

# The Common Room Regulations

## Definitions:

**Common Room:** Room 0.090 in the Metaforum building of the University of Technology Eindhoven.

**Room Responsible:** A person who has been appointed by the Common Room Committee who has been given the authority to oversee events in the **Common Room** and keep the **Common Room** open for its day-to-day functions.

**Internal:** The Associations AEGEE-Eindhoven and Cosmos as well as any Organisation approved by the Common Room Committee as Internal.

**External:** Any Individual or organisation not defined as **Internal**.

**Back Room:** The smaller area that is separated from the rest of the **Common Room** by the internal walls inside the **Common Room**.

**Board Representative:** A member of the board of AEGEE-Eindhoven or Cosmos appointed to be a member of the Common Room Committee.

**Exclusive event:** An event during which only the people attending the event are allowed to be 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, as well as providing a welcoming space for all.
2. The **Common Room** is managed 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.
  - a. Any future mention of a vote is based on this procedure.
4. The Common Room Committee, the board of AEGEE-Eindhoven, and the board of Cosmos reserve the right to deny or revoke anyone's access to the **Common Room** until the next meeting of the Common Room Committee if the person violates the Common Room Regulations, TU/e Regulations, Dutch Law and/or the Statutes of either AEGEE-Eindhoven or Cosmos.
  - a. The Common Room Committee, the board of AEGEE-Eindhoven, and the board of Cosmos can together decide during a Common Room Committee meeting the duration of the denial of access to the **Common Room**.
5. The Common Room Committee reserves the right to report anyone breaking the Common Room Regulations to the board of the organisation that person is a part of.
  - a. The Common Room Committee keeps track of reports that are made.
6. As long as the **Common Room** is open there must always be a **Room Responsible** present in the **Common Room**.
7. The **Back Room** can only be used for activities that serve a function for AEGEE-Eindhoven and Cosmos.
  - a. If the **Back Room** is not needed for such an activity, members of AEGEE-Eindhoven and Cosmos are allowed to use the **Back Room** for the purpose of studying.
8. The board of AEGEE-Eindhoven, the board of Cosmos and the Common Room Committee can always enter the **Common Room** for urgent matters concerning their responsibilities.
9. All materials within the **Common Room** that are not specified to be private property of a person, an organisation, AEGEE-Eindhoven or Cosmos are property of the Common Room Committee.

## Article 2: Common Room Committee

1. The Common Room Committee is responsible for managing the **Common Room** on behalf of AEGEE-Eindhoven and Cosmos. This Committee ensures that the **Common Room** is managed as described in this Article.
2. The members of the Common Room Committee are to be selected by the boards of AEGEE-Eindhoven and Cosmos. The boards reserve the right to replace their members in the Committee. Both associations have the right, but not the obligation, to represent 50% of the members in the Committee.
3. AEGEE-Eindhoven and Cosmos both have 50% of the voting rights in the Committee. They delegate these rights to the members they have appointed to the Common Room Committee.
4. The **Board Representatives** of AEGEE-Eindhoven and Cosmos have the right to suspend any decision made by the Common Room Committee if they were not present for that decision until the next Common Room Committee meeting they are present.
5. The members of the Common Room Committee should fulfil at least the roles of chair, secretary, treasurer, **board representative** of AEGEE-Eindhoven and **board representative** of Cosmos.
6. Changes to these Regulations must be approved by the board of AEGEE-Eindhoven and the board of Cosmos.
  - a. Changes to the Regulations can be proposed by the Common Room Committee to the Boards of AEGEE-Eindhoven and Cosmos, after a positive outcome of a simple majority vote by the Common Room Committee.
7. After both associations approve their budget, both associations will contribute their part to the Common Room Committee.
8. The treasurer of the Common Room Committee will be given the task to keep track of expenses and make sure that the Common Room Committee does not go over the budget. The boards of AEGEE-Eindhoven and Cosmos must ensure that the treasurer has access to the funds and finances of the Common Room Committee.
9. The board of AEGEE-Eindhoven and the board Cosmos reserve the right to check the finances of the Common Room Committee.
10. The treasurer of the Common Room Committee is responsible for delivering a financial report of the Common Room Committee expenses to both AEGEE-Eindhoven and Cosmos at the end of the academic year.
11. The Common Room Committee has the responsibility to arrange **Room Responsibilities** who supervise events held by **external** parties in the **Common Room**. The Committee is obliged to inform volunteers about the preparation process for an **external** event.
12. The Common Room Committee reserves the right to make exceptions to the rules in Article 3 until Article 7.
  - a. The board of AEGEE-Eindhoven and the board of Cosmos will be informed immediately about any exceptions made by the Common Room Committee.

### Article 3: Reservations and Events by AEGEE-Eindhoven and Cosmos

1. The **Common Room** can be booked by AEGEE-Eindhoven and Cosmos for any event.
2. The person booking the **Common Room** must provide the Common Room Committee with the following information at least 3 days in advance:
  - a. The time and date of the event.
  - b. The **Room Responsible** for the event.
  - c. Whether the event needs **exclusive** use of the **Common Room**.
  - d. The expected number of people attending the event.
3. AEGEE-Eindhoven and Cosmos can have **exclusive** use of the **Common Room** during events which meet the following criteria:
  - a. The organising association informs the **Common Room** Committee at least 5 days in advance
  - b. The expected attendance of the event is greater than 20 people or the people attending the event must pay for participation.
  - c. The event does not take place during 12:30-13:30 on teaching days.
  - d. Only AEGEE-Eindhoven can use the **Common Room** on Wednesday **exclusively** between 17:00 until 15 minutes before the closing of MetaForum.
4. The organisers of the event can require people to leave the **Common Room** for the duration of the event if the event is booked as an **exclusive event** as described in Article 3.3.
  - a. The time the **Common Room** is **exclusively** booked has to be made publicly available.
5. A **Room Responsible** will be assigned to all events. The exact duties are defined in Appendix D
6. During an event, the **Room Responsible** reserves the right to deny or revoke anyone access to the **Common Room** for the duration of the event, if the person violates the Common Room Regulations, TU/e Regulations, Dutch Law and/or the Statutes of either AEGEE-Eindhoven or Cosmos.
  - a. The board of AEGEE-Eindhoven and the board of Cosmos, and the Common Room Committee reserve the right to overrule such a decision.
7. Booking the **Common Room** is free of charge for AEGEE-Eindhoven and Cosmos.
8. The **Common Room** can only be booked until 15 minutes before the closing of MetaForum.
9. The **Common Room** must be cleaned after an event by the organisers during their booked time according to Appendix C.
10. 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.

## Article 4: Bookings

1. The **Common Room** can be booked by any organisation or individual for an event which meets the following criteria:
  - a. The event cannot be an **Exclusive event**.
  - b. The official first language of the event is required to be English.
  - c. The event that matches the goal of the **Common Room** as described in Article 1.1.
  - d. The person that reserves the **Common Room** must be a TU/e student or employee.
2. There may be costs involved with booking the **Common Room** for events. Booking fees will be made publicly available by the Common Room Committee.
  - a. **Internal** parties can book the **Common Room** at no cost.
3. A **Room Responsible** will be assigned to all events. The exact duties are defined in Appendix D
  - a. Any event with more than 30 people present will be assigned two **Room Responsibles**.
4. During an event, the **Room Responsible** reserves the right to deny or revoke anyone access to the **Common Room** for the duration of the event, if the person violates the Common Room Regulations, TU/e Regulations, Dutch Law and/or the Statutes of either AEGEE-Eindhoven or Cosmos.
  - a. The board of AEGEE-Eindhoven and the board of 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 that all organising parties have read the Common Room Regulations and agree to abide by these rules. The organising parties will 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 organiser.
8. The **Common Room** can only be booked until 15 minutes before the closing of MetaForum.
9. If there is no **Room Responsible** available for the time of a certain booking request, then that booking request must be rejected unless a **Room Responsible** becomes available.
10. In case the **Common Room** or any of its materials are damaged during an event, the organisation 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 organising party of the event.
11. The **Common Room** must be cleaned after an event by the organisers during their booked time according to Appendix C. If this is not the case, a €50 fine will be charged to the booking party of the **Common Room**.
12. Attendees of **external** events have access to the full kitchen and kitchen utensils, except the cabinets marked public food, disposables, and members only, or anything that is clearly labelled as private property.
13. The booking fee invoice from the Common Room Committee must be paid at least 72 hours prior to the start time of the booking.
  - a. If the booking party cancels their booking after the aforementioned time period, the booking fee will not be refunded.
  - b. If the booking fee is not paid 72 hours before the start time of the booking, the booking will be cancelled.
14. The Common Room Committee can cancel events at any time because of exceptional circumstances. In this case the booking fee will be refunded within 10 business days.

## Article 5: Promotional Materials

1. Promotional material can only be placed in designated areas. The information of the location of these areas is publicly available.
2. The Common Room Committee reserves the right to remove any promotional materials placed in the **Common Room** that are deemed inappropriate, irrelevant or violate TU/e guidelines.
3. Expired promotional material may be removed by anyone.
4. Stickers are not allowed to be attached to anything that isn't the personal property of the person attaching the sticker. The board of AEGEE-Eindhoven and the board of Cosmos can place stickers on property that is owned by their respective associations.

## 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. 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 this.
4. 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 and date on it and storing it in the top two shelves of the cupboard labelled "Public Food", the fridges in the kitchen, or in the freezer. The Common Room Committee reserves the right to throw away any food that is past their expiration date.
5. Food and drinks that are stored for exclusive use in the fridges as per Article 6.4 can only be stored for 7 days. After 7 days have passed the Common Room Committee reserves the right to throw away this food.
6. 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 fridges in the kitchen, or in the freezer. The Common Room Committee reserves the right to throw away anything left in these areas at any time.
7. Any food not stored in the cupboards, fridge, or freezer when the **Common Room** is closed will become public food and will be placed in the areas intended for public food.
8. The Common Room Committee reserves the right to throw away all food stored in the **Common Room** at the end of the 4th quartile of the academic year.
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 a period longer than 7 days without permission from the Common Room Committee. The Common Room Committee reserves the right to remove such items from the **Common Room**.
  - a. The **Back Room** and the designated board storage areas, including the fridge can only be used by official parties of AEGEE-Eindhoven and Cosmos, and are excluded from the specified time limit.
11. Property of the Common Room Committee is not allowed to be removed from the **Common Room** unless permission is given by the Common Room Committee.
12. The Common Room Committee reserves the right to open all lockers inside the **Common Room**.
13. The Common Room Committee will open and clean all the lockers at the end of the 4th quartile.
14. Items removed from the lockers by the Common Room Committee will be put in lost and found.
15. The rules for use of the lockers are made publicly available by the Common Room Committee.

## Article 7: Room Responsibility

1. Any person who meets any of the following requirements will be granted the role of **Room Responsible** for the **Common Room**.
  - a. The person is elected to the current board of either AEGEE-Eindhoven or Cosmos.
  - b. The person is appointed chair of any Committee within AEGEE-Eindhoven or Cosmos.
  - c. The person is a member of the Common Room Committee.
2. Any person who does not meet the requirements mentioned in 7.1 can request to become a **Room Responsible** from the Common Room Committee. This person must meet the following requirements.
  - a. They are an active member of either AEGEE-Eindhoven or Cosmos.
  - b. They are responsible and abide by the Common Room Regulations, TU/e Regulations, Dutch Law, and the Statutes of either AEGEE-Eindhoven or Cosmos.
  - c. They are willing and able to perform the duties of **Room Responsible** as stated in Appendix D.
3. The Common Room Committee can grant any person that meets the requirements as stated in Article 7.2 the role of **Room Responsible** access by majority vote at a Common Room Committee meeting.
4. The name, student number, card number and original reason for granting that person the role of **Room Responsible** for all **Room Responsibles** will be written down in a spreadsheet kept by the Common Room Committee for as long as they have the role of **Room Responsible**.
5. The Common Room Committee reserves the right to revoke the role of **Room Responsible** from anyone. Provided the Common Room Committee can provide a valid reason for the termination of the role of **Room Responsible**.
  - a. For the **Room Responsibles** that qualify under Article 7.1, the role of **Room Responsible** can be removed by the board of the association from which they qualify in Article 7.1.
  - b. If a person's role as **Room Responsible** is revoked, this person can not be granted the role of **Room Responsible** through Article 7.1, without approval from the board of the association from which they qualify in Article 7.1.
6. Valid reasons for termination of role of **Room Responsible** include but are not limited to:
  - a. The person breaks the rules stated in this document.
  - b. The person is no longer a member of AEGEE-Eindhoven or Cosmos.
  - c. The board of the association they are a member of requests the termination of the role of **Room Responsible**.
  - d. The person breaks the rules stated in Appendix D of this document.

**Signatories**

Name representative AEGEE-Eindhoven:

Name representative Cosmos:

Date:

Date:

Signature:

Signature:

Name representative AEGEE-Eindhoven:

Name representative Cosmos:

Date:

Date:

Signature:

Signature:

# Appendix A: Common Room Booking Procedure

To request a booking of the Common Room fill in the following form and email it to [info@commonroom.nl](mailto:info@commonroom.nl)  
Note that all reservation requests must be made at least 7 days in advance of the event. Filling in this form does not guarantee a reservation on the requested date.

## Booking Request Common Room

1. Date of the Event. *dd/mm/yyyy*  
-
  
2. What is the start time of the event?  
*Keep in mind this includes the time you need for preparations*  
-
  
3. What is the end time of the event?  
*Keep in mind this includes the time you need to clean up and can be no later than 15 minutes before the closing time of MetaForum.*  
-
  
4. What organisation or group is booking the Common Room?  
-
  
5. What is the name of the event?  
-
  
6. Short description of the event.  
-  
-  
-
  
7. How many people do you expect to attend the event?  
*Keep in mind that the maximum capacity of the Common Room is 40 people.*  
-
  
8. Contact information.  
Full Name:  
Email address:  
Mobile phone number:
9. Billing address

All organising parties have read and agreed to the Common Room Regulations.  
Signature:



## Appendix B: Common Room Damage Form

The Common Room or its materials were broken or damaged on the date depicted below during said event. Costs were calculated based on the replacement costs.

Event Name/Description

Event Date

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# of items	Item Description	Cost per item (Euro)	Total
Total damage (Euro):			

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Signatories confirm that they have read the above statements.

Billing address:

Name Common Room Representative

Event organiser Representative

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Signature Common Room Representative

Signature Event organiser

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## Appendix C: Post Event Checklist

### Beamer area:

- Beamer works
- Every speaker works
- Games are in place
- Guitars and the guitar stand is in place

### Kitchen area:

#### Clean-up is done if:

- All furniture is in its original place
- The stove is clean, free of any appliances and turned off
- The bar is clean and free of any dishes or appliances
- The floor is clean
- The tables are clean and empty.
- The garbage bins are not piling out and any additional trash is taken out.
- All glass bottles are taken out of the Common Room
- Toasty machine and toaster are clean and unplugged
- Oven is clean
- Coffee machine emptied
- Anything left has been put in the lost and found

Check towels, if they need a wash, please tell the Common Room Committee

### Closing

- Take out any additional trash bags<sup>1</sup>
- Turn on the dishwasher with a reasonable time delay delay
- Turn off all the lights
- Check that all appliances are unplugged or turned off
- Close all doors

Name Event:

Date:

Name Room Responsible:

Signature:

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<sup>1</sup> Do not remove trash bags from the EcoSmart trash bins.

## Appendix D: Room Responsible Regulations

In this appendix the requirements, rights, duties and rewards that any person who is assigned the role of Room Responsible. This will serve as the leading document for all room responsables. The Common Room Committee evaluates if any person meets the requirements and is capable of performing the duties of a Room Responsible.

### Requirements

To become a room responsible a person has to meet the following requirements:

- They are a member of either AEGEE-Eindhoven or Cosmos.
- They abide by the Common Room Regulations.
- They have been a member of AEGEE-Eindhoven or Cosmos for at least 3 months in an academic year.
- They are capable of fulfilling the duties of a Room Responsible as stated in this Appendix

### Duties

Once someone has been appointed to be a room responsible they are required to perform some tasks as part of their responsibilities. These duties are:

- Attend a short explanation of the facilities inside the Common Room
- Attend at least one Common Room Clean Up event per academic year.
- They register the time they are acting as Room Responsible.
- They are registered as acting Room Responsible for at least 1 hour per academic year.
- They empty the dishwasher in the Common Room when opening.
- They turn on the dishwasher in the Common Room when they are closing.
- While being present in the Common Room, they uphold and adhere to the Common Room Regulations as well as making sure everyone present does the same.

Everyone with the role of Room Responsible has to perform the above duties.

The following duties do not apply to those who have been granted the role of Room Responsible by Article 7.1 of the Common Room Regulations as well as those people who have fully completed a term as board of either AEGEE-Eindhoven or Cosmos but does apply to everyone else:

- Performing the role of Room Responsible for a minimum of 16 hours per quartile and registering these hours in the Room Responsible Schedule.

### Rights

Room Responsibles have a few rights that come with the responsibility they carry out. These rights are established in the Common Room Regulations, approved by the board of AEGEE-Eindhoven and the board of Cosmos. Any member of either or both associations has to respect these rights. These rights are:

- All Room Responsibles will be provided with key card access to the Common Room where and when possible. This will provide them with the ability to open the Common Room for themselves and others whenever they want that falls inside MetaForums opening hours.

- All Room Responsibles have the right to temporarily remove people from the Common Room that are not adhering to the Common Room Regulations following a prior warning.
  - In the case that the person is not willing to leave the Common Room, the Room Responsible has the right to enlist the assistance of TU/e campus security to enforce the removal of any person.
- Even though the room responsible has a duty to notify people present in the Common Room if they break the rules. The Room Responsible can request certain actions like cleaning are performed by the people present in the Common Room. A Room Responsible has the right to not be held accountable for when people do not cooperate.
- When a person does not adhere to the Common Room Regulations the Room Responsible reserves the right to determine the course of action to take and use any of the repercussions specified here:
  - In any case where the person does not adhere to any of the rules in the Common Room Regulations the Room Responsible can notify the Common Room Committee of the name of that person and a brief description of the situation.
  - In the case the safety of any person or property in the Common Room is at risk the Room Responsible can revoke the access to the Common Room of that person.
  - When the Room Responsible is unable to deal with a certain situation they empty the Common Room and close it, with the help of Campus security when necessary. Then immediately inform the Common Room Committee.

### **Rewards**

The Common Room Committee is allowed to award rewards to all, some or a specific Room Responsible. What exactly these additional rewards are, is up to the discretion of the Common Room Committee. The Common Room Committee can not reward Room Responsibles with direct monetary rewards and or additional rights not approved by the board of AEGEE-Eindhoven and the board of Cosmos.

- A Room Responsible assigned to an event held by an external party will be awarded additional “registered room responsible hours” equal to the duration of the event on top of normal registered hours.