

Room Hire Regulations VUB

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The Management Committee approves starting from the academic year 2023-2024 [DC.153/E2/01]

PART 1. REGULATORY PROVISIONS

1. Definitions

1.1 Rooms

This regulation applies for all rooms on the VUB campus which are made available via hire or internal reservation (Office 365) for activities supplementary to or additional to the regular core activities of the university (educational activities). 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 which have the statute "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 VUB Main Campus Etterbeek. 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: classes 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 ...)

1.5 Hire

Hire encompasses:

- Hire of the room: making the room available with attendant infrastructure
- Basic service:
 - Energy consumption: heating, electricity, water
 - Cleaning prior to the start of the activity (if this is desired)
 - Opening and closing of the building and room
 - Use of the didactic and audio-visual equipment available there
 - Collection of waste in the waste areas, with the exception of where there are degrees of risk
 - Audio-visual assistance for set-up and interventions (during the operating hours of AV Assistance)

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 drugs consumption.

If there are any doubts, or if the application should be refused, the head of Facility Services can present the application, accompanied by a motivated recommendation, to the rector (or their representative). The applicant will be notified of the refusal, by email 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, rent¹ will still be charged.

Financing for the use of rooms and auditoria occurs via the overhead system. 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 1.2 Lessee)
- 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)

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

Lessee	Classes, 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)

Note:

- Student associations recognised by the Student Council who can apply to the BSGgtgv 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 for informal study activities, through Time-Edit Reserve. More information will follow later via Central Scheduling.
- Centrally managed meeting rooms can be reserved by students and staff via Outlook and the room reservation system. More information will follow later via Facility Services.

¹ The 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 and the compulsory cleaning **WILL BE CHARGED** to the lessee.

Lessee	Classes, 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.

Cleaning costs

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

Rate periods

- 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, an activity may continue after 2200 on weekdays and after 1700 at the weekend or on Sundays and public holidays following consultation with the lessor, provided that support is available from AV Services or the Campus Security service. An extra charge of €50 per hour of use/staff present will apply after standard operating hours.

Invoicing

- 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.
- The applicant is obliged to effect payment within 30 days of receipt of the invoice. If the applicant fails to pay within the period set, any new application by this applicant for reservation of rooms via Room Management services may be refused.

2.1 Hire prices VUB Main Campus

Hire prices + cleaning in euros (net of VAT)

Building	Room	Hire price Rate II (Per period: morning, afternoon, evening)	Hire price Rate III (Per period: morning, afternoon, evening)	Cleaning per occasion*
Q	Auditorium Q.A.Van.Geen (580 cap.)	180	360	104
	Auditorium Q.B. (200 cap.)	143	293	59
	Auditorium Q.C. (300 cap.)	143	293	59
	Auditorium Q.D. (200 cap.)	143	293	59
	Q.Foyer – reception area (100 cap.)	90	180	59
	Q.Foyer – kitchen	-	-	52
	Nelson Mandela reception area (500 cap.)	180	360	124
	Nelson Mandela entrance (stairs/ sanitary facilities)	-	-	91
	Building Q changing rooms	-	-	91
D	Building D0 hall + reception desk D0.04 (90 cap.)	90	180	53
	Building D2 hall (90 cap.)	90	180	46
	Auditoria D0.02 (172 cap.), D0.03 (200 cap.)	143	293	59
	Auditoria D0.05 (127 cap.), D0.07 (140 cap.), D0.08 (128 cap.), Promotion hall D2.01 (80 cap.), D.2.12 (76 cap.), D.3.07	113	225	59
P2	P2.0.06 (24 cap.)	90	180	26
	P2.0.01 (60 cap.), P2.0.02 (60 cap.), P2.0.07 (60 cap.)	90	180	59
	P2.0.03 (128 cap.)	113	225	118
	P2.0.04 (94 cap.), P2.0.05 (84 cap.)	113	225	100
Other	G.1.52, G.1.53, K.2.56, L.2.03, B.031	113	225	26
	Other rooms in Buildings D, E, F, K, L, G.1.56, G.1.57, ...	90 €	180 €	26 €
Meeting rooms	4-15 cap. in building B, C, M, T	70 €	110 €	26 €
	15-30 cap. in building A, C, E, K, L, M, PL5, PL9, T	90 €	130 €	26 €

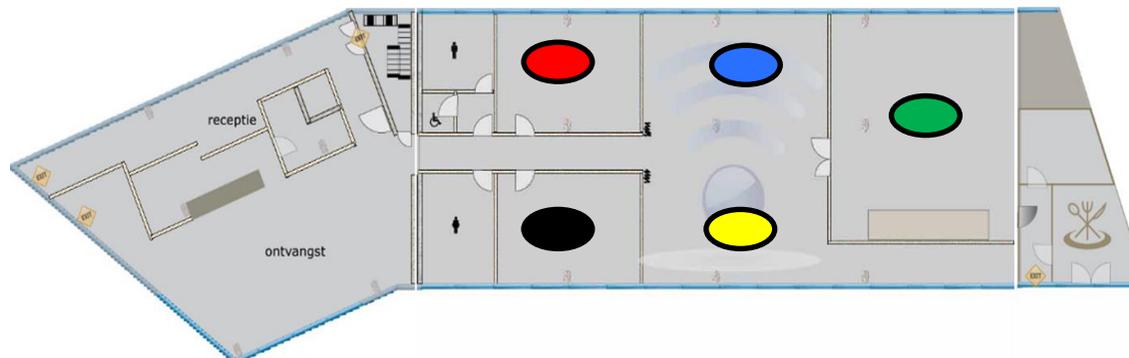
* Cleaning on Saturdays is rate x 1.25, cleaning on Sundays is rate x 1.50. The charge depends on the evolution of external cleaning prices.

2.2 Hire prices Congress rooms U-Residence

Hire prices + cleaning in euros (net of VAT)

Building	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	
U-Residence	Entire congress centre (5 rooms)	375	1,050	600	1,650	1,200	3,300	208
	Green hall and multifunctional space (blue and yellow)	285	825	450	1,275	900	2,550	156
	Multifunctional space (blue and yellow) (120 cap.)	180	480	300	810	600	1,500	98
	Green hall (100 cap.)	180	480	300	810	600	1,500	98
	Red hall (40 cap.)	75	195	120	315	240	645	65
	Black hall (40 cap.)	75	195	120	315	240	645	65
	Lobby (80 cap.)	105	270	150	390	300	600	65
	Use of catering kitchen	-	-	30	68	60	120	52

* 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

The Council Chamber (Y.4.01) and associated reception area (Y.4.02) in building Y can be hired at Rate I (subject to cleaning) to the following entities², named in the Organic Statute or provided legally/by decree:

- The University Council
- The Executive Board
- The Academic Council
- The Educational Council
- The Research Council
- The Innovation and Valorisation Council
- The International Policy Council
- The Management Committee
- The Faculty Councils
- The Faculty Administrations
- The Faculty Offices
- The Board of the University Hospital Brussels
- The Management Committee of the University Hospital Brussels
- The UMC Committee

The following are also added here:

- Works Council
- Student Council
- ICT Council
- Executive Board Brussels School of Governance
- Consultation with Deans
- Rectoral and Policy Consultation
- International delegations within the framework of institutional partnership – subject to the agreement of the Rector or one of the Vice-Rectors

Other applicants can only hire the Council Chamber following approval by the manager Rate II or III (subject to cleaning).

Hire prices + cleaning in euros (net of VAT)

Building	Room	Hire price Rate II (Per period: morning, afternoon, evening)	Hire price Rate III (Per period: morning, afternoon, evening)	Cleaning per occasion*
Y	Y4.01 Council Chamber (45 cap. + 5 front seats)**	300	600	98
	Y4.02 Reception area of Council Chamber (50 seats)	150	300	65
I	I Atrium (reception area/entrance hall)	90	180	26
	I 0.01 (84 cap.)	113	225	26
	I 0.02 or I 0.03 (100 cap.)	90	180	26
	I 1.01 (38 cap.), 1.02 (38 cap.), 1.03 (48 cap.), 1.04 (48 cap.), 1.05 (48 cap.), 1.06 (48 cap.), 1.07 (48 cap.), 1.08 (48 cap.)	90	180	26
	I 2.01 or I 2.02 (84 cap.)	113	225	26
	I 2.03 (200 cap.)	143	293	59
Meeting rooms	Y.3.03 (8 cap.), Y.3.08 (12 cap.)	70	110	26

* 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.

2.4 Hire prices Q. Tent

The white tent next to building Q can be reserved by:

- Student associations recognised by the Student Council
- Staff members
- External parties

	Student associations (Sound and serving of drinks stops at midnight)	Student associations (Sound and serving of drinks stops at 0400)	Student associations (Sound and drinks service stops at 0500 - completely)	Staff (regardless of time of day)	External parties (regardless of time of day)
Q.Tent	450	600	900	450	1.600

Hire prices in euros (excluding VAT)

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 **no later than 5 working days before the scheduled activity** via infradesk@vub.be.

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 by email.

Under no circumstances can the lessee claim damages.



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-vub-campus-in-etterbeek-and-jette/venue-rental-and-event-support-vub-campus/request-venue-vub-main-campus>.

4. How do I reserve a room on the VUB Main Campus?

Do you want to organise an activity in one of the centrally managed classrooms, lecture halls, meeting rooms or congress facilities on the VUB Main Campus? That is possible.

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** of Room Management services: <https://www.vub.be/en/services-vub-campus-in-etterbeek-and-jette/venue-rental-and-event-support-vub-campus/request-venue-vub-main-campus>.
2. The form is sent to Room Management services automatically. The Room Management services staff will provide a suggestion for a room which is suitable for the numbers attending and with the desired facilities.
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.
- The applicant is responsible for the completeness and accuracy of the application. In order to ensure that your 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 external speakers is always necessary. State clearly who the speakers are with your application.
- If you also require audio-visual support, you can apply for this at the same time via the reservation form.
- 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.

4.1 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 (e.g. the promotion hall or the Q.Tent) or are kept free on certain days (e.g. 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. Requests for congresses can be made via **Congress Services** (evenementen@otrs.vub.be), which offers an additional reduction on the standard hire prices.

4.2 Application for outdoor activities

Outdoor activities are managed by AV Services. They manage the calendar of outdoor events on the VUB campus and will be happy to help you.

The application is made via the same online reservation form as for the reservation of rooms: <https://www.vub.be/en/services-vub-campus-in-etterbeek-and-jette/venue-rental-and-event-support-vub-campus/request-venue-vub-main-campus>.

Select "Other" for desired locations: Q.Tent, BBQ area or green area (Grasveld) on campus

Please take the following basic rules into consideration for each activity:

- Ensure that the activity does not disturb the educational activities on the campus.
- Take the valid safety regulations into account.
- Factor in sufficient time to clear up at the location afterwards and keep our campus clean.

Once you have submitted your application, an events coordinator from AV Services will provide further coordination and support for your outdoor activity. Our events coordinator will help you to select the right audio-visual and logistical resources or services and will refer your questions on to the various services within Facility Services and to Infrastructure by way of extension. The events coordinator can also provide you with additional advice during a personal consultation if you wish.

5. 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 **5 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
- *Application for outdoor activities*
 - *Marquee, BBQ area or green area (Grasveld) on campus*
⇒ At least **10 working days** in advance
- *Large-scale activities (for example, a science study day)*
 - ⇒ At least **2 months** in advance
- *Congresses*
 - Please note: congresses must receive initial internal approval by Room Management services, in conjunction with Central Educational Scheduling, on the basis of availability of the rooms and prioritisation of educational activities.
 - Contact Room Management services for an evaluation of the application.
⇒ 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 (classes, 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.



6. 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 by email. Bear in mind that until you have received official confirmation, you do not yet have a room.

If there are any doubts, the head of Facility Services can present the application, accompanied by a motivated recommendation, to the rector (or their representative).
The applicant will be notified of the refusal, by email and explicitly motivated.

7. 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.

8. Rights and responsibilities of the lessee

- 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 AV Services immediately.
- The lessee must maintain vigilance to ensure that the regulatory stipulations in relation to safety, cleanliness, disturbance, prohibition on smoking, technical installations, etc. are adhered to.
- 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.
- 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 exceptionally permitted provided that no alternative location is available, the other activities will not be disturbed and the safety regulations will not be violated. The consumption of food in the Council Chamber on Y4 is expressly prohibited – the neighbouring reception room can be used for this purpose (which is only hired in combination with the Council Chamber). The organisation is responsible for tidiness and cleaning (see Tidiness and cleaning section).
- 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.
- When activities take place with a specific degree of risk, the lessee is obliged to take the necessary safety measures. (See also Section 15 Security)

9. 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 classes or research activities and not included in the standard cleaning (for example: the Mandela space, the Q. Tent, the foyer in Auditorium Q, the D.2 stair hall, 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 by email.



- 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.
 - The furniture in the room must be returned to its original position. Any tables and chairs brought into the room from other rooms by the lessee must also 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). Lessees will be notified of this by email.

10. 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 AV Services.
- 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 and up to a maximum amount to cover the demonstrable damage and loss. The lessee will be notified of this in writing beforehand.



Specifically for the Q. Tent:

- The lessee must provide proof of public liability insurance (for injury to third parties) and proof of an insurance policy for material damage to the tent (covering and structure) and installations which are present (emergency lighting, water and electricity supplies, decibel meter installation, ...).
- The lessee agrees a policy which covers public liability for the complete duration of the agreement. The liability insurance guarantee provides a minimum insured amount of €2,500,000 per individual case while the guarantee for entrusted goods is a minimum of €100,000 . The lessee will provide appropriate proof of insurance on request by the VUB.

11. 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.

12. 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.



13. 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 and emergency exits must be clear at all times and must never be bolted or locked with the key during the activity.
- 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 staff members of AV Services. The auditoria may only be revolved if no-one is present in either auditorium.
- 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 (if provided).

14. 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.
- Smoke machines are prohibited (with the exception of the Q. Tent location).



- No flammable liquids, liquidised petroleum gases or highly flammable solid substances may be used, and no explosives.
- In the event of fire in Auditorium QA 'Van Geen', the fire curtain must be able to drop unhindered.

14.1 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 staff members of AV Services.
- Defect light bulbs may only be replaced by staff members of AV Services. The dimmer packs may only be operated by staff members of AV Services.

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.

15. 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 (IBZ-vergund). 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.



16. How do I request extra support?

16.1 Audio visual equipment

The majority of the classrooms and auditoria at the VUB are equipped with professional video, audio, class recording and streaming facilities in accordance with the *Bring Your Own Device* principle. These facilities are included in the hire of the rooms and they are freely accessible and to be used by the lessee in accordance with the manual provided.

If the lessee desires additional services or material linked to audio-visual and logistical equipment, this must be applied for **1 month prior to the activity at the latest** so that AV Services can provide advice and undertake the necessary action.

All applications must be made via Room Management services.

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. The employees can be engaged on call at the start of your activity.

If problems occur, AV Services must be informed of this immediately and it will provide replacement equipment or support where possible.

If there is damage to the equipment present following use of a room, the resultant costs will be passed on to the lessee.

16.2 Catering

If catering is desired, this can be requested via the VUB restaurant or the campus partners. Catering can be ordered via the website: <https://www.vub.be/en/services-vub-campus-in-etterbeek-and-jette/tasty-food-vub-campus/catering-vub>

The services of Infradesk are thus not responsible for the reservation or following up of catering – the organisation itself must arrange this directly with the desired caterers.



17. 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 Q. Tent to the BSGgtgv by email to bsggtgv@vub.be.

They should do this at the beginning of the academic year. The dates will be definitely allocated by way of drawing lots. The student association requests the use of the tent through the reservation form, which can be obtained from Room Management services.

17.1 Mandatory documents

Prior to organising an activity in the Q. Tent several documents must be submitted for approval:

- Hire contract (on reservation)
- Safety and security plan (min. 10 working days in advance)
- Ground plan (min. 10 working days in advance)
- Insurance certificates (min. 10 working days in advance)
- Volunteer regime (if applicable) min. 10 working days in advance)
- Form Requesting Facility Services

Submit these documents in good time via Room Management services. The planned activity cannot go ahead without approval.

17.2 Request for facility services

The request for facility services is made via Infradesk using the Form Requesting Facility Services. Our services take care of the processing of the request. Possibilities include:

- Water and electricity
- Noise limiter
- Logistical material (such as podium elements, tables and chairs, tents, mobile fencing and barriers, waste containers, ladders)
- Parking prohibition
- Cash desk container
- Extra member of security staff (VUB)

17.3 Directives for Q. Tent

Safety & security

- Visitors
 - A maximum of 3 visitors per square metre are permitted to prevent overcrowding in accordance with the standard VUB directives. The surface area of the Q. Tent is 500 square metres when completely empty, meaning a maximum of 1,500 visitors if the tent is otherwise completely empty.
- Security
 - If a party is organised in the Q. Tent, the engagement of external security or the use of a voluntary regime is obligatory.
 - Provide a security agreement for the location for the duration of the event.
 - Provide a security list (given by the security company).
 - Provide a notification with the name of the security company and their policy number at each entry point.
 - It is possible to request an additional member of security staff from the VUB team via Ultimo. For VUB organisations the costs are split 50/50 between the organiser and Facility Services. This member of the security staff can only be engaged in the area surrounding the Q. Tent (not inside the tent).



Water and electricity

- There are two electrical cabinets in the Q. Tent with maximum wattages of: 32 amps, and 63 amps with 3 phase voltage plus neutral plus earth
- A water and an electricity connection can be requested separately via 2 tickets in Ultimo/Infradesk.

Noise and light

- The VUB noise limiter must be used during the party to prevent noise nuisance. The sound measurements are carried out by the security team.
- The sources of sound (speakers) must be directed towards Aula Q so that the noise nuisance for the surrounding area is limited as much as possible.
- The decibel value must not exceed the threshold of **85dB** outside the Q. Tent (measured over a period of 15 successive minutes).
- The decibel value must not exceed the threshold of **100dB** inside the Q. Tent (measured over a period of 15 successive minutes).
- Techno music (and varieties of the same theme) must be limited to a minimum.
- The sound must be connected to the cabinet where the noise limiter is located.
- Light or sound facilities linked to the electricity supply must not be hung from the tent construction.
- Video screens must not be hung from the tent construction.

17.4 Course of the event

Structure

- Traffic must not be obstructed. Request the parking prohibition in advance.
- The educational activities and campus life must not be disturbed.
- Furniture from the classrooms must not be used.
- Appropriate respect to the living areas must be paid.
- No flammable materials are used. Naked flame is not permitted

During the event

- The use of reusable cups is mandatory. (an exception may be made in some cases subject to a request being made)
- The organiser will provide water free of charge if necessary.
- All employees within the organisation (and professional security staff) monitor the area and neighbouring buildings carefully.

After the event

- The organiser ensures thorough cleaning of the Q. Tent and the area surrounding it and ensures that the road is free of any material and waste.
- The road must be free for traffic from 0800 at the latest.
- The complete clean up must be completed before midday unless otherwise agreed in advance.
- The closing up of the Q. Tent must be carried out in line with the instruction sheet and this is checked thoroughly afterwards.
- All repairs due to possible damage must be paid for.

IN THE EVENT OF NEGLIGENCE THERE IS AN ADDITIONAL CHARGE OF 1,000 EUROS EXCLUDING VAT TO BE MET BY THE ORGANISATION (SEE HIRE CONTRACT)



17.5 Incident management

An incident is an occurrence which is not desired, is not anticipated and is not controlled, which presents a risk of damage and injury to people, the environment, the organisation or the surrounding area.

Important telephone numbers

- On-call VUB Security 02 629 21 76
- Police 101 or 112
- Fire brigade or ambulance 100
- Organiser
- Person responsible for security

Communication

- The organiser provides a mode of communication between the employees.
- The organisation is obliged to provide a microphone on the sound installation. This has a range over the whole area and it can inform all viewers of the current condition.
- The organiser provides a scenario for possible incidents, including the following elements as a minimum:
 - The programme planned is stopped immediately. The interruption lasts from the moment the incident occurs until the moment when the authorised city or emergency services give the signal that the programme may continue.
 - The interruption and the type of incident are announced via the microphone.
 - Microphones are available to the emergency services and can thus be used to inform the spectators about the situation.
 - The person responsible for safety and security contacts the VUB Security Service so that the necessary emergency services can be contacted where appropriate. The person responsible describes the situation following observation.. He/she distributes the tasks to employees in the vicinity of the incident.
 - All stands and bars which are located on the access route for the emergency services to the area are dismantled immediately so that the emergency services are guaranteed unobstructed passage. The bar staff and other employees are aware of this procedure.
 - Fire hazards may occur in the tents or at the bars. All tents and bars are equipped with fire extinguishers. All employees behind the bars are informed of the presence of the fire extinguishers and how to use them.
 - Decorative materials are not present and if they are, they are treated with the fire-retardant material Brandex so that any possible flashpoint is delayed or indeed stopped.
 - The people present will be guided to the correct exits via the sound channels and the supervisors present. The supervisors are thoroughly briefed in their task for such procedures.
 - Fights: Campus Security must be informed immediately and they will engage the necessary emergency services as required.

Each employee must be fully aware of all points stated in incident management prior to the start of the event.



18. Contact details

18.1 VUB Main Campus

Reserving a room via Room Management services

By email: infradesk@vub.be
By phone to Infradesk: (+32 2 629) 3111
Via Ultimo: <http://ultimo.vub.be> (log in with VUB account)

Related services

Security: (+32 2 629) 2176

AV Services Assistance Etterbeek: (+32 2 629) 2798
Congress Services: evenementen@otrs.vub.be

18.2 VUB Health Campus

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:

Reserving a room via Congress Facilities.
Congress Department Jette
+32 (0)2 477 94 88
congresdienst@gf.vub.be

Related services
AV Services Assistance Jette: Room A.0.59
+32 2 477 41 27
Congress Services: evenementen@otrs.vub.be

18.3 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: Sports 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