

The TU/e Common Room Regulations

(Version 13-10-2021)

Definitions:

Common Room: Room 0.090 in the Metaforum building
Room Responsible: A person with key access of the common room who has been appointed by the common room committee to oversee an event in the common room.

Article 1: Common Room

1. The goal of the Common Room is to promote integration of the TU/e community, with a strong focus on cultures and international students, and can be used for events that match this goal.
2. The Common Room is maintained by the associations AEGEE-Eindhoven and Cosmos.
3. AEGEE-Eindhoven and Cosmos both have equal rights and influence in all matters and affairs concerning the Common Room. This means that when voting on any decision both associations have exactly 50% of the vote. The votes are carried out by the representatives of AEGEE-Eindhoven and Cosmos.
4. The Common Room Committee, the boards of AEGEE-Eindhoven, and Cosmos reserves the right to deny or revoke anyone's access to the Common Room if the person violates the Common Room or TU/e regulations.
5. A person with key card access must always be present in the Common Room that the room is open to the public. If no such person is present the room must be closed.

Article 4: External Bookings

1. The Common Room can be booked by any association or individual for an event which meets the following criteria:
 - a. The event cannot use the Common Room exclusively.
 - b. The official first language of the event is required to be English.
 - c. The person that reserves the Common Room must be either a TU/e student or a TU/e employee.
2. There may be costs involved with booking the Common Room for events. Current booking fees will be made publicly available by the Common Room Committee.
3. A Room Responsible will be assigned to all events. This person has the following responsibilities during the event:
 - a. Opening the Common Room and keeping the Common Room open for the entire duration of the event.
 - b. Making sure that everyone attending the event abides by the Common Room regulations.
 - c. Overseeing the cleaning after the event as specified in Appendix C.
 - d. They are functionally sober during the entire duration of the event.
4. During an event, the Room Responsible reserves the right to deny or revoke anyone access to the Common Room if the person violates the Common Room or TU/e regulations.
 - a. The boards of AEGEE-Eindhoven and Cosmos, and the Common Room committee reserve the right to overrule such a decision.

5. By booking the Common Room, the person who booked the room agrees to have read the Common Room regulations, and agrees to abide by these rules, as well as be held responsible for any cost or consequences that arise from breaking the rules.
6. Booking the Common Room is only possible 7 or more days in advance.
 - a. The booking requirements and procedure is described in Appendix A.
7. If a reservation is made but no person arrives up to half an hour after the starting time of the event, the Room Responsible has the right to cancel the event after contacting the person who booked the room and confirming that the event is cancelled or after another half an hour without response from the organizer.
8. The Common Room can only be booked until 22:45 on weekdays, and 21:45 on weekends.
9. There must always be at least one Room Responsible present to supervise an event when the room is booked.
10. If there is no Room Responsible available for the time of a certain booking request, then that booking request must be rejected unless a volunteer becomes available.
11. In case any materials in the Common Room are damaged during an event, the person who booked the Common Room will pay for the damages. See damage form in Appendix B.
 - a. If any damages occur in a timeframe of 2 hours after the event, caused by those present during an event, the damages are also to be paid by the person who booked the common room.
12. The Common Room must be cleaned after an event by the organizers during their booked time. If this is not the case, a €50 fine will be charged to the booking party of the Common Room.
13. Attendees of external events have access to the full kitchen and kitchen utensils, except public food, disposables, members only cabinet, or anything that has a name on it.

Article 6: Housekeeping

1. Everyone is responsible for their own garbage. Trash should either be thrown away in the correct garbage bin or be taken with them when leaving the Common Room.
2. Any kitchenware used by a person must be either cleaned and put back in its place or put inside the dishwasher.
3. At the end of an event the organizing association must clean up the common room to at least the following standard:
 - a. All furniture is in its original place.
 - b. The stove is clean and free of any appliances.
 - c. The bar is clean and free of any dishes or appliances.
 - d. The floor is clean.
 - e. The tables are clean and empty.
 - f. The garbage bins are not piling out and any additional trash is taken out.
 - g. All glass bottles are taken out of the Common Room.
 - h. Any items left must be put in the lost and found.
4. The Room Responsible can allow AEGEE-Eindhoven or Cosmos to delay cleaning of an event for up to 24 hours or 2 hours before the next event starts whichever is sooner in exceptional circumstances.
5. If people decide to cook using the stove, they must adjust the ventilation to the maximum setting and make sure the smoke alarm is not triggered. If they do trigger the smoke alarm, they are responsible for any consequences and costs that arise from that.
6. Members of AEGEE-Eindhoven and Cosmos can temporarily store food and drink for their exclusive use in the Common Room by clearly writing their name on it and putting it in the

cupboard labelled "Public Food". The Common Room Committee reserves the right to throw away any food that is past their expiration date.

7. Anyone can put food or drink they want to leave for public consumption either in the bottom shelf of the cupboard labelled "Public Food", the fridge under the oven labelled "Fridge" or in the freezer labelled "Public Food". The Common Room Committee reserves the right to throw away anything left in these areas at any time.
8. Any food not stored in the cupboards, fridge, or freezer when the Common Room is closed will become public food and will be placed on the bottom shelf of the cupboard labelled "Public Food".
9. No permanent changes may be made to the furniture of the Common Room without approval of the Common Room Committee.
10. No party can store items in the Common Room for an extended period without permission from the Common Room Committee. The Common Room Committee reserves the right to remove such items from the Common Room.