

## **Terms and conditions room rental Usva**

Rental is scheduled in a time slot/period. A slot/period consists of 4 hours and is from 9.00 - 13.00, 13.00 - 17.00 and 19.00 - 23.00. In consultation with the lessor, it is possible to deviate from these time periods. If activities exceed the booked time period, an extra period/slot session may be charged. For activities on weekends and for activities that extend beyond midnight, additional costs will also be charged for staff deployment.

Usva does not accept any liability for damage, in any way whatsoever caused to property of lessees and visitors during their time in the building. If the lessee causes damage to equipment and/or the building, this will be charged to the lessee. It is not allowed to hang up posters, whiteboards, paintings, stickers, etc. unless authorized beforehand.

The lessee shall make known in advance to the lessor how many people are expected and what the room is being rented for. It is not allowed to exceed the capacity of the room as noted on the website. Furthermore, it is not allowed to use the rented room for a purpose other than that specified by the lessee. If the lessee does not comply to this Usva has a right to cancel the reservation. In addition, it is prohibited to organise a paid public event in Usva without prior consultation. The key will be handed over at the reception at the beginning of the rental and the lessee must sign in as well. After the rental period and setting the room in the standard arrangement, the key will be handed back to reception. The lessee bears responsibility for the key and under no circumstances may the key leave the premises or be duplicated.

You may change the arrangement of a room during the rented time period by moving chairs and tables within the rented room itself. The reserved room(s) should be left clean and empty after the session and returned to its standard arrangement. See the floor plan located in the room for this purpose. Keep the emergency exits clear. You are not allowed to bring your own hot and/or cold drinks. It is also not allowed to eat in the rented room(s). On request, you can ask Usva to provide a coffee/tea arrangement. Moreover, it is possible to order and consume food and drinks in the café in Usva. The café is open from 19:00 on weekdays. Smoking is strictly prohibited in the entire facility. The lessee guarantees that during the reservation period, participants, guests and/or visitors are aware of the general terms and conditions.

The rental agreement must be signed and submitted within 2 weeks of its issued date. Should this not occur, the reservation will be considered cancelled. The lessee will receive an invoice within two months of the rental. The payment should take place within 14 days of the invoice date. Within University Services, the payment takes place via internal settlement. Copy and telephone costs, extra cleaning, extra technical facilities, advice and other products to be leased or purchased will be charged to the lessee.

Cancellation is free of charge until no later than 2 weeks prior to the rental date. In the event of a cancellation between 2 weeks and 1 week prior to the rental date, 50% of the total costs will be charged. In the event of cancellation within 1 week prior to the rental date, 100% of the room rental costs will be charged. Cancellation must be made in a timely manner via e-mail. This can be done by sending an e-mail to: [n.latukerlutu@rug.nl](mailto:n.latukerlutu@rug.nl).