

Room regulations

Room regulations for the Vrijhof for the benefit of Cultural Associations

Appendix A:

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 "Sports & Culture": Sports & Culture is the University of Twente's department related to sport-culture activities. Among other things, Sports & 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 "Booking Office" means the central rental office of the university that handles the rental of rooms.
- 1.5 "Associations": Apollo and its members (with UnionCard duty).
- 1.6 "Performances": Performances by associations or theatre companies programmed by Sports & Culture.
- 1.7 "Primary use": Primary use is use of the rooms in the Vrijhof by associations.
- 1.8 "Association activities" means activities initiated by the associations for the benefit of its own members. This does not include services to third parties.
- 1.9 "Diversion": Diversion is the replacement of an entitled tenant in favor of another activity.
- 1.10 "Rooms in the Vrijhof": Agora, Amphitheatre, Audiozaal, Kleine Zaal, the Ballet Studio, the Open Air Theatre, Logica and the workshops 1,2, and 3 (painting/metal/wood).
- 1.11 "Residual capacity": The capacity remaining after scheduling primary use.
- 1.12 "Theatre season" or "Academic year": runs from September to July.
- 1.13 "Rehearsal Times and Programming Plan or RTPP": the document in which both rehearsal times and dates of performances and activities of the cultural associations are recorded by Apollo, Sports & Culture and the associations.
- 1.14 "Rehearsal Times and Programming Meeting or RTPP": meeting in which the RTPP is determined.

Article 2. General

- 2.1 In principle, all associations are entitled to rent a room at 100% discount for rehearsals, performances, GMA's and/or association activities on weekday evenings and on weekends during the academic year.
 - 2.1.1 All reservations can be made 2 weeks in advance of the activity at 100% discount, except for GMA's and what is set in the RTPP. All additional reservations can be secured more than 2 weeks in advance with 50% discount.
 - 2.1.2 If an association reserves a room or equipment and does not use it, but also fails to cancel the room or equipment before the reservations with Sports & 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 Sports & Culture.
- 2.2 If an association wishes to have a room available outside the normal opening hours of the Vrijhof the additional staff costs will be charged to the respective association. This needs to be requested at least 2 months before the event at Sports & Culture.
- 2.3 A confirmation of each room reservation (or series of reservations) will be sent to the relevant association.
- 2.4 Besides the primary use by the associations, rooms are used for other activities of Sports & Culture and for internal or external rental.
 - 2.4.1 In the first two weeks of quartile 1A (1st quartile) and 1B (2nd quartile), teaching has priority in Amphitheatre and Agora.
- 2.5 Associations can, after coordination with Sports & Culture and if available, use the (pop/ballet) studios, workshops, darkroom, dressing rooms, etc., at a 100% discount if these (s) are needed for association activities.
- 2.6 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 the RTPM together with the associations involved, Apollo and Sports & Culture. Apollo chairs the meeting. The hours given to the association are determined based on the rights derived from the FAM.
- 3.2 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 the original and clean condition or in an arrangement agreed upon with the service desk. Any extra cleaning costs that may be necessary at the discretion of Sports & Culture may be charged to the association concerned.

Article 4. Programmers meeting

- 4.1 Once a year, the associations, Apollo and Sports & Culture agree in the RTPP how many shows and/or other association activities each association is allowed to program and which dates and rooms are assigned. For a performance, the room is reserved for the entire day, unless agreed otherwise.
 - 4.1.1 Agreements on programming between associations and Sports & Culture take into account possible diversion due to noise pollution in the adjacent room.
 - 4.1.2 If an association or Sports & Culture 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 be taken.
- 4.2 In principle, Sports & Culture programs its performances on Wednesdays in Agora or Amphitheater, 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. The use of Agora and Amphi will be coordinated with the association that is also making use of one of these rooms on that evening.

Article 5. Performances

- 5.1 For performances by associations, the relevant association may use the room for set-up and preparation 1 day in advance. In agreement with Sports & Culture and Apollo the room can be reserved for more days prior to the performance.
- 5.2 For performances, associations agree with Sports & Culture to help with setting up and returning the room and the foyer to its original state afterwards. If the association fails to honor the agreed arrangement, the costs of hired workers will be passed on to the association.
- 5.3 In principle, an association receives the necessary technical support from Sports & Culture prior to and during each performance. Details can be found in Annex B 'Technical Support'.

Article 6. Diversion

- 6.1 There may be diversion for internal rental or diversion for external rental.
 - a) Diversion for internal rental 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 an adjoining room.
 - d) In principle, diversion does not apply to association performances and associated dress rehearsals planned in the RTPM.
- 6.2 Diversion, both for internal rentals and external rentals, will be communicated by Sports & Culture to the relevant association at the earliest possible stage, but at least 14 days before the diversion date, special exceptions aside.
- 6.3 If there is a diversion for internal rental, Sports & 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 next to diversions planned in the RTPM. Sports & Culture keeps records of this.
 - b) If costs are incurred for a suitable alternative and the association ultimately does not use it without having been cancelled, these costs may be passed on in full to the association concerned.

Article 7. Final provisions

- 7.1 In any cases not covered by these regulations, as well as in the event of disputes, Sports & 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 Sports & Culture, with advice from Apollo and the Student Union.