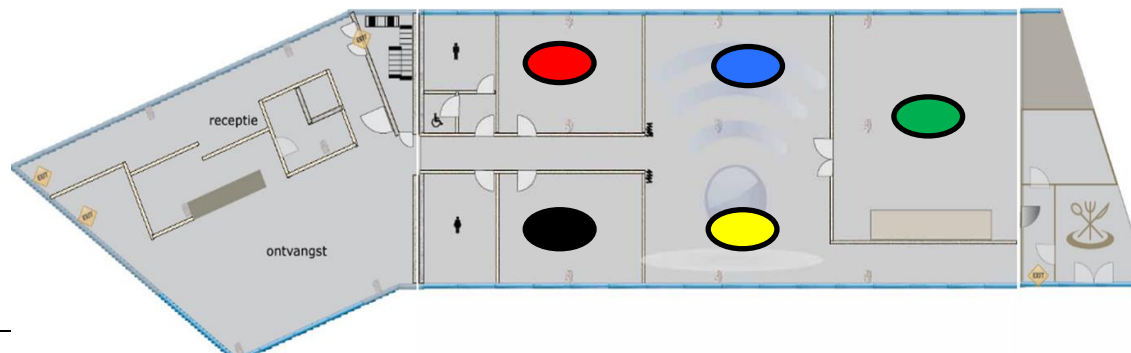
* Cleaning on Saturdays is rate x 1.25, cleaning on Sundays is rate x 1.50. The charge depends on the evolution of external cleaning prices.

2.2 Hire prices Congress rooms U-Residence

Hire prices + cleaning in euros (net of VAT)

| Room | Hire price Rate I | | Hire price Rate II | | Hire price Rate III | | Cleaning per occasion * |
|---|-------------------|---------|--------------------|---------|---------------------|---------|----------------------------|
| | Per period | Per day | Per period | Per day | Per period | Per day | |
| Entire congress centre (5 halls) | 250 | 700 | 400 | 1100 | 800 | 2200 | 160 |
| Green hall and multifunctional space (blue and yellow) | 190 | 550 | 300 | 850 | 600 | 1700 | 120 |
| Multifunctional space (blue and yellow) (120 cap.) | 120 | 320 | 200 | 540 | 400 | 1000 | 75 |
| Green hall (120 cap.) | 120 | 320 | 200 | 540 | 400 | 1000 | 75 |
| Red hall (40 cap.) | 50 | 130 | 80 | 210 | 160 | 430 | 50 |
| Black hall (40 cap.) | 50 | 130 | 80 | 210 | 160 | 430 | 50 |
| Lobby (80 cap.) | 70 | 180 | 100 | 260 | 200 | 400 | 50 |
| Use of catering kitchen | | | 20 | 45 | 40 | 80 | 40 |

* Cleaning on Saturdays is Rate x 1.25, cleaning on Sundays is Rate x 1.50. The charge depends on the evolution of external cleaning prices.



2.3 Hire prices Buildings Y and I

Hire prices + cleaning in euros (net of VAT)

| Room | Hire price Rate II (Per period: morning, afternoon, evening) | Hire price Rate III (Per period: morning, afternoon, evening) | Cleaning per occasion* |
|--|---|--|---------------------------|
| Y4.01 Council Chamber (45 cap. + 5 front seats)** | 200 | 400 | 75 |
| Y4.02 Reception area of Council Chamber (50 seats) | 100 | 200 | 50 |
| Y4.04 Kitchenette Council Chamber | - | - | 50 |
| I Atrium (reception area/entrance hall) | 60 | 120 | 20 |
| I 0.01 (84 cap.) | 75 | 150 | 20 |
| I 0.02 or I 0.03 (100 cap.) | 60 | 120 | 20 |
| I 1.01, 1.02, 1.03, 1.04, 1.05, 1.06, 1.07, 1.08 (49 cap.) | 60 | 120 | 20 |
| I 2.01 or I 2.02 (84 cap.) | 75 | 150 | 20 |
| I 2.03 (200 cap.) | 95 | 195 | 45 |

* Cleaning on Saturdays is rate x 1.25, cleaning on Sundays is rate x 1.50. The charge depends on the evolution of external cleaning prices.

** The Council Chamber in Building Y is not hired out at Rate I, only at Rates II and III at the discretion of the manager.

3. Cancellation policy

If a scheduled activity cannot take place, the lessee is obliged to cancel the reservation. If the reservation is not cancelled, the lessee remains responsible for the hire of the room, regardless of whether they actually use it.

Room Management services should be notified of the cancellation of a reservation by email to infradesk@vub.be **no later than 5 working days before the scheduled activity**.

3.1 Cancellation fee

- If the reservation is cancelled on time, no costs will be charged.
- And in the case of cancellation due to force majeure, no costs will be charged. Room Management services must always be notified in writing of the motivation for a cancellation due to force majeure.
- If the reservation is not cancelled on time and/or the lessee does not turn up, all expenses already incurred by the Free University of Brussels, including the full amount of the hire will be charged at Rate III.

The Free University of Brussels reserves the right to cancel a reservation in the event of force majeure or in the event that it is established that the planned activity goes against the guidelines as defined in *Section 1.4 Activities*. The lessee will be notified of this cancellation in writing.

Under no circumstances can the lessee claim damages.

4. Rights and responsibilities of the lessee

- The lessee should reserve rooms whose capacity is proportionate to the number of people who will be present. The capacity of the rooms may not be exceeded.
- Setting up and clearing the rooms afterwards should take place within the hours agreed. These hours are agreed in advance and cannot be changed without the knowledge of the lessor. The rooms should be tidied up and vacated no later than the agreed end time.
- The lessee may only use the rooms made available. Another room, the corridor or the hallway may not be used for an activity without permission.
- The lessee may not hand the room over to third parties. Subletting is strictly forbidden.
- Rooms cannot be rented during the periods in which the Free University of Brussels is closed (Sundays, public holidays and the period between Christmas and New Year).
- The room may only be used for the activities indicated beforehand.
- In the case of evening activities, the rooms should be vacated no later than 10 pm on weekdays and 5 pm on Saturdays.
- If the lessee wishes to extend an activity outside the normal closing times, this must be clearly indicated during the application. The lessor will look at the feasibility of the application and notify the lessee of this. The lessee is responsible for all resulting extra costs.
- Consumption of food and drinks in VUB rooms is prohibited. The lessor can make exceptions if no alternative location is available, the other activities will not be disturbed and the safety regulations will not be violated.
- No animals are allowed in the buildings, with the exception of assistance dogs.
- The lessee is responsible for all the materials they bring with them and is obliged to remove them immediately after the activity finishes. The lessor cannot be held liable for materials left behind by the lessee, or for any damage or for theft, damage or loss.
- It is forbidden to move furniture from other unreserved rooms into the reserved room without the express permission of the lessor.

5. Tidiness and cleaning

The lessee should leave the rooms in the condition in which they found them.

Cleaning services are carried out by an external company with which the Free University of Brussels has a permanent contract. Cleaning services may not be carried out by a third party.

Extra cleaning costs will always be charged in the following situations:

- Activities which take place in laboratories and classrooms **outside lesson weeks**
- **Saturday and Sunday** activities
- **Associated rooms**, not used for lessons or research activities and not included in the standard cleaning (for example: the Mandela space, the tent, the foyer in Auditorium Q, the landing of D1, the lobby of the U-Residence...)
- Any extra cleaning requested by the lessee
- Activities with catering facilities (coffee break with external caterer, a reception, a lunch) all fall outside the category of standard cleaning and will therefore be charged extra.
- For activities requiring more than the normal cleaning, the lessee may be charged extra cleaning costs.

If there are extra cleaning costs, the lessee will be notified of this in writing.

- After the activity, the lessee will leave the room in the condition in which they found it. This means that the lessee will:
 - separate the waste (glass, PMD, paper and residual waste) and place it in one of the waste disposal points.
 - check the immediate surroundings and where necessary, clear up any waste (paper, cigarette butts, beakers).
 - make sure that the lights are switched off and doors and windows closed.
 - switch off audiovisual installations and return the accessories (cables, remote controls) to their original place .
 - return the furniture in the room to its original set-up; any tables and chairs brought into the room from other rooms by the lessee must be returned to their original place by the lessee.

If the lessor establishes that the aforementioned rules have not been adhered to, the lessee may be charged extra cleaning costs and/or fines (standard 50 euros). Lessees will be notified of this in writing.

6. Insurance

The lessor insures the property and their own inventory against fire and related risks.

The lessee checks the room and the VUB installations before starting the activity. If the lessee identifies a defect, they should immediately report this to Room Management services or to the audiovisual assistant.

If an incident occurs, due to a faulty VUB installation or a defect in the building which the lessee did not report, the lessee will be held fully liable.

The lessee cannot hold the lessor liable for any damages from whatever cause, whether contractual or non-contractual in nature. The lessee indemnifies the lessor against any claims for damages by third parties, resulting from use of the rooms.

The lessee should adhere to all legal provisions resulting from legislation, police regulations, environmental permits and decisions by the fire department.

In the event of misuse according to the current regulations, the lessees can be banned from using the rooms for an indefinite period and be charged a fine starting at 50 euros. The lessee will be notified of this in writing beforehand.

7. Damage

The lessee is bound to behave responsibly with the rooms and refrain from causing damage or nuisance. Damage, regardless of the nature or cause, should be reported immediately to the lessor.

The lessee is liable for any damage caused to the building, the contents or third parties by the organiser, a staff member or a participant in the activity and in the event of such damage occurring, must pay for repairs.

It is prohibited to use nails, glue, paint or any adhesive whatsoever on windows, doors, panelling, walls or floors. Use of adhesive strips, tape, stickers, drawing pins, nails and staples is forbidden. Holes may not be made in the walls. Any repair or extra cleaning costs will be charged to the lessee.

Under no circumstances may the lessee endanger the safety of students, staff and/or visitors, nor disturb the normal daily activities of the university.

8. Nuisance

If either the activity or the lessee who organises it causes nuisance of any kind, the lessor can oblige them to immediately cease the activity and/or vacate the room.

In principle, nuisance is reported to Security. The lessee accepts that if necessary, Security can decide to stop the activity at any time.

In the event of damage, theft, vandalism or excessive amounts of waste present, the costs of cleaning, repairs or replacement will be charged to the lessee.

The lessee must respect the peace and quiet of the neighbours at all times. Noise levels must remain within the legal norms and may never cause nuisance in or outside the building.

9. Safety and evacuation regulations

The lessee must make sure that the rooms are accessible to emergency services at all times.

When use is being made of multiple rooms or an entire building, ALL exits must be accessible at all times. All exits, emergency exits and stairs must be clear at all times. During the activity, exits must never be bolted or locked with the key.

It is prohibited to place obstacles and/or equipment in front of access and exit routes, potentially blocking free passage.

The free width of staircases, exits and doors may not be made narrower and must allow a fast and easy evacuation of people.

Revolving of the auditoria in Building Q may only be carried out by the audiovisual assistants. The auditoria may only be revolved if no-one is sitting on the revolving part.

The stages in the auditoria in Building Q may not be extended in the direction of the first row of seats.

Signs for 'Exit' and 'Emergency Exit' and the routes towards the exits and emergency exits must always be clearly visible and illuminated.

Each room has a maximum capacity allowable. The lessee should make sure that no more people are admitted than the maximum number of people allowed. The lessor cannot be held liable in the event of any accidents caused by the violation of this rule. The lessee is fully liable in that case.

People with a disability, using a wheelchair, must use the places allocated.

10. Fire safety and electrical installations

The lessee must respect the applicable norms and regulations for fire safety.

All fire-fighting equipment (fire alarm buttons, sirens, fire hoses and extinguishers) must always be clearly visible and accessible.

The lessee must make sure that no flammable materials are used in the decoration of a room. Examples of highly flammable materials (non-exhaustive list) are: reed mats, straw, cardboard, tree bark, paper, highly flammable textiles and synthetic materials. Materials which emit poisonous gases when heated and materials which melt at low temperatures are always forbidden.

Smoking is forbidden in all rooms. The lessee is responsible for making sure that this ban is complied with, and that cigarette butts are placed in the appropriate containers in the event that the lessee and/or participants in the activities smoke outside the buildings.

Mood lighting provided by candles, petroleum lamps, torches or similar lighting elements is prohibited.

Electrical appliances may only be used in the places indicated by the lessor.

Stage smoke machines are prohibited. No flammable liquids, liquidised petroleum gases or highly flammable solid substances may be used, and no explosives.

In the event of fire in Auditorium Q 'Van Geen', the fire curtain must be able to drop unhindered.

10.1. Electrical installations

Notwithstanding the regulations of the AREI (General Regulations for Electrical Installations), electrical equipment and installations must also comply with the applicable regulations, norms and rules. Electrical apparatus must have the CE marking affixed.

The electrical circuits must not be overloaded.

The lighting installation present may only be supplemented with spotlights which have a CEE plug. If a lighting installation is rented, it must comply with CE standards. The spotlights which are screwed in place may not be moved. Placing and adjusting the additional spotlights must be carried out by the lessee, with any explanation and/or help necessary from the audiovisual assistants.

Defect light bulbs may only be replaced by the audiovisual assistants. The dimmer packs may only be operated by the auditorium's audiovisual assistants.

In the case of violation of one or more of the regulations described above, the lessor will immediately cease or cancel the activity. In the event of that happening, the lessee may not claim damages.

11. Security

The lessor does not provide Security. The lessee should take the necessary precautions to protect their own goods and possessions, and those of participants in the activity, against theft or loss.

The lessee may engage external security staff. This security staff may not hamper the daily activities or free access of other visitors to the building. The buildings of the Free University of Brussels retain their public nature at all times.

The lessor cannot be held liable for any damage, loss or theft of goods or possessions of the lessee or of those taking part in the activity.

12. Supervision by the lessor

The lessor is in charge and advises the lessee of all necessary instructions regarding the use of a room. The lessee should follow the guidelines and instructions given by the lessor.

The lessor may always check the activity organised by the lessee and always has access to the room hired.

The lessor has the right to stop the activity organised by the lessee if the lessee does not respect the guidelines mentioned above. In the event of serious violations, the lessor can oblige the lessee to vacate the building immediately.

PART II PRACTICAL GUIDELINES AND TIPS

This section offers practical information about reserving a room and/or accompanying support. The information can also be found on the website of Room Management services:
<https://www.vub.be/en/services/roommanagement#room-reservations>

1. How do I reserve a room?

Anyone wishing to reserve a room should apply to **Room Management services**.

Step by step:

1. The request can be made online, using the **reservation form** on the website of Room Management services:
<https://www.vub.be/en/services/roommanagement#room-reservations>
2. Based on the information given, Room Management services will propose a room to the applicant.
3. Once the proposal has been approved, the lessee will receive an email confirming the hire, referring them to these regulations and giving information about practical agreements. The **confirmation email** acts as a contract for the hiring out of the room/rooms requested. The contract also states the applicable rate, the possible cleaning costs and the safety regulations which must be complied with. Each approved application automatically implies acceptance of the provisions of the Room Hire Regulations.

Useful to know:

- **Personnel** can apply through their secretariat.
- If a **student association** organises an activity with an admission charge, they will have to apply to the BSGgtgv for a PKC account number. Only after a PKC has been issued can a room be allocated. If the BSGgtgv refuses permission, the student association must themselves provide a PKC.
- Individual students can reserve classrooms in Building D and meeting rooms in Building M, for informal study activities (group work, study sessions), through Web Room Booking (WRB.).
More information and the WRB reservation tool can be found at
<https://student.vub.be/en/request-classroom/study-activities>
- The applicant is responsible for the completeness and accuracy of the application. In order to ensure that the application can be processed as quickly as possible, it is best if you provide concrete information.
- Depending on the size of the activity and the risk involved, Room Management services can take the initiative of calling a coordination meeting at which the applicant and university services involved are present.
- In the case of applications for non-academic activities, the nature and object of the activity and any speakers involved should be clearly stated in the application. Any designs, invitations, flyers or posters, if available, should be included with the application. A description of the intended distribution of this promotional material should also be included.

- Written confirmation from speakers is necessary, if they are external (not other students or VUB staff). State clearly who the speakers will be.
- If you also need audio visual support, this can be requested at the same time (*see Section 3.1 AV equipment*)
- The provision of facilities not agreed to in the contract (for example: use of certain equipment, audio visual support, an extension of the period of hire, more or larger auditoria...) is dependent on the concrete possibilities. The facilities will be charged at the fixed Rates.

2. When do I apply?

Given the great demand for rooms and the frequent use of rooms for core activities (education and research), you should apply as far in advance as possible. It is recommended that you apply to hire a room before you start organising an activity.

The **deadline for applications** to reserve a room differs, depending on the type of activity you wish to organise:

- *Simple application*
 - If you apply to hire 1 room for 1 event at 1 time, and no preparation time is required:
⇒ At least 3 working days in advance
- *Combined application*
 - An application to hire multiple rooms for a multi-day event or for different days within one period
⇒ At least 10 working days in advance
- *Large-scale activities (for example, a science study day)*
 - ⇒ At least 2 months in advance
- *Congresses*
 - Important: congresses must first be approved internally by Room Management services, based on the availability of the rooms and the prioritisation of educational activities.
 - Send an email to infradesk@vub.ac.be to have the application assessed.
⇒ At least 4 months in advance

Useful to know:

The applicant should also take into account in the application the time needed to set up and clear away. If there are last-minute reservations, the applicant must accept the room in the condition in which they find it.

If the application deadlines mentioned above are not adhered to, there is no guarantee that the application will be processed completely or on time. The further in advance you submit an application, the greater the chance of a favourable result.

All applications are dealt with in the order in which they are received. When assessing the applications, priority will be given to applications for educational, research and administrative activities.

As a result of the prioritising of educational activities (lessons, practica), applications for other activities can only be processed once the faculty secretariats and the coordinator have been able to schedule the timetables. Consequently, there can be no official allocation of rooms until this work has been completed. Room Management services does keep an up-to-date record of applications.

When applying for a room, take into account the preparation and clearing time you will need.

2.1 Requesting rooms for a congress

Seminars, study days and congresses are regularly organised at the Free University of Brussels. Such initiatives are an inherent part of the healthy operation of our institute and form a further stimulus for our outstanding research.

These initiatives are generally of a high quality and limited size, so that they can be fitted into the normal lesson weeks without too many problems.

Since some rooms are not included in the normal teaching practice (the promotion hall or the tent) or are kept free on certain days (U-Residence, Qd on Fridays), it is possible to use these rooms for such initiatives. Depending on the time of year, other rooms may also be eligible.

The VUB is regularly asked to arrange a congress of greater dimensions (200 to 300 people or more, present at the same time). If the **dates are chosen well and on time** (for example during holiday periods or weeks without teaching obligations), a good solution can still be found for most proposals.

2.2 Confirmation and refusal

Room Management services looks at whether the application is admissible, based on the criteria in Part 1 *Section 1.4 Activities*, if necessary in consultations with the parties involved. Following this, applicants will receive an answer in writing. Bear in mind that until you have received official confirmation, you do not yet have a room.

If there are any doubts, or if the application should be refused, the Facility Manager will present the application, accompanied by a motivated recommendation, to the rector (or their representative). The applicant will be notified of the refusal, in writing and explicitly motivated.

3. How do I request extra support?

3.1 Audio visual equipment

The lessee should request any items desired in terms of audio visual equipment **no later than 1 month before the activity**, so that the relevant service knows which facilities/material can be provided and which additional facilities/material will be rented, placed and operated by the lessee.

All application should be made by email to: infradesk@vub.ac.be

AV Services ensures that the audio visual equipment which belongs in the room is kept operational. They provide the lessee with the users regulations and the technical details.

Equipment such as video data and lesson recording devices will be prepared by a technician from AV Services for use, but operated by the lessee according to the instruction manual available.

If there are any problems, AV Services should be informed of them immediately and they will, if possible, provide replacement devices or support.

If after use, there is local damage to the equipment present, the costs will be charged to the lessee.

3.2 Catering

Should catering be required, this can be provided by the VUB restaurant.

Catering can be ordered by an email to catering@vub.ac.be or through the website:

<https://student.vub.be/resto#catering>

4. How do I reserve the white tent next to Auditorium Q?

Student associations affiliated to the BSGgtgv (Brussels student society) should submit their request to use the tent to the BSGgtgv by email to bsggtgv@vub.ac.be. They should do this at the beginning of the academic year. The dates will be definitely allocated by way of drawing lots. The BSGgtgv requests the use of the tent through the reservation form, which can be obtained from Room Management services.

For student associations recognised by the Student Council, the cost of hiring the tent is:

- Complete (900 euros) - amplified sound till 5 am
- Amplified sound and drinks service stops at 4 am (600 euros)
- Amplified sound and drinks service stops at 12 am (450 euros)

Staff members can reserve the tent in the same way, by filling in the reservation form. The cost to staff members of hiring the tent is 450 euros.

External parties can also reserve the tent by applying to Room Management services. The price is 1,600 euros for external parties.

A **User Agreement** should be completed for every reservation (one will be provided for each application). Please return this agreement, signed, to Room Management services.

5. What is expected of me, as lessee/user of a room?

- Appoint someone to be responsible for each activity and state their name on the application form. The person responsible should be present during the activity and make sure it runs smoothly. The person responsible supervises compliance with the safety regulations and remains responsible until the end of the activity.
- At the beginning of the activity, the responsible person checks the condition of the room and the material present. In the event of any problems or damage, **the responsible person informs the audio visual assistants immediately.**
- Monitor compliance with the regulatory provisions as detailed in Part I, in terms of safety, tidiness, nuisance, smoking ban, technical installations and so on.
- Avoid unnecessary consumption of gas and electricity by closing doors and windows. Don't leave lights on unnecessarily or waste water.
- Every lessee is responsible for a First Aid kit. The First Aid kits present should only be used in the last instance or if absolutely necessary.

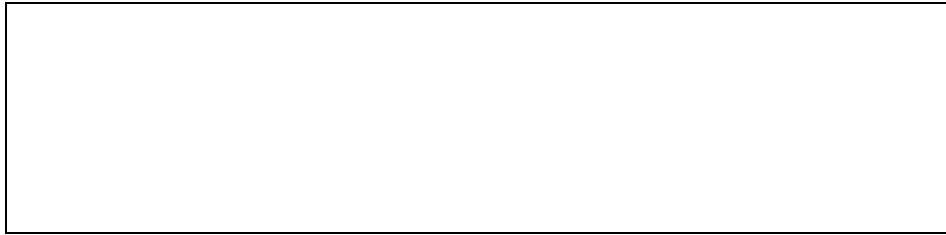
6. Contact information for Room Management services

Room Management (through Infradesk):

By email: infradesk@vub.ac.be
By phone to Infradesk: (+32 2 629) 3111
Through Ultimo: <http://infradesk.vub.ac.be>

Related services

Security: (+32 2 629) 2176
AV Services: (+32 2 629) 2798
Audio visual assistants: (+32 2 629) 2798 of 0474/88 12 21



7. How do I reserve a room on the Brussels Health Campus? How do I reserve sports infrastructure or cultural facilities?

Rooms not managed by Room Management services are not covered by these regulations. For more information and reservations, please get in touch with the appropriate service:

Sports infrastructure: Sport services, +32 (0)2 629 2311 – sport@vub.be,
<https://www.vub.ac.be/sport>

Cultural facilities: Culture services: +32 (0)2 629 23 25 – cultuur@vub.be

Congress facilities on the Brussels Health Campus: Congress services
Jette: +32 (0)2 477 94 88 - congresdienst@gf.vub.ac.be