

## Appendix C: Inventory Regulations

This appendix is part of the Cultural Association Sponsor Agreement (CASA). This arrangement arose from the need to maintain and safeguard inventory (purchased for facilitation) of cultural associations for both the association and the University over time. The arrangement covers all PRV materials: materials/inventory that fall under this Umbrella Regulation on Association Inventory (Paraplu Regeling Verenigingeninventaris/ PRV) and are recorded in the PRV Inventory List.

### 1. General

1.1. These regulations are part of the CASA concluded between Vrijhof Culture and the association. In case of conflicting articles, the agreements made in the CASA take precedence.

1.2. PRV materials may be covered in whole or in part and are divided into three categories (see Article 2.3). The basic principle here is that the financial consequences of this (maintenance, storage) will be divided between Vrijhof Culture and the association in the same proportion as agreed at the time of purchase. Any deviations from this are included in the CASA between Vrijhof Culture and the association.

1.3. Categories under which association inventory is housed:

**Cat. 1. Musical Instruments** (from former Campus Instruments Fund): The association can indicate if they want to use these instruments for an annual fee for maintenance/insurance of the instruments. For the 2024-2025 season this amount has been set at €100 per year. The instruments can be requested from Vrijhof Culture by a board member of the association who will sign a receipt for this. From that moment the board is responsible for the instrument and supervises a normal use of the instrument. The instrument may then only be used by an association member. Vrijhof Culture takes care of the insurance of the instrument. If repair or maintenance is desired or necessary, consultation with and permission from Vrijhof Culture is required.

**Cat. 2. Percussion for the benefit of orchestras:** Vrijhof Culture annually rents to the participants the percussion brought under this category. This is contractually defined in the Percussion Contract. The participants in this contract are MSO and SHOT. The annual amount for this category is established in the percussion contract. Vrijhof Culture takes care of maintenance, storage and other daily costs. Twice a year, the participants discuss the reservations of the percussion for the upcoming period.

**Cat. 3. All Other Inventory:** The association may submit a request to Vrijhof Culture to place inventory related to the association's core activity in this category. Specific arrangements will be made with the association for each inventory group or component regarding acquisition, distribution, maintenance, storage and the like.

1.4. Vrijhof Culture has the responsibility over the PRV materials regarding storage and maintenance as stated in article 5.

1.5. In consultation with Vrijhof Culture, fully association-funded materials may also be brought under this arrangement.

1.6. Materials purchased with (partly) financial resources from University of Twente (such as grants, financial support, guarantee subsidies and the like) to facilitate the association, automatically fall under this inventory regulation.

1.7. The materials covered by this regulation are the property of University of Twente.

## 2. Use

2.1. The association is obliged to treat/use the materials with due care and do not leave them unattended. Damage due to intentional, gross negligence or carelessness will be recovered from the last association that used the materials. To avoid being held liable for any damages, associations are responsible for informing Vrijhof Culture as soon as they notice any damage to an object in their possession.

2.2. Primary user of the inventory is the association. Necessary agreements on use of the same materials by several associations are laid down in the CASA or its attachments. In addition, Vrijhof Culture can use the inventory in consultation with the association. The primary user always has first claim to the use of the object. Other associations cannot claim the inventory. This can only be deviated from after consultation between Vrijhof Culture and the association.

2.3. It is not permitted to use the PRV materials for commercial or private purposes without Vrijhof Culture's permission.

2.4. It is not allowed to lend out the PRV materials to non-members of the association.

2.5 It is not allowed to take instruments out of the Vrijhof (e.g. for a performance or rehearsal elsewhere) without consent of Sport & Culture.

2.5. It is not permitted to make changes or repairs to the materials without prior permission from Vrijhof Culture.

## 3. Inventory

3.1. An annual inventory of inventory shall be taken by Vrijhof Culture together with the board of the association. This inventory can be requested from the association coordinator at any time.

3.2. It should be known of the materials: • Purchase date, number, description and model/serial number • Purchase price and ratio VC / association contribution / depreciation period • Usage location / storage location • Specific features

## 4. Maintenance and storage

4.1. Maintenance of inventory shall be done in consultation between Vrijhof Culture and the Association Board. When a unanimous decision is made to have maintenance done, the costs will be shared in the same proportion as for purchase, unless otherwise agreed (see art. 2.1). If one of the parties does not agree that maintenance is necessary, the party that requests the maintenance will pay for it. In this case both parties need to agree on maintenance being done.

4.2. Storage of the PRV materials shall take place in consultation with Vrijhof Culture before the materials are purchased. Materials purchased by an association that do not fall under the PRV regulation may only be stored in the (storage) space(s) allocated to the association, such as the cupboards and spaces in the association storage rooms.

## 5. Final Provisions

5.1. In cases not covered by these regulations, as well as in case of disputes, Vrijhof Culture and Cultural Umbrella Apollo will consult with the association board. If no agreement is reached in this consultation, the final decision will be taken by Vrijhof Culture, with advice of the Cultural Umbrella Apollo.

5.2. The Student Union is the policy maker and as such shall be kept informed of changes and conflicts regarding these regulations Deze regeling is ontstaan uit de behoefte om inventaris (aangeschaft ter facilitering) van cultuur- en verenigingen voor zowel de vereniging alsook de Universiteit op termijn te behouden en te waarborgen.