

VUB Room Hire Regulations

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The Management Committee's approval comes into effect from the start of the 2025-2026 academic year [DC.191/E2/01]

PART I. REGULATORY PROVISIONS

1. Definitions

1.1 Rooms

These regulations apply to all locations on the VUB campus that are made available via a hire agreement or internal reservation (Office 365) for activities complementary or in addition to the regular core activities of the university (i.e. educational activities). The (non-exhaustive) list of rooms is included in these regulations (see *Chapter2 Rates*).

1.2 Hirer

The following users can act as “**hirer**”: (hereinafter referred to as the 'hirer')

- Faculty administrative services, departments and research groups associated with VUB
- Central administrative services of Vrije Universiteit Brussel, including the recognised trade unions (with regard to their internal operations) and administrative services of the Universitaire Associatie Brussel
- Decision-making, consultation and advisory bodies of Vrije Universiteit Brussel
- Departments of the University Hospital Brussels
- Recognised student organisations including student organisations whose application for recognition has been submitted but not yet formally approved.
- Organisations with the status of “friendly organisation”. The list of “friendly organisations” will be decided by the Management Committee before the beginning of the academic year, based on a proposal from the departments responsible. This list can be requested via the Infradesk helpline. The definition and the agreement framework for granting the status of “friendly organisation” can also be requested from the Infradesk helpline.
- External

1.3 Owner

Vrije Universiteit Brussel is the owner (hereinafter referred to as the “owner”).

Practical implementation is coordinated by the Infradesk helpline at VUB Main Campus Etterbeek. The owner is also the administrator and supervisor at the same time.

1.4 Activities

Vrije Universiteit Brussel makes its rooms available for activities in the context of, complementary to or in addition to the regular core activities of the university, such as (non-exhaustive list):

- Educational activities: classes and exercises, internal retraining and further training courses, lectures, etc.
- Activities related to scientific research (seminars and conferences, etc.)
- Meetings
- Film screenings, student activities, conferences, seminars, graduations, proclamations, etc.
- Activities of/concerning the University Hospital
- Congresses organised by Vrije Universiteit Brussel in collaboration with recognised partners (ULB, EhB, UGent, etc.)

1.5 Hire

The hire includes:

- Hiring a room: making the room available with the existing infrastructure
- Basic services:
 - Energy consumption: heating, electricity, water
 - Cleaning before the start of the activity and at the end of the activity
 - Opening and closing the building and room
 - Use of existing didactic and audiovisual equipment (basic package)
 - Waste collection in the waste disposal areas, with the exception of high-risk content
 - Audiovisual assistance during set-up and interventions (during AV Assistance's working hours)

When assessing requests for a room, Vrije Universiteit Brussel will observe a number of criteria for the purpose of approving or rejecting the application.

- **Educational activities always take precedence over** other activities. (see also: VUB Schedule policy)
- The activity does **not have a purely commercial or industrial purpose** but, rather, a social, scientific or cultural purpose. Although an organiser may nevertheless carry out activities that generate revenue, making a profit should not be the main purpose of the activity.

Vrije Universiteit Brussel reserves the right to refuse an application:

- If it can be foreseen with a high level of probability that the planned activities will not proceed peacefully and/or harm/damage to persons or property could be caused;
- If the purpose of the activities is contrary to public order or morality;
- If the purpose of the activities is clearly contrary to the interests of Vrije Universiteit Brussel, as defined by the Board of Directors or another decision-making body or contrary to the basic values of Vrije Universiteit Brussel as set out in the Organic Statute;
- If it is shown that the activities organised by the applicant have given rise to disturbances in the past.
- If it concerns activities where it is clear or can be foreseen that they will not finish before 10 p.m.;
- If it concerns activities that have been identified as or suspected of having a commercial purpose or relate to promoting the use of drugs.

In cases of doubt, the Head of the Facility Services Department may submit the application, accompanied by a reasoned recommendation, to the Rector (or his/her deputy). The explicitly reasoned refusal will be communicated to the applicant by email.

2. Rates

Vrije Universiteit Brussel applies three categories of fees:

- I. **Rate I (free)** is directed towards the basic activities of the university (education and research) and administrative activities.
Exception: A hire fee will be¹ charged for the rooms in the U-Residence in all cases.

For rooms and auditoriums used by departments, financing takes place via overhead deduction. For rooms and auditoriums used by students (associations), the costs are not charged to the individual hirers. The annual cost for this is settled via a fixed annual amount (indexed) via the student policy administration.

- II. **Rate II** is directed towards cost-covering use of the rooms and is aimed at friendly organisations. (see chapter 1.2 Hirer)
- III. **Rate III** amounts to the market price charged to third parties.

All prices quoted are **exclusive of VAT** (if VAT applies)

For the following groups, use of the rooms is **NOT CHARGED** to the hirer.

Hirers	Teaching, retraining and further training	Research	Meetings	Movies, etc.
Faculty services and departments	Rate I	Rate I	Rate I	Rate I
(Central) administrative services	Rate I	NA	Rate I	Rate I
Recognised student organisations (or awaiting recognition)	NA	NA	Rate I (via flat fee)	Rate I (via flat fee)

Remark:

- Student organisations that are recognised by the Student Council and can request BSGgtgv to submit a PKC number, benefit from rate I.
- Individual students who apply without a PKC number do not benefit from rate I, but can hire the rooms at rate III.
- Individual students can reserve rooms for informal study activities through Time-Edit Reserve. <https://www.vub.be/en/studying-vub/why-study-vub/living-and-studying-vub-campus/need-study-space/reserve-classroom-campus-student>
- Centrally managed meeting rooms can be reserved by staff via Outlook and IBSS.

¹ Vrije Universiteit Brussel charges a hire fee for using these areas because the university, in turn, hires these spaces itself and this has been taken into account in the operating model.

For the following groups, the hirer **WILL BE CHARGED** for using the rooms.

Hirers	Retraining and further training lessons	Research	Meetings	Movies, etc.
Affiliated organisations	Rate II	NA	Rate II	Rate II
External	Rate III	NA	Rate III	Rate III

If proposed by Facility Services, the Management Committee may decide to adjust the rates annually at the beginning of the relevant academic year in accordance with the consumer price index. For the 2025-2026 academic year, an indexation of 2.5% has been applied to all rental prices, with the exception of the De Bunker Party Room.

Cleaning before and after the event is provided as standard for all activities. (with the exception of the De Bunker Party Room)

Rate periods

- From rate II, fixed rate periods are used:
 - Morning (8 a.m. to 1 p.m.)
 - Afternoon (1 p.m. to 6 p.m.)
 - Evening (6 p.m. to 10 p.m.).
- Once a period has started, it will be charged in full. These periods include the preparation and collection of equipment in all cases.
- Normal use of the rooms is from 8 a.m. to 10 p.m. on weekdays and until 5 p.m. on Saturdays. In exceptional cases, and **in consultation** with the owner, an activity can continue after 10 p.m. on weekdays and after 5 p.m. on weekends or Sundays and public holidays, provided it is supervised by AV Services or the Security Department. An extra charge of €50 per hour of use/staff present will apply in such cases.

Invoicing

- Invoicing is done on a quarterly basis. For urgent administrative reasons (e.g. subsidising, payment by third parties, etc.), it is possible to have a cost statement drawn up.
- The applicant must make payment within 30 days of receiving the invoice. Applicants who have not paid within the specified period may be refused any new requests for reserving rooms via Infradesk.

2.1 Hire prices for the VUB Main Campus

Hire prices in EURO (not including VAT) – including cleaning before and after the event.

Hire rate I = €0

Hire fee per period: morning (8 a.m. to 1 p.m.), afternoon (1 p.m. to 6 p.m.), evening (6 p.m. to 10 p.m.).

A discount of 25% and 35% respectively will be granted for hiring 2 or 3 consecutive periods.

Building	Room	Rent rate II	Rent rate II	Rent rate II	Rent rate III	Rent rate III	Rent rate III
		Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)	Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)
Q	Auditorium Q.A.Van.Geen (580pl)	237	250	290	422	435	474
	Auditorium Q.B. (200pl)	164	168	181	317	322	335
	Auditorium Q.C. (300pl)	181	190	216	335	344	370
	Auditorium Q.D. (200pl)	164	168	181	317	322	335
	Q.Foyer – reception area (100 pl)	127	136	162	220	228	255
	Ontvangstruimte Nelson Mandela (510pl)	255	272	325	439	457	509
	Entree Nelson Mandela (stairs + sanitary)	26	33	53	26	33	53
D	Hall building D0 + Desk D0.04 (90 pl)	119	125	145	211	217	237
	Hall building D2 (90 pl)	127	136	162	220	228	255
	Auditoria D0.02 (172pl), D0.03	164	168	181	317	322	335
	Auditoria D0.05 (127pl), D0.07 (140pl), D0.08 (128pl)	133	137	150	248	253	266
	Promotion room D2.01 (80pl), D.2.12 (76pl), D.3.07 (76pl)	150	159	185	266	274	301
P2	P2.0.06 (24pl)	110	114	127	202	206	220
	P2.0.01 (60pl), P2.0.02 (60pl)	119	125	145	211	217	237
	P2.0.07 (60pl)	127	136	162	220	228	255
	P2.0.03 (128pl),	168	182	221	283	296	336
	P2.0.04 (94pl), P2.0.05 (84pl)	151	160	186	266	274	301
Other	G.1.52 (116pl), G.1.53 (88pl), K.2.56 (107pl), L.2.03 (119pl), B.031 (80)	133	137	150	248	253	266
	Other rooms in buildings D, E, F, K, L, G.1.56 (48pl), G.1.57 (48pl), ...	110	114	127	202	206	220
Meeting rooms	4-15 pl in building B,C, M, T	81	83	89	122	124	130
	15-30 pl in building A, C,E, K, L, M, PL5, PL9, T	110	114	127	151	155	168

2.2 Hire rates for Building Y and Building I on the VUB Main Campus

Hire rates in EURO (not including VAT) – including cleaning before and after the event.

Hire rate I = €0

Hire fee per period: morning (8 a.m. to 1 p.m.), afternoon (1 p.m. to 6 p.m.), evening (6 p.m. to 10 p.m.).

A discount of 25% and 35% respectively will be granted for hiring 2 or 3 consecutive periods.

Building	Room	Rent rate II Weekday per period (EUR)	Rent rate II Saturday per period (EUR)	Rent rate II Sunday per period (EUR)	Rent rate III Weekday per period (EUR)	Rent rate III Saturday per period (EUR)	Rent rate III Sunday per period (EUR)
Y	Y4.01 Council Chamber (45pl + 5pl in	334	340	360	641	648	668
	Y4.02 Reception room Council Chamber - Mirror Room (50pl seated)	180	187	206	334	340	360
Meeting rooms	Y.3.03 (18pl), Y.3.08 (12pl)	83	86	95	124	127	136
I	I 0 Atrium (reception/entree hall)	145	158	198	237	250	290
	I 1 Atrium (110pl) , I 2 Atrium (100pl) (reception area)	127	136	162	220	228	255
	I 0.01 (84pl)	133	137	150	248	253	266
	I 0.02 of I 0.03 (100pl)	110	114	127	202	206	220
	I 1.01 (38pl), 1.02 (38pl), 1.03 (48pl), 1.04 (48pl), 1.05 (48pl), 1.06 (48pl), 1.07 (48pl), 1.08 (48pl)	110	114	127	202	206	220
	I 2.01 of I 2.02 (84pl)	133	137	150	248	253	266
	I 2.03 (200pl)	181	190	216	335	344	370

** The Council Chamber in building Y is not hired out at rate I, rather only at rate II or III and following approval by the manager.

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

- The University Council
- The Management 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 Boards
- The Faculty Offices
- The UZ Brussels Executive Council
- The UZ Brussels Management Committee
- The UMC Committee

The following are also added:

- Works Council
- Student Council
- ICT Council
- Board of Directors of the Brussels School of Governance
- Dean's meeting
- Rectoral & policy consultation
- International delegations that are part of institutional partnerships – with the agreement of the rector or one of the vice-rectors
- Committee for Prevention and Protection at Work (CPBW)
- IOF board

Other applicants can only hire the Council Chamber after approval by the administrator and only at rate II or III.

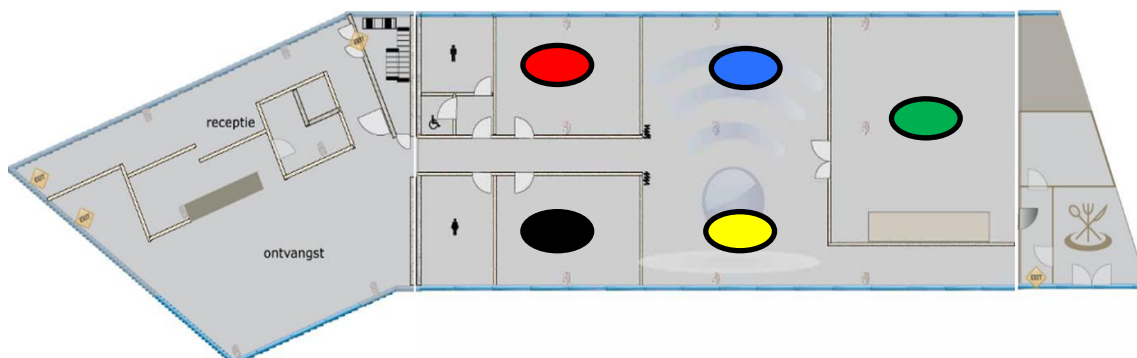
2.3 Hire prices for U-Residence conference rooms

Hire prices in EURO (not including VAT) – including cleaning before and after the event.

Hire fee per period: morning (8 a.m. to 1 p.m.), afternoon (1 p.m. to 6 p.m.), evening (6 p.m. to 10 p.m.).

A **discount of 25% and 35%** respectively will be granted for hiring 2 or 3 consecutive periods.

Building	Room	Rent rate I	Rent rate I	Rent rate I	Rent rate II	Rent rate II	Rent rate II	Rent rate III	Rent rate III	Rent rate III
		Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)	Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)	Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)
Uresidence	Full conference centre (5	577	626	770	808	856	1001	1423	1471	1616
	Green + multifunctional space (blue + yellow)(220pl)	362	380	432	531	549	602	993	1010	1063
	Multifunctional space (blue	228	239	272	351	362	395	659	670	703
	Green room (100pl)	211	217	237	334	340	360	641	648	668
	Red room (40pl)	94	99	112	141	145	158	264	268	281
	Black room (40pl)	94	99	112	141	145	158	264	268	281
	Lobby (80p)	143	151	178	189	198	224	343	351	378
	Use Reheat Kitchen	18	22	35	48	53	66	79	83	97



2.4 Hire prices for the LIC on the VUB Main Campus

Learning and Innovation Centre

Hire prices in EURO (not including VAT) – including cleaning before and after the event.

Hire rate I = €0

Hire fee per period: morning (8 a.m. to 1 p.m.), afternoon (1 p.m. to 6 p.m.), evening (6 p.m. to 10 p.m.).

A **discount of 25% and 35%** respectively will be granted for hiring 2 or 3 consecutive periods.

Building	Room	Rent rate II	Rent rate II	Rent rate II	Rent rate III	Rent rate III	Rent rate III
		Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)	Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)
LIC	Board room (40pl)	404	422	474	712	729	782
	Learning Theatre (80pl)	369	378	404	676	685	712

**Requests for LIC spaces must be made directly to the LIC team (via <https://www.vub.be/en/room-reservation-form-learning-innovation-center>)*

2.5 Hire prices for multi-purpose spaces on the VUB Main Campus

Hire rates in EURO (not including VAT) – including cleaning before and after the event.

Hire rate I = €0

Hire fee per period: morning (8 a.m. to 1 p.m.), afternoon (1 p.m. to 6 p.m.), evening (6 p.m. to 10 p.m.).

A **discount of 25% and 35%** respectively will be granted for hiring 2 or 3 consecutive periods.

Building	Room	Rent rate II	Rent rate II	Rent rate II	Rent rate III	Rent rate III	Rent rate III
		Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)	Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)
Braem	Eventspace Braem +0	421	452	544	514	544	637
	Reception area Braem +1	198	211	250	290	303	342
CRL	Multipurpose room +0 (60pl in classroom layout)	246	263	316	400	417	470
	Co creation room +1 (74m2)	169	182	221	270	283	323
De Living	Seminarieruimte (2 x 34m2)	151	160	186	253	261	288
Lounge bar	Reception area Lounge bar	152	170	222	255	272	325

**CRL (Circular Retrofit Lab) and De Living in building P3*

2.6 Hire prices for Reception Rooms on the VUB Main Campus

Hire rates in EURO (not including VAT) – including cleaning before and after the event.

Hire fee per period: morning (8 a.m. to 1 p.m.), afternoon (1 p.m. to 6 p.m.), evening (6 p.m. to 10 p.m.).

A **discount of 25% and 35%** respectively will be granted for hiring 2 or 3 consecutive periods.

Building	Room	Rent rate I	Rent rate I	Rent rate I	Rent rate II	Rent rate II	Rent rate II	Rent rate III	Rent rate III	Rent rate III
		Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)	Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)	Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)
Q	Q.Foyer – reception area	0	0	0	127	136	162	220	228	255
	Ontvangstruimte Nelson	0	0	0	255	272	325	439	457	509
	Entree Nelson Mandela	0	0	0	26	33	53	26	33	53
D	Hall building D0 + Desk	0	0	0	119	125	145	211	217	237
	Hall building D2 (90 pl)	0	0	0	127	136	162	220	228	255
Y	Y4.02 Reception room	0	0	0	180	187	206	334	340	360
	Council Chamber - Mirror									
I	I 0 Atrium (reception/entree)	0	0	0	145	158	198	237	250	290
	I 1 Atrium (110pl) , I 2 Atrium (100pl) (reception)	0	0	0	127	136	162	220	228	255
Uresidence	Multifunctional space (blue)	228	239	272	351	362	395	659	670	703
Braem	Eventspace Braem +0	0	0	0	421	452	544	514	544	637
	Reception area Braem +1	0	0	0	198	211	250	290	303	342
Lounge bar	Reception area Lounge bar 1050 (100pl standing)	0	0	0	152	170	222	255	272	325

2.7 Hire fees for locations on the VUB Health Campus

Hire rates in EURO (not including VAT) – including cleaning before and after the event.

Hire rate I = €0

Hire fee per period: morning (8 a.m. to 1 p.m.), afternoon (1 p.m. to 6 p.m.), evening (6 p.m. to 10 p.m.).

A **discount of 25% and 35%** respectively will be granted for hiring 2 or 3 consecutive periods.

Building	Room	Rent rate II	Rent rate II	Rent rate II	Rent rate III	Rent rate III	Rent rate III
		Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)	Weekday per period (EUR)	Saturday per period (EUR)	Sunday per period (EUR)
Jette A+2	A.2.52 Council Chamber (24 to 48pl)	240	249	275	322	331	357
	A.2.01 (6pl)	89	94	107	130	135	148
	A.2.02 (6pl)	89	94	107	130	135	148
	A.2.03 (12pl)	89	94	107	130	135	148
	A.2.11 (10pl)	107	116	142	148	157	183

2.8 Hire fees for the De Bunker Party Room

The De Bunker Party Room can be reserved by:

- Student organisations recognised by the Student Council
- Staff members
- External

	Student organisation (Noise and serving of drinks to stop at 12 midnight) (EUR)	Student organisation (Noise and serving of drinks to stop at 4 a.m.) (EUR)	Student organisation (Noise and serving of drinks to stop at 5 a.m. - completely) (EUR)	Staff (regardless of period of the day) (EUR)	External (regardless of period of the day) (EUR)
De Bunker Party Room	450	600	900	450	1.600

Hire fees in EURO (not including VAT)

Cleaning by the hirer

3. Cancellation policy

If a planned activity cannot take place, the hirer is obliged to cancel the reservation. In the absence of cancellation, the hirer who booked the room remains responsible, regardless of his/her actual presence.

Cancellation of an application **must be reported to the Infradesk helpline no later than 5 working days before the planned activity.**

3.1 Cancellation fees

- If the reservation is cancelled on time, no costs will be charged.
- In case of cancellation due to force majeure, no cancellation fee will be charged. Reasons for cancellation due to force majeure must be submitted to the Infradesk helpline in writing in all cases.
- In the absence of timely cancellation and/or if the hirer does not appear, the costs already incurred by Vrije Universiteit Brussel, including the full hire fee at Rate III, will be charged.

Vrije Universiteit Brussel reserves the right to cancel a reservation in the event of force majeure or if it is determined that the planned activity contravenes the guidelines set out in *Chapter 1.4 Activities*. The hirer will be informed of this cancellation via email.

Under no circumstances can the hirer claim compensation.

PART II. PRACTICAL GUIDELINES AND TIPS

In this chapter you will find practical information relating to booking a room and/or additional support. This information is also available on the Infradesk helpline website:

<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 lecture rooms, auditoriums, meeting rooms or conference facilities at the VUB Main Campus? That is possible.

Anyone wishing to hire a room must apply to the Infradesk helpline.

Steps to follow:

1. The request is made via the **online reservation form**: <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 the Infradesk helpline automatically. The Infradesk helpline will suggest a space that is suitable for the number of attendees and with the desired accommodation.
3. Once the application has been approved, the hirer will receive confirmation by email, referring them to these regulations and information concerning practical arrangements. The **confirmation email** serves as an **agreement** for hiring out the requested room(s). The agreement also states the applicable hire rate and the safety regulations that must be respected. Each approved application automatically implies acceptance of the provisions set out in these **Room Hire Regulations**.

Good to know:

- **Staff** can apply through their secretariat.
- If a **student organisation** organises an activity with an admission charge, a PKC number will be requested from the BSGgtv. A room can only be assigned once a PKC has been received. If the BSGgtv does not give permission, the student organisation must provide a PKC itself.
- The completeness and correctness of the application is entirely the responsibility of the applicant. To make sure that your application can be processed as quickly as possible, it is best to provide as much specific information as possible.
- Depending on the scope and risk of the activity, a coordination meeting can be convened at the initiative of the Infradesk helpline, which will be attended by the applicant and the relevant university departments.
- If applications are for non-academic activities, the nature of the activity, the subject matter and any speakers must be clearly stated in the application. Any draft invitations, flyers and posters must be enclosed with the application wherever available. The applicant's distribution plan regarding such promotional material must be submitted at the same time.
- Written confirmation from external speakers is required in every case. Clearly state who the speakers are in your application.
- If you also need audiovisual support, you can request this at the same time via the reservation form.

- The supply of facilities not mentioned in the agreement (e.g. use of specific equipment, audiovisual support, exceeding the hire period, more or larger auditoriums, etc.) depends on the specific possibilities. These facilities will be charged at the fixed rates.

4.1 Outdoor activity request

The request is made via the same online reservation form as for reserving 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>

For desired locations, choose "Other": such as BBQ area or lawn areas on campus.

Keep the following basic rules in mind for each activity:

- Make sure that your activity does not interfere with teaching activities on campus.
- Take the applicable safety regulations into account.
- Factor in enough time to clean up the location afterwards and keep our campus tidy.

Once you have submitted your application, an events coordinator from AV Services will provide further coordination and support for your outdoor activity. Our event coordinator will help you choose the right audiovisual and logistical resources or services, and direct your questions to the various departments within Facility Services and, by extension, Infrastructure. If desired, the event coordinator can also advise you further during a personal consultation.

5. When should I apply?

Given the great demand for rooms and the frequent use of rooms for core activities (education and research), it is **best to apply as early as possible**. You should submit your room hire application before you start organising an activity.

The **application deadline** for reserving a room varies depending on the type of activity you wish to host:

- *Simple request*
 - If you request 1 room for 1 event at 1 time, with no preparation time required
⇒ At least **5 working days** in advance
- *Combined request*
 - Multiple rooms requested for a multi-day event or several days within a period
⇒ At least **10 working days** in advance
- *Outdoor activity request*
 - *BBQ area or lawn area (Grasveld) on campus*
⇒ At least **10 working days** in advance
- *Extensive activities (e.g. a scientific seminar)*
 - ⇒ At least **2 months** in advance
- *Congresses*
 - Please note: congresses must first be approved internally by the Infradesk helpline, in collaboration with Central Education Scheduling, based on availability of the rooms and the prioritisation of educational activities.
 - Contact Infradesk for an evaluation of the application.
⇒ At least **4 months** in advance

Good to know:

- When applying for the activity, the applicant must also take the time needed for set-up and cleaning into consideration. If last-minute reservations are made, the applicant must accept the room in the condition in which it is found.
- If the above deadlines are not respected, it cannot be guaranteed that the application will be processed fully or in time. The longer in advance you submit an application, the higher the chance of a favourable outcome.
- All requests are processed in the order in which they are received. When assessing the applications, priority will be given to applications for teaching, research and administrative activities.
- Due to the priority for educational activities (lectures, practicals), applications for other activities can only be confirmed once the timetables have been confirmed by faculty secretariats and Central Timetabling. Consequently, rooms cannot be officially promised for such activities. The Infradesk helpline keeps an up-to-date list of applications and when the relevant application form was submitted.

6. Confirmation and refusal

The Infradesk department examines whether the application is admissible based on the criteria in Part I, *Chapter 1.4 Activities*, in consultation with the parties involved if necessary. Following this, applicants will receive an answer by email. Please note that you will not have a room unless you have received **official confirmation**.

In case of doubt, the Head of the Facility Services Department may submit the application, accompanied by a reasoned recommendation, to the Rector (or his/her deputy). An explicitly justified refusal will be communicated to the applicant by email.

7. Supervision by the owner

- The owner is in charge and shall issue all necessary instructions to the hirer regarding the use of a room. The hirer must follow the instructions and guidelines issued by the owner.
- The owner may check the activity of the hirer and enter the hired rooms at any time.
- The owner has the right to stop the hirer's activity if the latter does not comply with the aforementioned guidelines. In the event of serious breaches, the owner may oblige the hirer to leave the building immediately.

8. Rights and obligations of the hirer

- The hirer bears overall responsibility for the activity and its participants. The costs of any damage or fines resulting from this activity will be recovered from the hirer.
- Please designate a person who is responsible for each activity and state the name of that person on the application form. The person responsible must be present throughout the activity and ensure that the activity runs smoothly. The person responsible shall monitor compliance with safety regulations and will remain responsible until the end of the activity.
- At the beginning of the activity, the person responsible must check the condition of the room and the equipment present. If there are any problems or damage, the person responsible must notify AV Services immediately.
- The hirer must monitor compliance with the regulatory provisions regarding safety, cleanliness, nuisance, smoking, technical installations, etc.
- Avoid unnecessary electricity and gas consumption by closing doors and windows. Do not leave lights on or water running unnecessarily.
- Each hirer is responsible for providing a first-aid kit. The first-aid kits present should only be used as a last resort or in an absolute emergency.
- Rooms should be requested in accordance with the number of people present in proportion to the capacity of the room. Do not exceed the room capacity.
- The rooms must be prepared and cleaned within the agreed hours. These hours are agreed in advance and cannot be changed without the owner's knowledge. The rooms must be cleaned and vacated by the agreed deadline time at the latest.
- The hirer may only use the rooms that have been provided. Other room(s), the corridor or the hallway may not be used for an activity without permission.
- The hirer may not hand the room over to third parties. Subletting is strictly forbidden.
- Rooms cannot be hired during periods in which Vrije Universiteit Brussel is closed (Sundays, public holidays, VUB celebration days, period between 25 December and 1 January).
- The room may only be used for activities that have been notified in advance.
- For evening activities, the rooms must be vacated by 10 p.m. on weekdays and by 5 p.m. on Saturdays.
- If an activity is to be carried out outside normal closing times, this must be clearly stated in the application. The owner shall examine the viability of the application and inform the hirer accordingly. The hirer will be responsible for all additional costs arising from this.
- The consumption of food and beverages in the VUB lecture rooms is permitted as an exception, provided that an alternative location is not available and provided that the other activities are not disrupted and the safety regulations are fully complied with. Eating is strictly forbidden in the Council Chamber in Y4 – 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 ensuring that the hired room is left clean and tidy (see *chapter Tidiness and cleaning*).
- The organiser of the event (hirer) must comply with the provisions set out in the VUB policy on Alcohol and Drugs.
- With the exception of assistance dogs, no animals are allowed in the buildings.
- The hirer is responsible for all materials they bring with them and is obliged to remove these immediately once the activity has ended. The owner cannot be held liable for material or equipment left behind by the hirer, nor for possible harm, theft, damage or loss.

- Moving furniture from other, unreserved rooms to the reserved room is only permitted with the express permission of the owner.
- If activities take place that entail a certain level of risk, the hirer shall personally take the necessary safety measures.

9. Tidiness and cleaning

The hirer must leave the rooms in the state in which they were found.

Cleaning is carried out by an external company with which Vrije Universiteit Brussel has a permanent contract. Cleaning may not be carried out by a third party.

At the end of the activity, the hirer must leave the room in the state in which it was found. This means, among other things, that the hirer:

- Personally sorts the waste (glass, PMD, paper, residual waste, etc.) and disposes of it in one of the designated waste disposal areas.
- Checks the immediate surroundings and cleans up waste (paper, cigarette butts, cups) wherever necessary.
- Ensures that the lights are switched off and the windows and doors are closed.
- Switches off audio-visual systems and puts the accessories (cables, control boxes) back in their original place.
- Returns the furniture inside the room to its original position. Tables and chairs that have been added from other rooms with the owner's permission must be put back in their original place by the hirer.

If the owner determines that the above rules have not been adhered to, the hirer may be charged additional cleaning costs and/or fines (standard €50). Hirers will be informed of this via email.

10. Insurance

- The owner insures the property and its own contents against fire and related risks. This policy contains a clause waiving recourse against the hirer. The hirer is exempt from covering fire and related hazards, but undertakes to pay the amount of the excess if the claim is the result of an error or negligence on the hirer's part.
- The hirer must check the area and the VUB installations before the activity commences. If the hirer identifies a fault or defect, this must be reported to the Infradesk helpline or AV Services without delay.
- If an accident occurs due to a faulty VUB installation or defect in the building, which was not reported in advance by the hirer, the latter shall be held fully liable in such cases.
- The owner cannot be held liable by the hirer for damage arising from any cause, whether of a contractual or non-contractual nature. The hirer indemnifies the owner against any claims for damage or harm from third parties arising from the use of the rooms.
- The hirer must comply with all statutory provisions arising from legislation, police regulations, environmental permits and decisions made by the fire brigade.
- In the event of misuse under the current regulations, the hirer may be barred from using the rooms for an indefinite period of time and a financial penalty of €50 or more may be charged

up to the maximum amount of harm or damage shown to have been sustained. The hirer will be informed of this by letter.

Specifically for the De Bunker Party Room:

- The hirer undertakes to obtain civil liability insurance for the entire duration of the hire agreement. This policy must cover at least the following guarantees:
 - Civil liability: with an insured amount of at least €2,500,000 per claim for property damage and €2,500,000 per claim for physical harm;
 - Entrusted property: with an insured amount of at least €100,000.
- In addition, the hirer shall take out insurance for the entire duration of the hire to cover damage to the building caused by its acts or omissions, as well as those of its appointees, subcontractors or visitors.
- The hirer shall submit a compliant insurance certificate when requested to do so by VUB.
- The hirer must provide proof of civil liability insurance (for third-party damage) as well as an insurance policy for material damage to the party room (cover and structure) and existing installations (emergency lighting, water and electricity supply facilities, decibel meter installation, etc.).

11. Damage

- The hirer is obliged to use the rooms responsibly and not cause any nuisance or damage. Any damage, regardless of its nature or cause, must be reported to the owner without delay.
- The hirer is responsible for damage caused by the organiser, or an employee or anyone taking part in the activity, to the building, its contents or third parties and must pay for repairs wherever necessary.
- The use of nails, glue, paint or any adhesive substance on windows, doors, panels, walls and floors is prohibited. Use of stickers, tape, pins, nails or staples is prohibited. No holes may be made in the walls. Repair costs or additional cleaning shall be charged if necessary.
- The hirer must under no circumstances endanger the safety of students, staff and/or visitors and must not interfere with the university's normal daily activities.

12. Nuisance

- If the hirer or the activity s/he organises causes inconvenience, the owner may instruct the hirer to cease the activity and/or to leave the rooms immediately.
- Nuisance or inconvenience is, in principle, reported to Security. The hirer accepts that Security may – if necessary – decide to put a stop to the activity at any time.
- In the event of damage, theft, vandalism or excessive rubbish, the cost of cleaning, repair or replacement shall be charged to the hirer.
- The hirer must respect the peace and quiet of neighbours at all times. Noise-related nuisance must remain within the legally stipulated standards and must under no circumstances cause any nuisance inside or outside the building.

13. Safety and evacuation regulations

- The hirer must ensure that the rooms remain accessible to emergency services at all times.
- If several rooms or an entire building are being used, it must be possible to use ALL exits at all times. All exits and emergency exits must be kept clear at all times (must never be secured or locked with the key during the activity).
- It is forbidden to place obstacles and/or equipment, which could obstruct free passage, in rooms/hallways or in front of their access and exit routes.
- The minimum clear width of the stairs, exits and doors must not be reduced and must enable the easy and rapid evacuation of people.
- The auditoria in Building Q may only be rotated by staff members of AV Services. The auditoria may only be rotated if no persons are present in both auditoria.
- The stages in the auditoria in building Q may not be extended towards the first row of seats in the hall.
- The 'exit' and 'emergency exit' signs and the direction of the routes leading to the exits and emergency exits must be clearly visible and illuminated at all times.
- Each room has a maximum permissible number of people. The hirer must ensure that the number of people admitted does not exceed the maximum permissible number. In the event of violations in this regard, the owner cannot be held responsible for any accidents. The liability then lies entirely with the hirer.
- Disabled persons, with wheelchair wherever appropriate, should take their seats in the designated places (if provided).

14. Fire safety and electrical installations

- The hirer must comply with the applicable standards and regulations concerning fire safety.
- All fire-fighting equipment (fire buttons, sirens, fire reels and extinguishers) must remain clearly visible and accessible at all times.
- The hirer must ensure that no highly flammable material is used when decorating a room. Examples of highly flammable materials are (non-exhaustive list): reed mats, straw, cardboard, tree bark, paper, highly flammable textiles and plastics. Substances that release toxic gases under the influence of heat and materials that melt at low temperatures are prohibited at all times.
- There is an absolute smoking ban in all rooms. The hirer is responsible for ensuring compliance with this ban as well as for the disposal of cigarettes in the provided waste facilities if the hirer and/or those taking part in the activities smoke outside the buildings.
- Ambient lighting through the use of candles, kerosene lamps, torches or similar lighting elements is prohibited.
- Electrical appliances may only be used in the location(s) indicated by the owner.
- Smoke/fog machines are prohibited (with the exception of the De Bunker Party Room, though only with prior written permission).
- Flammable liquids, liquefied petroleum gases or highly flammable solids or explosives may not be used.
- In case of fire in the QA 'Van Geen' auditorium, it must be possible to lower the fire curtain on the stage unimpeded.

14.1 Electrical installations

- Notwithstanding the AREI (General Regulations for Electrical Installations) regulations, electrical equipment and installations must also comply with the relevant applicable regulations, standards and rules. The electrical equipment must bear the CE marking.
- Do not overload the electrical circuits.
- The existing lighting system may only be supplemented using spotlights with a CEE plug. If a lighting installation is rented, it must comply with CE standards. Spotlights that are screwed in place may not be moved. The placement and adjustment of additional spots must be carried out by the hirer; AV Services staff will provide necessary explanations and/or help in this regard.
- Defective light bulbs may only be replaced by AV Services staff. The dimmer packs may only be operated by the auditorium's AV Services staff.

If one or more breaches of the above regulations are ascertained, the activity will be stopped immediately or cancelled by the owner. The hirer will not be able to claim compensation in such cases.

15. Security

- The owner does not provide security. The hirer must take the necessary measures to protect its own goods and possessions or of those taking part in the activity against theft or loss.
- The hirer may engage external security personnel (IBZ approved). These security guards must not interfere with daily operations or the free access of other visitors to the building. The buildings of Vrije Universiteit Brussel shall retain their public character at all times.
- The owner cannot be held responsible for any damage to, or loss or theft of goods and possessions belonging to the hirer or those taking part in the activity.

16. How do I request extra assistance?

16.1 Audio-visual equipment

Most of the lecture rooms and auditoriums at VUB are equipped with professional video, audio, lecture recording and streaming facilities based on the *Bring Your Own Device* principle. These facilities are included in the hire price of the rooms and are freely accessible to, and can be operated by, the hirer in accordance with the manual provided.

AV Services ensures that audiovisual equipment which belongs to the room is kept operational. The staff can be called on at the start of your activity.

In the event of problems, AV Services must be informed immediately and will provide replacement equipment or support, wherever possible.

If damage to the provided equipment is ascertained after a room has been used, the costs will be recovered from the hirer.

If the hirer requires additional services or equipment, such as audiovisual and logistical equipment, this must be requested **no later than 1 month prior to the activity** to allow AV Services to provide advice and take the necessary action.

Requests can be made via the Rentmagic shop

- <https://vubbrussel.rentmagic.shop/home>: accessible to staff, students and external parties after registration.

Applications for registration can be directed to the Infradesk helpline.

16.2 Catering

If catering is desired, this can be requested via the VUB restaurant or the campus partners.

For a number of catering options, see: <https://www.vub.be/en/services-vub-campus-in-eterbeek-and-jette/tasty-food-vub-campus/catering-vub>

The Infradesk helpline is therefore not responsible for the reservation or follow-up of catering
– the organisation must do this directly with the desired caterers.

- The provision and collection of material/equipment is only possible within the hire period. That is the purpose of “preparation time” and “clear-up time”. So please reserve catering correctly, in consultation with the caterer.
- It is the hirer’s responsibility to make sure that the room/area is cleared completely at the end of the hire period. Caterers must collect their material/equipment within the hire period (because it is not hygienic to leave this for too long, and because it may cause a nuisance to subsequent hirers).
- If the area is not cleared on time, the hirer can be charged a fine of €50 and the caterer may be barred from campus for a certain period of time.
- The owner is not responsible for the catering material/equipment and has the right to remove it from the area in the event of unauthorised use outside the reserved period of time.
- It is the hirer’s responsibility to make sure that the rooms are used in a respectful manner. At the end of the event, the room must be tidied up and everything put back in its original place. The caterers are obliged to take their waste with them.
- It is possible to place a food truck on the VUB campus, but this must be requested in good time via Infradesk and is only permitted once the application has been approved and the location assigned. If water and/or electricity supply is required, this must also be requested in advance in the most detailed manner possible. The hirer must register the number plate of the vehicle for it to be able to enter the campus. On the day of the event, you can register with Security at the barrier or by calling 02 629 21 76. The security guard will ensure easy access to the location. It is the hirer’s responsibility to make sure that the food truck is set up safely, does not cause any nuisance or inconvenience and that there is sufficient space to pass. After the event, the hirer or food truck must take the waste with them and leave the location clean.
- The VUB is not responsible for any damage caused by faults in the water and electricity supply.

17. How do I book the De Bunker Party Room?

The request for the De Bunker Party Room must be made via the **online reservation form**: <https://www.vub.be/en/services-vub-campus-in-etterbeek-and-jette/venue-rental-and-event-support-vub-campus/request-venue-vub-main-campus>

Student organisations affiliated to the Brussels Student Society (BSGgtgv) must submit their request for use of the De Bunker Party Room to BSGgtgv via an email sent to bsggtgv@vub.be. They must do this at the beginning of the academic year. Final allocation of the dates will ensue via the drawing of lots. The student organisation must submit the application for use of the De Bunker Party Room using the reservation form, which can be requested via the Infradesk helpline.

17.1 Mandatory documents

Prior to organising an activity in the De Bunker Party Room, a number of documents must be submitted for approval:

- Safety plan (including insurance policy certificates)
- Ground plan
- Volunteer system (where applicable)

Provide these documents promptly (min. 10 working days in advance) via Infradesk.

The scheduled activity cannot proceed without approval of these documents and proof of payment. By making a reservation, you agree to comply with the Room Hire Regulations.

17.2 Request for facilities in the De Bunker Party Room

Some of the options:

- Logistical equipment (such as stage elements, tables and chairs, etc.) can be requested via <https://vubrussel.rentmagic.shop/home>.
- Barriers and waste containers can be requested from the Cleaning Department via Ultimo (<http://ultimo.vub.be>).
- Water and electricity can be specified on the online reservation form (see above). If there are additional provisions for water and/or electricity, this can be done via a ticket from Ultimo (<http://ultimo.vub.be>):
 - Water via *Technical request* under the Sanitary facilities category
 - Electricity via *Technical application* under the *Electricity/Lifts/Fire detection category* (requests for any special facilities must be submitted at least 1 week in advance via Ultimo).
- Safety/security items such as Parking Ban or VUB Security Guards must be requested by the hirer via a ticket from Ultimo (<http://ultimo.vub.be>):
 - Parking ban via *AV Services Requests* under the *Parking ban category*
 - Additional (VUB) security guard via *Facility Services Requests* under the *Security category* – to be requested at least the month before the event.

17.3 Guidelines for the De Bunker Party Room

Safety & security

- Visitors According to the VUB guidelines, a maximum of **1.000** visitors are permitted in order to prevent overcrowding. If additional furniture is placed in the room, the number of visitors allowed shall be determined on the basis of the floor plan to be submitted by the hirer.
- Security: When organising a party in the De Bunker Party Room, deployment of external security or a volunteer system is mandatory.
 - Provide an on-site security agreement for the duration of the event.
 - Provide a security list (provided by the security company).
 - Provide a notification at each entrance showing the name of the security company + their insurance policy number.
 - When using the volunteer system, a list of volunteers and the original version of the permit issued by the mayor must be available at the location (even if it involves a mix of security guards and volunteers).
 - It is possible to request an additional security guard from the VUB crew via Ultimo. For VUB organisations, the costs are divided 50/50 between the organiser and Facility Services. This security guard can only be used in the vicinity of the party room (perimeter surveillance).

Sound and lighting

- To prevent noise-related nuisance, it is mandatory to use the VUB measuring device during the party. The noise measurements are checked by AV Services and, wherever necessary, also by VUB Security. However, the hirer remains responsible for ensuring that no noise-related nuisance is caused.
- To prevent noise-related nuisance, the loading bay door and emergency doors must remain closed during the event.
- Outside the De Bunker Party Room, the decibel value must not exceed the **85dB** threshold (measured for 15 consecutive minutes).
- Inside the De Bunker Party Room, the decibel value must not exceed the **95dB** threshold (measured for 15 consecutive minutes).
- Techno music (and variations on the same theme) should be kept to a minimum.
- It is the hirer's responsibility to ensure that the noise level is proportional to the number of visitors present. In other words, there is no need for the maximum volume to be produced in a (virtually) empty party room.
- Lifting equipment or other elements may not be attached to the party room ceiling (including lighting installation, sound system, video screens, etc.).
- When using lifting equipment, it must be in safe condition and have a valid (< 3 months) inspection certificate.
- Smoke/fog machines, pyrotechnics, fire or welding work are not permitted without prior written consent.

17.4 Course of the event

Set-up

- Traffic must not be impeded.
- Teaching activities and campus life must not be disrupted.
- Lecture room furniture may not be used.
- The necessary respect must be shown for residential areas.
- No flammable materials are to be used. Open fire is not allowed.
- A "safe zone" must be provided at the event, where people can be temporarily shielded from any eminent threats (this is necessary for the time needed to find friends or to call security/emergency services). The safe zone must be used as such and not for any other purpose.
- Before the start of the event, VUB security will carry out a safety check on site together with the person responsible for the organisation. The event may not start if this check is not satisfactory.

During the event

- The organiser must provide free pure, non-sparkling water (as stipulated in the Student Life Codex).
- All employees in the organisation (and professional security) must closely monitor the site and the adjacent buildings.

After the event

- The organiser must ensure that the De Bunker Party Room and surrounding areas are cleaned thoroughly and ensure that the roadway is free of all material and waste.
- The party room will be closed and locked by VUB Security at the hirer's request.
- The complete clean-up must be completed before 12 noon unless agreed otherwise in advance. For access to the room, the hirer can contact VUB Security.
- All repair costs for potential damage must be reimbursed.

IN THE EVENT OF NEGLIGENCE, AN ADDITIONAL COST OF €1.000 (NOT INCLUDING VAT) WILL BE CHARGED TO THE ORGANISATION

17.5 Incident management

An incident is an unwanted, uncontrolled, unforeseen occurrence with a risk of damage or harm to people, the environment, the organisation or the surrounding area. **In the event of an incident, contact VUB Security immediately!**

- VUB Continuity Monitoring 02 629 21 76 – Emergency number for VUB Security VUB 02 629 11 11
- Police 101 or 112
- Fire brigade or ambulance 100
- Organiser
- Safety officer

Communication

- The organiser must ensure a means of communication between staff.
- The organisation is obliged to provide a microphone for the sound system. The range of the microphone must cover the entire event site and be able to inform all attending people of the prevailing situation.
- The organiser shall provide its own roadmap for possible incidents, containing at least the following elements:
 - The planned programme must be stopped immediately. The interruption will last from the moment the incident takes place until the moment the competent city or emergency services signal that the programme can be resumed.
 - Such interruptions and their nature must be communicated via the microphone.
 - Microphones are available to the emergency services and can therefore be used to inform the attending people of the situation.
 - The safety officer shall contact VUB security so that the necessary emergency services can be called if necessary. The person in charge will describe the situation after due observation. The person in charge will assign the relevant tasks to their staff in the area of the incident.
 - There must be no booths or bars on the access road. Free passage must be guaranteed for the emergency services. Bar staff and other employees must be made aware of this procedure.
 - The De Bunker Party Room is equipped with fire extinguishers. All bar staff must have been informed about the presence of fire extinguishers and how to use them.
 - Decorative materials are not to be present - but if there are any, they must have been treated with the fire retardant Brandex to slow down or even stop potential fires.
 - The attendees will be guided to the correct exits via the audio channels and supervisors present. The supervisors are to be properly briefed on their duties in such procedures.
 - In the event of fights or brawls, VUB Security must be notified immediately and will call in the necessary emergency services if necessary.

Each employee must be aware of all the points mentioned in the incident management document before the start of the event.

18. Contact info

18.1 VUB Main campus

Reserve room via Infradesk

By email: infradesk@vub.be

By phone: Infradesk: +32(0)2 6293111

Via Ultimo: <http://ultimo.vub.be> (log in with VUB account)

Associated services

VUB Security: (+32 2 629) 2176

AV Services Assistance Etterbeek: +32 (0)2 629 2798

Hospitality hospitality@vub.be

Learning and Innovation Centre: lic@vub.be

18.2 VUB Health Campus

Rooms not managed by the Infradesk helpline are not covered by these regulations. For more information and reservations, please contact the department concerned:

Reserve room via Conference Facilities

Jette Congress Service

+32 (0)2 477 94 88

congresdienst@gf.vub.ac.be

Associated services

VUB Security: (+32 2 629) 2176

Jette AV Services Assistance: (Room A.0.59) +32 (0)2 477 41 27

18.3 Sports infrastructure or cultural facilities

Rooms not managed by the Infradesk helpline are not covered by these regulations. For more information and reservations, please contact the department concerned:

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

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