

Room regulations

Room regulations for the Vrijhof for the benefit of Cultural Associations

Article 1. Definitions

- 1.1 "Apollo": Apollo is the Cultural umbrella of the University of Twente.
- 1.2 "Student Union": Stichting Student Union Universiteit Twente is a student self-government body responsible for extra-curricular activities at the University of Twente. The student, sports, cultural, social and other associations fall under the Student Union.
- 1.3 "Sport & Culture": Sport & Culture is the University of Twente's department related to sport-culture activities. Among other things, Sport & Culture has delegated responsibility from the Student Union for implementing the student share in the Culture sector. It handles the rental of the rooms in the Vrijhof for the benefit of the cultural associations.
- 1.4 "Vrijhof Culture": Programme name under which the cultural offerings (such as performances, exhibitions and cultural education) of the entire Culture sector are provided.
- 1.5 "Booking Office" means the central rental office of the university that handles the rental of rooms.
- 1.6 "Associations": Apollo and its members (with UnionCard duty).
- 1.7 "Performances": Performances by associations or theatre companies programmed by Sport & Culture.
- 1.8 "Primary use": Primary use is use of the rooms in the Vrijhof by associations.
- 1.9 "Association activities" means activities initiated by the associations for the benefit of its own members. This does not include services to third parties.
- 1.10 "Diversion": Diversion is the replacement of an entitled tenant in favour of another activity.
- 1.11 "Rooms in the Vrijhof": Agora, Amphitheatre, Audiozaal, Kleine Zaal, the Ballet Studio, the Open Air Theatre and the Workshops.
- 1.12 "Residual capacity": The capacity remaining after scheduling primary use.
- 1.13 "Theatre season" or "Academic year": runs from September to July.

Article 2. General

- 2.1 In principle, all associations are entitled to rent a room at 100% discount for rehearsals, performances and/or association activities on weekday evenings during the academic year.
- 2.2 Besides the primary use by the associations, rooms are used for other activities that fall under internal or external rental.
- 2.3 Associations can, after coordination with Sport & Culture and if available, use the (pop) studios, workshops, workshop, darkroom, dressing rooms, etc, at a 100% discount if these (s) are needed for association activities.
- 2.4 The association is liable for any damage caused by them to the room, inventory and/or equipment, caused by careless use.

Article 3. Rehearsal times meeting

- 3.1 The distribution of room space for rehearsals is done once a year in a rehearsal times meeting together with the associations involved, Apollo and Sport & Culture. Apollo chairs this meeting. The evening is divided into two rehearsal blocks, unless the associations involved, Apollo and Sport & Culture agree on another possibility. A rehearsal block is a continuous period of up to 2.5 hours. In principle, the first rehearsal block starts at 18:00.
- 3.2 If an association needs room space for additional rehearsals more often than agreed in the rehearsal times meeting mentioned in article 3.1, this can, when available, be reserved at a 100% discount from 2 weeks before the date in question. Before that time, 50% of the normal room rent may be charged.

Article 4. Programmers meeting

- 4.1 Once a year, the associations, Apollo and Sport & Culture agree in a 'programmers' meeting how many shows and/or other association activities each association wants to program and which dates and rooms are preferred. For a performance, the room is reserved for the entire day, unless agreed otherwise.
 - 4.1.1 Agreements on programming between associations and Sport & Culture take into account possible diversion due to noise pollution in the adjacent room .
 - 4.1.2 In the first two weeks of quartile 1A, teaching has priority in Amphitheatre and Agora.

If an association wishes to deviate from the agreements made in the programmers meeting referred to in Article 4.1, consultations will be held with all parties involved. If all parties agree, the change can be made. If the change concerns a cancellation from the association, no agreement needs to take place.
- 4.2 The programming of Sport & Culture performances will be established in March prior to the new academic year. Until then, it will be optioned.
 - a) In principle, Sport & Culture programmes its performances on Wednesdays in Agora or Amphi, with the exception of the months of May, June, and December. In these months, associations have priority in programming. This can be deviated from by mutual agreement, partly depending on the options already placed by Sport & Culture.
 - b) In principle, Sport & Culture programs around 20-25 evening performances per season.

Article 5. Performances

- 5.1 Associations and Sport & Culture organize performances and public activities to create a joint cultural offer for the Campus.
- 5.2 The minimum and maximum number of performances and the number of times the performance is performed as well as the level of technical support, if applicable to the association, will be included in the house sponsor contract.
- 5.3 For performances by associations, the relevant association may use the room for set-up and the like prior to the performance. This if possible and in consultation with Sport & Culture and taking into account the dual function of the education rooms.
- 5.4 For performances, Sport & Culture may agree with the association to help with setting up and returning the room to its original state afterwards. If the association fails to honour the agreed arrangement, the costs of hired workers may be passed on to the association.
- 5.5 In principle, an association receives the necessary technical support from Sport & Culture prior to and during each performance. However, Sport & Culture's technicians can, after consultation with the association, agree that some or all of the technique will be done by the association itself. The final responsibility lies with Sport & Culture.
- 5.6 The association should have contacted the Sport & Culture technicians and the Marketing and Communication coordinator for coordination at least 6 weeks before the performance(s).

Article 6. Rooms

- 6.1 During rehearsals, an association must prepare the room itself and in the desired setup, including equipment and instruments. After the end of rehearsals, an association must leave the room in a clean condition or in an arrangement agreed upon with the service desk. Any extra cleaning costs that may be necessary at the discretion of Sport & Culture may be charged to the association concerned.
- 6.2 If an association reserves a room or equipment and does not use it, but also fails to cancel the room or equipment within week with Sport & Culture's contact person, 50% of the normal room rent or 100% of the equipment price may be charged. This article applies to all rooms and services provided by Sport & Culture.
 - 6.2.1 If the one-week notice period falls in a holiday as mentioned in the annual cycle, the room and/or equipment must be cancelled before this holiday.
- 6.3 Associations can use the Kleine Zaal or workshops in the Vrijhof for meetings, if available, at a 100% discount. For GMA's, these rooms can be booked at any time. For other meetings, rooms cannot be reserved earlier than 2 weeks in advance. If a room is booked earlier, 50% room rent may be charged. Equipment to be used must be collected and returned by the association itself.
- 6.4 If an association wishes to have room available outside the normal opening hours of the Vrijhof, in principle, the actual staff costs will be charged to the respective association.
- 6.5 A confirmation of each room reservation (or series of reservations) will be sent to the relevant association.

Article 7. Diversion

- 7.1 There may be diversion for internal rental or diversion for external rental.
- a) Diversion for internal hire occurs when a primary user must divert for an activity of Sports & Culture, members of Apollo and activities of Apollo itself, as well as for a dress rehearsal for this.
 - b) External rental diversion refers to all other diversion, including rental of residual capacity by the Booking Office.
 - c) Diversion also includes diversion in connection with noise in adjoining auditorium .
 - d) In principle, diversion does not apply to association performances and associated dress rehearsals.
- 7.2 Diversion, both for internal rentals and external rentals, will be communicated by Sport & Culture to the relevant association at the earliest possible stage, but at least 14 days before the diversion date.
- 7.3 If there is a diversion for internal hire, Sport & Culture always consults with those involved about alternative room, preferably within the Vrijhof.
- a) If no suitable replacement can be found, no alternative has to be offered three times a year per association. Sport & Culture keeps records of this.
 - b) If costs are incurred for a suitable alternative and the association ultimately does not use it without having cancelled, these costs may be passed on in full to the association concerned.
- 7.4 If there is diversion for external hire, Sport & Culture will consult with those involved about a suitable alternative room, preferably within the Vrijhof. If no agreement can be reached, primary use has priority.
- a) If there is a diversion for external hire, a suitable alternative will always be provided for the relevant associations, preferably within the Vrijhof.
 - b) If costs are incurred for a suitable alternative and the association ultimately does not use it without having cancelled, these costs may be passed on in full to the association concerned.

Article 8. Final provisions

- 8.1 With the signing of this version by both parties, this arrangement comes into force, with all previous versions lapsing.
- 8.2 In any cases not covered by these regulations, as well as in the event of disputes, Sport & Culture and Apollo will consult with the association(s) concerned. If no agreement is reached in these consultations, the final decision will be made by Sport & Culture, with advice from Apollo and the Student Union.

Date:

Signature Sport & Cultuur

Signature Apollo

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Evelien Bril

Dorian Luchtmeijer

Program coordinator Culture

Chairman Apollo