**Terms and conditions for room hire**

The Student Village

**Article 1. Operational responsibility**

The Student Village is operated by non-profit organisation Brugge Plus. The operational responsibility falls within the responsibilities of the Student Village’s coordinating assistant or the coordinator of Brugge Studentenstad. Brugge Studentenstad is a collaboration between the City of Bruges and following colleges: Howest, VIVES, KU Leuven, College of Europe, ZoWe Verpleegkunde and Vesaliusinstuut.

**Article 2. the student house focus group(s)**

First and foremost, The Student Village is a place for Bruges college or university students, whether or not they are a member of a student association. Our facilities are also open to other people but students and youngsters will always be given priority.

**Article 3. Reservation, collecting the key and deposit**

Rooms on the first floor of The Student Village can be booked through [www.bruggestudentenstad.be](http://www.bruggestudentenstad.be)

The party room “Cachot” in the basement is operated by Het Entrepot, through [www.hetentrepot.be/zalen](http://www.hetentrepot.be/zalen). Contact person in this case is Anton Posman: anton@hetentrepot.be of 0485 23 77 16.

If one rents a room during a time slot outside office opening hours, they can collect the key(s) with The Student Village colleagues between 10 a.m. and 12 p.m. and between 3 p.m. and 5 p.m.

When collecting the key(s), renters will sign a form which states the type of deposit and the number of keys.

1. A one-off rental: there is a deposit of 10 euro in cash
2. Structural rental of one or more rooms: there is a deposit of 100 euro in cash or via bank transfer.
3. Student Studio rental at night, during the weekend or on holidays: there is a deposit of 250 euro. Cfr. Separate agreement enclosed.

Under no circumstances are keys and badges to be passed on to third parties.

Keys are to be returned one week after the rental date at the latest.

Loss of a key will be billed for an amount of 30 euro.

**Article 4. Office opening hours**

Monday till Thursday: 9.30 a.m. till 5 p.m. / Friday: 9.30 a.m. till 3 p.m.
Activities can be organised outside these hours but are not to last until after midnight (including clean-up).

**Article 5. Rates and payment**

The rooms are rented per time slot, not by the hour.
Morning = between 8 a.m. and 1 p.m. / Afternoon = between 1 p.m. and 6 p.m. / Evening = Between 6 p.m. and midnight

The following rates are per time slot, include VAT and exclude drink consumption.
Option 1 : flat rate for coffee / water / tea in the meeting room = 2 euro per person per time slot
Option 2: buying drinks at a machine: 1 euro for hot beverages, 1 euro for sodas (50 cl)

Category A = student associations, students of a Bruges college, registered Bruges youth organisations and Bruges city services.

Category B = CPAS and its departments, municipal non-profit organisations, registered Bruges associations, Bruges schools, Bruges non-profit organisations, Bruges students studying outside Bruges and student associations from outside Bruges.

Category C = all other applicants

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| --- | --- | --- | --- | --- |
| Room | Number of time slots | Category A | Category B | Category C |
| Room 1 | 1 time slot | Free | € 50 | € 100 |
|  | 2 time slots | Free | € 75  | € 150 |
|  | 3 time slots | Free | € 100 | € 200 |
|  |  |  |  |  |
| Room 3 | 1 time slot | Free | € 25 | € 50 |
|  | 2 time slots | Free | € 38 | € 75 |
|  | 3 time slots | Free | € 50 | € 100 |
|  |  |  |  |  |
| Room 4 | 1 time slot | Free | € 35 | € 70 |
|  | 2 time slots | Free | € 53  | € 105 |
|  | 3 time slots | Free | € 70 | € 140 |
|  |  |  |  |  |
| Student Studio | 1 time slot | € 50 | € 125 | € 250 |
|  | 2 time slots | € 75 | € 188 | € 375 |
|  | 3 time slots | € 100 | € 250 | € 500 |
|  |  |  |  |  |
| Exclusive use of the entire floor | 1 time slot | € 100 | € 250 | € 500 |
|  | 2 time slots | € 150 | € 375 | € 750 |
|  | 3 time slots | € 200 | € 500 | € 1000 |

In case of structural rental (e.g. weekly during a longer period of time) there is a 50% reduction on normal rates.

Payments are to be fulfilled 15 days after billing date set by non-profit organisation Brugge Plus.

**Article 6. cancellation of a booking**

There is no extra compensation if a tenant must cancel a booking due to circumstances. However, the tenant is urged to notify as soon as possible so that the room can be booked by others.

**Article 7. Equipment**

It is not allowed to bring your own refrigerators, coolers, portable beer taps, deep fryers or cooking fires.

It is not allowed to use tape to hang things on the walls, windows or furniture.

If the renter wishes to use a beamer, music installation, coat racks or kitchen equipment from The Student Village, this has to be requested with the application. You can do this via the online booking system on the website of www.bruggestudentenstad.be . If you want to use the beamer outside office hours, there will be a deposit of 100 euro in cash, payed when you collect the key.

All equipment and furniture has to remain in the building at all times, nothing can be taken outside.

Enclosed you will find a detailed list of available kitchen equipment.

Possible damage or malfunction of equipment needs to be reported immediately, also outside office hours. You can contact us on: Manon Billiet 0479 39 05 25 / Luka Franck: 0475 933 124

**Article 8. Cleaning.**

All equipment (chairs, tables, bins, ….) have to be put back on their original place when leaving the room.

The room has to be tidied up and swept, the tables must be clean. The necessary cleaning equipment will be provided.

Full bins must be emptied in the appropriate garbage bags. Use a green garbage bag for waste and a blue one for plastic bottles and cans. Full garbage bags must be placed in the entrance hall on the ground floor.

Used equipment from the bar has to be put in the dishwasher and the dishwasher must be run with the appropriate detergent tablets.

**Article 9. Safety**

Room accesses cannot be hindered. The access, exits and fire extinguishers displays must be visible at all times.

Emergency exits must be clear over the entire width.

The facilities for visitors with mobility impairments have to be accessible at all times.

It is prohibited to bring dangerous products, fluids and gas cylinders into the building.

Cooking with deep fryers and open fire is also prohibited. Other hot meals can only be brought after explicit approval by the ones responsible for the Student Village operation. Requests will be looked at case by case.

There is a general ban on smoking in the entire building. There is a special ‘peukenput’ outside in front of the building where you can put out your cigarette.

Please respect local residents!

**Article 10. Responsibility**

It is not allowed to make excessive noise in The Student Village. The Student Studio can be used for a number of different activities up to 80 people. So you have to take into consideration the noise certification standard: i.e. a maximum of 80 decibel. You can easily monitor this by apps on your smartphone (e.g. Sound Meter, Decibel X, …)
More info: <https://www.cm.be/gezond-leven/lichaam/oren/decibelschaal>

For parties and celebrations, please refer to Het Entrepot if you want to rent “Cachot”.

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| --- | --- | --- |
|  | dB (A) |  |
| Fireworks | 140 | Firing a gun |
| Heavy metal concert | 120 | Fire truck siren |
| Pop concert | 110 | Low flying aircraft |
| Discotheque | 105 | Chain saw |
| Music on your headphones | 95 | Jackhammer |
| Busy bar | 90 | Speeding train |
| School ground noise | 85 | A busy road with cars |
| Talking to each other | 60 | A dishwasher |
| A silent bedroom | 25 | Wind through the trees |

Everyone has to use the building and equipment in a respectful manner. Any form of vandalism or damage must be immediately notified to the person responsible.

Students and other visitors need to be respectful to one another. (loud music, interrupting people studying, … will not be tolerated)

In case of violation of above-mentioned agreements, the people responsible for The Student Village and Brugge Studentenstad are allowed to deny access to the student house for a certain amount of time.

They are also allowed to ask for a financial compensation in case of damage, loss, theft or vandalism.

Potential cleaning costs can be deducted from the deposit in the amount of 60 euro.

Emergency exits are only to be used in case of emergency.

Bicycles are to be parked in the bike rack in front of the building. Not in the entrance hall and not in the tunnel access next to the front door.

Windows can only be opened with the permission of the people responsible and must be closed when leaving the room.

In case of a fire alarm, the people responsible will check if there is any danger. If there is no one present, the visitor has to check the fire alarm themselves. You can find the Ardovlam system on the right of the front door in the entrance hall on ground floor. The area where there is a possible danger will be indicated on the system. The visitor needs to check if there is any real danger or if it is a false alarm.

In case of false alarm, the alarm can be turned off by pushing the ‘reset’ button.

In case of fire, the visitor must call 112 and follow the evacuation plan (see picture on the following page)

**Article 11. Insurance**

When the organisation invites an external public, they have to close an insurance of civil liability.

Emergency numbers:

During office hours:

The Student Village: 0477 97 98 99

Outside office opening hours:

Manon Billiet (Coordinator Brugge Studentenstad): 0479 39 05 25

Luka Franck (coordinator The Student Village): 0475 933 124

Paramedics and fire department: 112

Police: 101

Poison control center: 070 24 52 45

Brugge Plus NPO – Brugge Studentenstad, Lange Vesting 112 – 8200 Bruges – 050 44 20 02