**USER AGREEMENT LOUNGE BAR 1050**

**Article 1 Financial agreements**

The user pays a fee of 80,00 euro for the use of the room for public activities or of 180,00 euro for the use of the room for private activities.

The user pays via bank transfer within **30 calendar days** of receipt of the invoice. The payment must be sent to account number BE29 0010 6864 5764 or PKC-number ISS8 STI60 with the following reference: invoice number – name (user) – PKC ISS8 STI60

If payment is not received within 30 calendar days specified, the amount due is increased by 25,00 euro for each reminder.

**Article 2 Inventory**

At the start of the use, the lounge coordinator will make up an inventory of the furniture and sound system in the Lounge Bar 1050 with the user. At the end of the user agreement, a second inventory will be made. Those inventories will be the base for the cost settlement or potential fines. When the user isn’t present, the inventory will be composed by the Lounge coordinator or collaborator independently. The user won’t have any appeal against it.

**Article 3 Access**

§1 The key will be given to the user after the signature of this agreement. At the end of the usage period, they must be handed over to the security. When the user doesn’t return the keys in due time, there will be a fee of 40,00 euro for each started day.

§2 The user must not charge a fee for admittance.

**Article 4 Amplified noise**

§1 The VUB has an agreement for Loungebar 1050 with Sabam (the Belgian Association of Authors, Composers and Publishers) for multi purposes rooms and pays a fair compensation for related copyrights. This rate covers the use of the Sabam repertoire by third parties in the context of free events where only mechanical music is played. The following events are therefore not covered by this rate: concerts, theatre performances and other events with an entrance fee for which the current Sabam rates remain applicable. In addition, the artistic budget (gage, sound and lighting installation, etc.) may not exceed 500.00 euro per manifestation and the possible menu price may not exceed 50.00 euro. At the request of Sabam, the organizer of the event must produce a list of the executed works (program) and to provide this together with the list of organized events. For this reason, the organizer must state in the user agreement that he himself will guarantee the permission of Sabam for the events that are not covered by the "multi purposes rooms".

§2 The use of the sound system is explained with the key transfer. The noise level is limited to 85dB by applying the Brussels noise standards. If these are exceeded, the security agents may stop the event if after a first warning a second overrun is perceived.

**Article 5 Cleanliness**

The user is responsible for cleanliness, including the immediate environment. The Lounge Bar 1050 must be returned to the same state it was prior to the start of the activity once the activity has been completed. Empties and waste must be cleaned up and deposited in deposited in the appropriate waste containers between building I and X3-X4. In the event of negligence, a fine of 50.00 euro will be charged on top of the additional cleaning costs. An additional fine of 50.00 euro will also be charged if the immediate environment turns out to be polluted.

**Article 6 Fines**

§1 The lounge coordinator will notify the user within two weeks in writing of fines and compensation to be paid, specifying the terms and procedures of payment. The amounts must be paid in full via bank transfer within 30 calendar days of receipt of the bill.

§2 Fines can be disputed to the lounge coordinator via a written and reasoned request via mail to the email address loungebar1050@vub.be. Disputes concerning charges imposed do not give any right to deferral of payment. A credit note can be prepared later if necessary.

**Article 7 Complaints**

§1 Complaints about the Lounge Bar 1050 can be submitted to the Student Information.

§2 In case of conflict over this agreement, only the courts of Brussels are competent and only in Dutch.

**Inventory en checklist**

This inventory and checklist ais to be a brief overview for the user and the lounge coordinator of everything that needs to be in order at the end of the usage period. All these provisions are binding and count as part of the agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Price per piece** | **Number begin inventory** | **Number end inventory** | **Difference or damage**  |
| High table | 50 | 10 |  |  |
| Low table wood | 200 | 15 |  |  |
| Low table dark | 300 | 10 |  |  |
| Chair | 100 | 58 |  |  |
| Side table | 40 | 3 |  |  |
| Sound system incl. two speakers | 900 | 1 |  |  |
| Coat rack | 50 | 2 |  |  |
| Table cart | 80 | 2 |  |  |
| Plant | 100 | 3 |  |  |
| Matt | 100 | 1 |  |  |

* Lights

[ ]  Toilets

[ ]  Room (including floor and ceiling spotlights)

* Equipment

[ ]  All electrical appliances must be disconnected

[ ]  The plug of the sound system should be pulled out

[ ]  Material of the user may not stand in the way of the cleaning crew

* Cleaning

[ ]  Spilling of fatty substances, liquids or the like should be wiped off with kitchen roll or toilet paper as soon as possible

[ ]  Under no circumstances may the user use its own cleaning products and mop the floor.

[ ]  The floor should be swept.

[ ]  The waste must be put in the provided bags and deposited at the end of the event in the appropriate waste containers between building I and X3-X4

* Key

[ ]  The key must be delivered at the security after the event.

The undersigned hereby declares that he agrees to all the provisions in this agreement, the regulations of the Lounge Bar 1050 (see Student Life Codex), the inventory and the checklist. He himself will request permission from Sabam if he organizes an event for which the copyrights are not included in the tariff framework for multi purposes rooms.

|  |  |
| --- | --- |
| Begin inventory date and hour | End inventory date and hour |
| Name, first name en signature user | Name, first name and signature user |
| Signature lounge coordinator  | Signature lounge coordinator |