

## **Terms of Use**

### **Plexus and International House (Regens Collegii)**

The signatories:

1. Plexus Student Centre, hereinafter referred to as "the Plexus management" in this matter duly represented by the Head of Plexus Student Centre
- and
2. the board members of student organisation ....., collectively designated as: "the user";

agree with one another that the user will comply with the following terms of use:

#### **Article 1: Management and Policy**

- 1.1 Plexus Student Centre is maintained by: the Head of Plexus Student Centre (D. Raijer), the contact person for student organisations at Plexus (A. de Bruijn), the technical manager (E. Ramaekers), the secretary's office (E. Gips) and the acting caretakers.
- 1.2 The Plexus management monitors compliance with the terms of use. They have unrestricted access to all rooms in Plexus and the International House for inspection purposes.
- 1.3 Plexus employees and board members must treat each other with mutual respect.
- 1.4 Plexus Student Centre makes use of CCTV.
- 1.5 The Head of Plexus Student Centre can enforce sanctions for violations of house rules.

#### **Article 2: Responsibility**

- 2.1 The user is responsible for any damage caused to the facilities provided.
- 2.2 The user is responsible for any damage caused by its guests.
- 2.3 Costs for any damage will be borne by the student organisation.
- 2.4 Damage should be reported to the Plexus management as soon as it is discovered or caused.

#### **Article 3: Student organisations administration**

- 3.1 At the commencement of the committee's term, one contact person must be designated as being responsible for contact and the implementation of agreements between the Plexus management and the committee. If the previous committee already designated a contact person, the successor to this person's position on the committee will automatically take over the role of contact position, unless decided otherwise. The contact person is required to respond within 48 hours of being contacted by the Plexus management.
- 3.2 The new contact person must submit the intake forms and duly signed terms of use to the secretary's office as soon as possible after the change of committee.
- 3.3 The secretary's office will create a guest account for the user upon receipt of the intake form. After creation of the guest account, computer login details can be

collected at desk 5 on the ground floor upon presentation of a passport, driving license or ID card.

- 3.4 In cases of lost cabinet keys or questions concerning telephone usage the technical administrator should be contacted. For assistance with reservations and other questions the secretary's office should be contacted.
- 3.5 If a commission wants to make use of the community workspaces, the student organisation's designated contact person must provide the secretary's office with the names of each commission member. Each commission member must also visit the secretary's office in order to complete an intake form and sign the terms of use. The chairman is responsible for his/her commission members.
- 3.6 The student organisation must register at the Chamber of Commerce. This registration must be kept up to date. A board change should therefore be communicated to the Chamber of Commerce in a timely manner.
- 3.7 The above applies not only to office space users, but also to users of the community workspaces.

#### Article 4: Entry and closing

- 4.1 All Leiden University students have access to the ground and first floor of Plexus on weekdays between 9.00 and 23.00 h and at the weekend between 12.00 and 18.00 h. The Common Room is available until 23.00 h on weekdays and until 18.00 h at the weekend.  
There are different opening hours during the summer period.
- 4.2 Users of the International House and the third floor of Plexus are permitted access to these facilities from 6.00 h in the morning until 2.00 h at night by means of an authorised LU-Card. Exceptions to these restrictions may be permitted in consultation with the Plexus management.
- 4.3 To request authorisation of a LU-Card the user must complete an intake form and sign the terms of use.
- 4.4 Opening and closing Plexus and the International House outside of regular opening hours is at the individual's own responsibility.
- 4.5 Authorised LU-Cards are strictly personal and should under no circumstances be lent to or used by third parties to gain access.
- 4.6 The authorised LU-Card may not be given to another user within the same student organisation. If a board member requires an authorised LU-Card he/she must contact the secretary's office.
- 4.7 The LU-Card is authorised for the entire term of the committee in question. The authorisation of the LU-Card will automatically expire at the end of this term.
- 4.8 Loss or theft of a LU-Card should immediately be reported to the Plexus management and the front office Student Affairs. The authorisation of the LU-Card will then be immediately ended.
- 4.9 Loss of one's private LU-Card and use of someone else's authorised LU-Card without notification to the Plexus management and front office Student Affairs will result in termination of the LU-Card authorisation for an unspecified period of time.

## Article 5: Use of the facilities

### Article 5.1: General

- 5.1.1 The office areas and the community workplaces may only be used for committee work on behalf of the organisation.
- 5.1.2 Cleaning is arranged by the Plexus management. Cleaning firm employees are allowed access to all areas which require cleaning.
- 5.1.3 Emergency exits must remain unobstructed.
- 5.1.4 Corridors, restrooms, lifts and stairs must remain unobstructed.
- 5.1.5 The following items may not be displayed in or on the building without the permission of the Plexus management: flags, banners, posters, notices and similar items.
- 5.1.6 The following items may not be offered (for sale) or be put on displayed without the permission of the Plexus management: promotion boards, newspapers, magazines, free cards, club attire and similar items.
- 5.1.7 Refrigerators, coffee makers, kettles and similar items are prohibited within the (office) areas. It is also prohibited to install personal items of furniture.
- 5.1.8 Food and drink associated with a committee activity must be stored in the kitchen's refrigerator and/or cupboard. If the Plexus management finds food and drink in a different location it is authorised to confiscate such items. This also applies to spoiled food and drink.
- 5.1.9 Meeting room reservations must be made by the executive board via the secretary's office. When using a meeting room, at least one board member of the executive board must be present.
- 5.1.10 Cancellations must be made at least 48 hours in advance, except in cases of force majeure. In cases of three late cancellations a fine of 25 euros will be imposed.
- 5.1.11 If a reservation is made for a meeting of a commercial nature, costs will be charged.
- 5.1.12 Installing software on the computers is not allowed. The user takes full technical and legal responsibility for the consequences that may arise from installing and using this software.

### Article 5.2: Office areas

- 5.2.1 The provision of office areas does not confer any entitlements.
- 5.2.2 Plexus Student Centre is responsible for the furnishing of the (office) areas. If the student organisation has additional wishes it may contact the Plexus management. The Plexus management will evaluate requests on a case-by-case basis and may grant requests for a specified period of time. Such agreements do not confer any entitlements to other student organisations.
- 5.2.3 Office areas are non-transferable to other organisations.
- 5.2.4 Keep floors free of clutter, tidy up office workplaces after use and use cupboards and cabinets for the storage of office supplies. Food and drink, clothes, flammable items, leisure articles and similar items may not be stored in cupboards and cabinets. Storage on top of or next to cupboards is not permitted.

Article 5.3: Community workplaces

- 5.3.1 Do not inconvenience other users.
- 5.3.2 Community workplaces should be tidied after use.
- 5.3.3 Property may only be stored in the allocated cupboards. It is not permitted to store anything on top of or next to cupboards.
- 5.3.4 The Plexus management is not responsible for the loss of unattended property.

Article 5.4: Periodic evaluation

- 5.4.1 Plexus Student Centre reserves the right to periodically evaluate the use of the facilities by student organisations.
- 5.4.2 The evaluation mentioned in article 5.4.1 will, amongst other things, focus on the activities carried out by the user, compliance with the terms of use, and the meeting of placement and accommodation conditions.

Article 6: Penalties for the breaking of house rules

- 6.1 The Head of Plexus Student Centre is authorised to impose appropriate sanctions in the event of non-observance of these terms of use and violation of house rules.
- 6.2 The Plexus management is authorised to instigate removal of prohibited items, materials and furniture
- 6.3 Any costs for damages must be paid by the student organisation.

The user's personal data will be handled with the utmost care in view of privacy considerations. This data will not be provided to third parties.

**By signing these terms of use, the user declares that he/she is familiar with the house rules and will adhere to them accordingly.** These terms are also available on the website of Plexus Student Centre under the heading 'Facilities' and thereafter 'Organise in Plexus'.

Agreed and signed at Plexus Student Centre in Leiden, on .....

Plexus Student Centre

Student Organisation

.....

In this represented by:

In this represented by:

Head of Plexus Student Centre

Position: ..... (\*)

\*The user who places his/her name and signature here must be registered as president, secretary or treasurer of the student organization with the Chamber of Commerce.

The student organisation further consists of the following board members who are all designated as user:

First and last name

Board position

Signature

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