

VUB Room Hire Regulations

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The Management Committee approves with effect from the start of the 2024-2025 academic year
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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 arrangement 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 the VUB
- Central administrative services of the 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 the Vrije Universiteit Brussel
- Departments of the University Hospital
- Recognised student organisations including student organisations whose application for recognition has been submitted but has not yet been 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/about 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 of 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 for 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 in order to approve or reject the application.

- **Educational activities always take precedence over** other activities. (see also: VUB Timetable policy)
- The activity does **not have a purely commercial or industrial purpose** but, rather, a social, scientific or cultural purpose. An organiser may, however, carry out activities that generate revenue; however, 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 appears 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.

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 explicitly justified refusal will be communicated to the applicant by email.

2. Rates

Vrije Universiteit Brussel applies three categories of fees:

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

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 aimed at 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/nl/studeren-aan-de-vub/10-redenen-om-voor-de-vub-te-kiezen/het-leven-op-onze-campussen/studeerplek-nodig/een-leslokaal-reserveren-als-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 because this has been taken into account in the operation model.

For the following groups, use of the rooms **WILL BE CHARGED** to the hirer.

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 annually adjust the rates at the beginning of the relevant academic year in accordance with the consumer price index.

Cleaning before and after the event is provided as standard for all activities.

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 always include the preparation and collection of equipment.
- 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 on 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 is obligated to 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 rate 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	Rate II Weekday per period (EUR)	Rate II Saturday per period (EUR)	Rate II Sunday per period (EUR)	Rate III Weekday per period (EUR)	Rate III Saturday per period (EUR)	Rate III Sunday per period (EUR)
Q	Auditorium Q.A.Van.Geen (580pl)	231	244	283	411	424	au
	Auditorium Q.B. (200pl)	160	164	177	310	314	327
	Auditorium Q.C. (300pl)	177	185	211	327	335	361
	Auditorium Q.D. (200pl)	160	164	177	310	314	327
	Q.Foyer – reception area (100 pl)	124	133	158	214	223	248
	Nelson Mandela - reception area (510pl)	248	266	317	428	446	497
	Entree Nelson Mandela (stairs + sanitary)	26	32	51	26	32	51
	D	Hall building D0 + Desk D0.04 (90 pl)	116	122	141	206	212
	Hall building D2 (90 pl)	124	133	158	214	223	248
	Auditoria D0.02 (172pl), D0.03 (200pl)	160	164	177	310	314	327
	Auditoria D0.05 (127pl), D0.07 (140pl), D0.08 (128pl)	130	134	147	242	246	259
	Promotion room D2.01 (80pl), D.2.12 (76pl), D.3.07 (76pl)	147	155	181	259	268	293
P2	P2.0.06 (24pl)	107	111	124	197	201	214
	P2.0.01 (60pl), P2.0.02 (60pl)	116	122	141	206	212	231
	P2.0.07 (60pl)	124	133	158	214	223	248
	P2.0.03 (128pl),	164	177	216	276	289	328
	P2.0.04 (94pl), P2.0.05 (84pl)	147	156	181	259	268	293
Other	G.1.52 (116pl), G.1.53 (88pl), K.2.56 (107pl), L.2.03 (119pl), B.031 (80)	130	134	147	242	246	259
	Other rooms in buildings D, E, F, K, L, G.1.56 (48pl) , G.1.57 (48pl), ...	107	111	124	197	201	214
Meeting rooms	4-15 pl in building B,C, M, T	79	81	87	119	121	127
	15-30 pl in building A, C,E, K, L, M, PL5, PL9, T	107	111	124	147	151	164

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 rate 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	Rate II Weekday per period (EUR)	Rate II Saturday per period (EUR)	Rate II Sunday per period (EUR)	Rate III Weekday per period (EUR)	Rate III Saturday per period (EUR)	Rate III Sunday per period (EUR)
Y	Y4.01 Council Chamber (45pl + 5pl in front)**	326	332	351	626	632	651
	Y4.02 Reception room Council Chamber - Mirror Room (50pl seated)	176	182	201	326	332	351
I	I 0 Atrium (reception/entree hall) (250pl)	141	154	193	231	244	283
	I 1 Atrium (110pl) , I 2 Atrium (100pl) (reception)	124	133	158	214	223	248
	I 0.01 (84pl)	130	134	147	242	246	259
	I 0.02 or I 0.03 (100pl)	107	111	124	197	201	214
	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)	107	111	124	197	201	214
	I 2.01 of I 2.02 (84pl)	130	134	147	242	246	259
	I 2.03 (200pl)	177	185	211	327	335	361
Meeting rooms	Y.3.03 (18pl), Y.3.08 (12pl)	81	84	93	121	124	133

** The Council Chamber in building Y is not hired out at rate I, 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

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

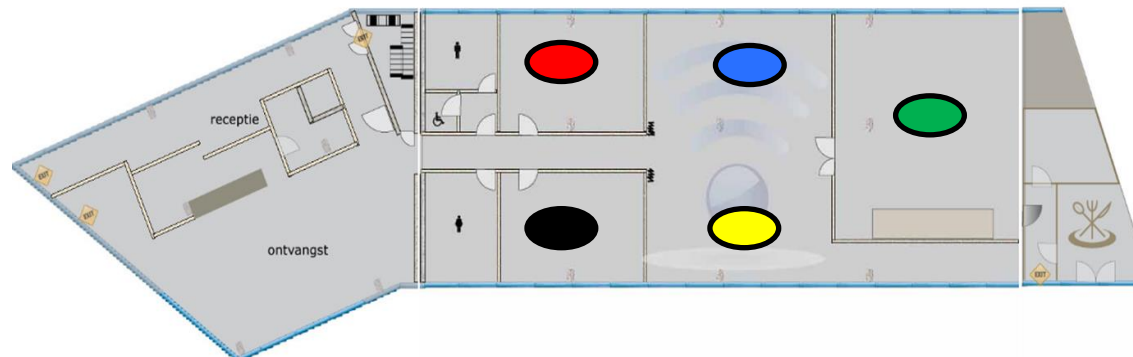
2.3 Hire prices for U-Residence conference rooms

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

Hire price 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	Rate I per period (EUR)	Rate II Weekday per period (EUR)	Rate II Saturday per period (EUR)	Rate II Sunday per period (EUR)	Rate III Weekday per period (EUR)	Rate III Saturday per period (EUR)	Rate III Sunday per period (EUR)
Uresidence	Full conference centre (5 rooms) (380pl)	375	788	835	977	1388	1435	1577
	Green + multifunctional space (blue + yellow)(220pl)	285	518	536	587	968	986	1037
	Multifunctional space (blue + yellow)(120pl)	180	343	353	386	643	653	686
	Green room (100pl)	180	326	332	351	626	632	651
	Red room (40pl)	75	137	141	154	257	261	274
	Black room (40pl)	75	137	141	154	257	261	274
	Lobby (80p)	105	184	193	218	334	343	368
	Use Reheat Kitchen	-	47	51	64	77	81	94



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 price 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	Rate II Weekday per period (EUR)	Rate II Saturday per period (EUR)	Rate II Sunday per period (EUR)	Rate III Weekday per period (EUR)	Rate III Saturday per period (EUR)	Rate III Sunday per period (EUR)
LIC	Promotion room (40pl)	326	332	351	626	632	651
	LIC Auditorium (80pl)	326	332	351	626	632	651

2.5 Hire prices for Council Chamber A+2 on the VUB Health Campus

Boardroom in building A 2nd floor : room no. A.2.52

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

Hire rate I = €0

Hire price 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	Rate II Weekday per period (EUR)	Rate II Saturday per period (EUR)	Rate II Sunday per period (EUR)	Rate III Weekday per period (EUR)	Rate III Saturday per period (EUR)	Rate III Sunday per period (EUR)
	A.2.52 Council Chamber (24 to 48pl)	234	243	268	314	323	348

2.6 Hire prices for Q.Tent

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

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

	Student organisation (Noise and serving of drinks stops at 12 midnight) (EUR)	Student organisation (Noise and serving of drinks stops at 4 a.m.) (EUR)	Student organisation (Noise and serving of drinks stops at 5 a.m. - completely) (EUR)	Staff (regardless of what period in the day) (EUR)	External (regardless of period in the day) (EUR)
Q.Tent	450	600	900	450	1,600

Hire prices in EURO (not including VAT)

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 each case.
- In the absence of timely cancellation and/or if the hirer does not show up, 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 such cancellations via email. Under no circumstances can the hirer claim compensation.



PART II. PRACTICAL GUIDELINES AND TIPS

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

<https://www.vub.be/nl/dienstverlening-op-de-vub-campus-etterbeek-en-jette/lokaalverhuur-en-eventondersteuning-vub-campus/vraag-eeen-locatie-aan-op-de-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 application is made via the **online reservation form**: <https://www.vub.be/nl/dienstverlening-op-de-vub-campus-etterbeek-en-jette/lokaalverhuur-en-eventondersteuning-vub-campus/vraag-eeen-locatie-aan-op-de-vub-main-campus>
2. The form is automatically sent to the Infradesk helpline. The Infradesk helpline will suggest a space that is suitable for the number of attendees and 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 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, if 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 Requesting rooms for a conference

Seminars, study days and conferences are regularly organised at Vrije Universiteit Brussel. Such initiatives are inherent to the healthy functioning of our institution and a further incentive for our outstanding research.

These initiatives are usually of high quality and limited scope, meaning that they can be integrated into the normal lecture weeks without many problems.

Given that some rooms are not included in normal teaching practice (e.g. the promotional hall or the tent) or are kept free on certain days, it is possible to develop such initiatives in these areas. Depending on the time of year, other rooms may also be considered for this.

VUB is regularly asked to organise larger conferences (200 to 300 attendees at any one time or even more). If the **dates for these events are chosen effectively and on time** (e.g. during holiday periods or lecture-free weeks), a good solution can be found for most proposals.

Requests for conferences can be made to **Congress Services** (evenementen@otrs.vub.be), which offers an additional discount on the standard hire prices.

4.2 Outdoor Activity Request

The request is made via the same online reservation form as when reserving rooms:

<https://www.vub.be/nl/dienstverlening-op-de-vub-campus-etterbeek-en-jette/lokaalverhuur-en-eventondersteuning-vub-campus/vraag-een-locatie-aan-op-de-vub-main-campus>

For desired locations, select “Other”: Tent, BBQ area or the lawn area (Grasveld) 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 do 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**. It is recommended that you apply to hire a room 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, no preparation time is 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*
 - *Tent, 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 into account the time needed for set-up and cleaning. If last-minute reservations are made, the applicant must accept the room in the condition in which it is encountered.
- If the above deadlines are not respected, it cannot be guaranteed that the application will be processed completely or on time. The longer in advance you submit an application, the higher the chance of a favourable result.
- 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*, if necessary in consultation with the parties involved. 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 motivated recommendation, to the Rector (or his/her deputy). The explicitly justified refusal will be communicated to the applicant by email.

7. Supervision by the owner

- The owner is in charge and gives all necessary instructions to the hirer regarding the use of a room. The hirer must follow the instructions and guidelines given by the owner.
- The owner may always 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. Any damage or fines resulting from this activity can 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 constantly present during 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 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 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 versus 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 provided rooms. Another room, 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 where Vrije Universiteit Brussel is closed (Sundays, public holidays, 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 exceptionally permitted 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 tidiness and cleaning (see *chapter Tidiness and cleaning*).
- The organiser of the event (hirer) must comply with the provisions 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 is personally to take the necessary safety measures. (see also *chapter0*)



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, additional cleaning costs and/or fines (standard €50) may be charged to the hirer. Hirers will be informed of this via email.

10. Insurance

- The owner insures the property and its own contents against fire and related risks.
- The hirer must check the area and the VUB installations before the activity commences. If the hirer finds a fault or defect, this must be reported to the Infradesk helpline or AV Services immediately.
- 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 this case.
- 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 damage claims 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 excluded 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 Q.Tent:

- The hirer must provide proof of civil liability insurance (for third-party damage) as well as an insurance policy for material damage to the tent (cover and structure) and existing installations (emergency lighting, water and electricity supply facilities, decibel meter installation, etc.).
- The hirer must take out a policy that insures its civil liability for the entire duration of the contract. The civil liability guarantee must cover a minimum insured amount of €2,500,000 per individual claim, with a minimum amount of €100,000 for the entrusted property guarantee. The hirer shall submit a compliant insurance certificate at the request of VUB.

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 immediately.
- 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 if necessary.
- It is prohibited to use nails, glue, paint or any adhesive substance on windows, doors, panels, walls and floors. Use of stickers, tape, pins, nails or staples is forbidden. No holes may be made in the walls. Repair costs or additional cleaning will 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 that 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 any time. 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 in rooms/hallways or in front of their access and exit routes that could obstruct free passage.
- The minimum clear width of the stairs, exits and doors must not be reduced and must enable quick and easy evacuation of people.



- The auditoria in Building Q may only be rotated by staff members of AV Services. The auditoriums may only be rotated if no persons are present in both auditoriums.
- The stages in the auditoriums 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 always be clearly visible and illuminated.
- Each room has a maximum permissible number of people. The hirer must ensure that the number of people permitted 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 machines are prohibited (except in the Q.Tent location).
- 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; employees of AV Services shall provide the necessary explanation and/or help in this regard.
- Defective light bulbs may only be replaced by employees of AV Services. The dimmer packs may only be operated by the auditorium's AV Services employees.

If one or more of the breaches above are encountered, the activity will be immediately stopped or cancelled by the owner. The hirer will not be able to claim damages 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 support?

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 employees 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** so that AV Services can provide advice and take the necessary action.

Requests can be made via the Rentmagic shop

- <https://vubrusssel.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.

A few catering options: <https://www.vub.be/nl/dienstverlening-op-de-vub-campus-etterbeek-en-jette/lekker-eten-op-de-vub-campus/catering-aan-de-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 the next 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 case 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. Afterwards, the room must be tidied up and everything must be 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 has been assigned. If water and/or electricity supply is required, this must also be requested in advance in the most detailed manner possible. 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 reserve the Q.Tent?

The application for the Q.Tent also takes place via the **online reservation form**: <https://www.vub.be/nl/dienstverlening-op-de-vub-campus-etterbeek-en-jette/lokaalverhuur-en-eventondersteuning-vub-campus/vraag-een-locatie-aan-op-de-vub-main-campus>

Student organisations affiliated to the Brussels Student Society (BSGgtgv) must submit their request for using the Q.Tent to BSGgtgv via bsggtgv@vub.be.

They must do this at the beginning of the academic year. The dates will be definitively allocated by drawing lots. The student organisation shall submit the application for using the tent via the reservation form, which can be requested via the Infradesk helpline.

17.1 Mandatory documents

Prior to organising an activity in the Q.Tent, a number of documents must be submitted for approval:

- Safety plan (including insurance policy numbers)
- 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 Tent facilities request

A selection of the possibilities:

- Logistics equipment (such as stage elements, tables and chairs, tents, fences and barriers, waste containers, ladder, cash container) can be requested via <https://vubrussel.rentmagic.shop/home>
- 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 category
 - Electricity via *Technical application* under the *Electricity/Lifts/Fire detection category*
 - Electrical power may only be taken from a site junction box; connections to distribution boards must be carried out by the VUB Technical Services department. Applications 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 *Signage and print service* category
 - Additional (VUB) security guard via *Facility Services Requests* under the *Security* category – at least the month before the event that is being applied for – see *Q.Tent Guidelines*



17.3 Q.Tent Guidelines

Safety & security

- Visitors According to the VUB standard guidelines, a maximum of 3 visitors per square metre are permitted in order to prevent overcrowding. The surface area of the Q.Tent is 500 square meters when completely empty, which equates to a maximum of 1,500 visitors if the tent is completely empty.
- Security: When organising a party in the Q.Tent, the use 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 Q.Tent (not inside the tent).

Water and electricity

- There are two electrical junction boxes in the Q.Tent with the following maximum wattage: 32 amps, and 63 amps with three-phase voltage + neutral + earth
- Water and an extra electricity connection can be requested separately via Ultimo/Infradesk.

Sound and light

- 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.
- The sound sources (speakers) must be directed towards Aula Q to ensure that any possible noise-related nuisance affecting the surrounding area is kept to a minimum.
- Outside the Q.Tent, the decibel value must not exceed the threshold of **85dB** (measured for 15 consecutive minutes).
- Inside the Q.Tent, 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, the maximum volume need not be produced in an (virtually) empty tent.
- Lifting equipment or other elements may not be attached to the tent's structure (including lighting system, sound system, video screens, etc.).
- When using lifting equipment, it must be in safe condition and have a valid (< 3 months) inspection certificate.
- There is already a truss frame in the VUB tent. This should either be put back up after each party, or completely dismantled and stored away.



- There is a fixed stage in the VUB tent, which must be put back in the same location after every party.
- Smoke machines, pyrotechnics, fire or welding 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). This zone must be indicated on the ground plan and be shielded from the public (proposal: with fences and a cover/tarpaulin with information concerning transgressive behaviour).
- VUB security will carry out a safety check together with the person responsible for the organisation on site before the start of the event. The event may not start if this check is not satisfactory.

During the event

- Use of reusable cups is mandatory. (in some cases, an exception can be provided if requested)
- 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 Q.Tent and surrounding areas are cleaned thoroughly and ensure that the road is free of all material and waste.
- The road must be free for traffic by 8 a.m. at the latest.
- The complete clean-up must be completed before 12 noon unless agreed otherwise in advance.
- The Q.Tent is to be closed in accordance with the instruction sheet and be thoroughly checked by the hirer afterwards.
- 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 (SEE HIRE CONTRACT)



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 the employees
- 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 who is in charge will describe the situation after due observation. The person who is in charge will assign the relevant tasks to his employees 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.
 - Fires hazards may occur in the tents or at the bars. All tents and bars are equipped with fire extinguishers. All employees behind the bars must have been informed about the presence of fire extinguishers and how to use them.
 - Decorative materials cannot be present but if they are, 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 will be properly briefed on their duties in such procedures.
 - Fights or brawls: Security must be notified immediately and will call in the necessary emergency services if necessary.

Each employee must be aware of all 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

Security: (+32 2 629) 2176
AV Services Assistance Etterbeek: +32 (0)2 629 2798
Congress Services: evenementen@otrs.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

Security: (+32 2 629) 2176
Jette AV Services Assistance: (Room A.0.59) +32 (0)2 477 41 27
Congress Services: evenementen@otrs.vub.be

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