

TEMPORARY RENTAL OF ROOMS AND ASSOCIATED INFRASTRUCTURE OF GHENT UNIVERSITY

(approved by the Executive Board on 1 September 2023)

Article 1 Scope

§ 1 These regulations regulate the temporary use of rooms and associated infrastructure of Ghent University for activities such as lectures, debates, cultural events – both for internal and external applicants and users.

§ 2 These regulations do not apply to the rooms of the Ghent University Museum (GUM), for which separate regulations apply. See Annex 1.

§ 3 These regulations do not apply to the rooms, areas and infrastructure in the Book Tower, a protected monument designed by Henry Van de Velde as a University Library and former Higher Institute for Art History and Archaeology, including the Belvedere, for which separate regulations apply. See Annex 2.

§ 4 Specific conditions apply for internal and external parties for the temporary rental of the Auditorium Vandenhove and the jury room Vandenhove. See Annex 3.

§ 5 These regulations do not apply to the rooms in the residence De Thermanal, for which separate [internal regulations](#) apply.

§ 6 These regulations do not apply to the common rooms in the halls of residence, for which a protocol has been concluded between the Department of Student Facilities and the Interhome Council (validated by the Executive Board on 09 June 2017).

Article 2 Typology rooms

The following room types are offered within these rental regulations:

§ 1 Auditoria, classrooms

An overview of the rentable rooms and auditoria can be found on the Ghent University web page rental of rooms.

Classrooms and auditoria are only rented out if this does not hinder the teaching and exam activities. Regular teaching activities have absolute priority over rental applications.

§ 2 PC rooms

Only internal applicants can apply to rent this type of room (see Article 3).

§ 3 Consumption areas for student restaurants and cafeterias

Only internal applicants can apply to rent this type of room (see also Article 3) and this is done via <https://www.ugent.be/student/nl/meer-dan-studeren/resto/gebruikverbruikruimtesrestos.htm>.

§ 4 Representative areas in:

- Aula complex
- Vandenhove Pavilion
- UFO
- Foyers in various buildings.

§5. Car parks and parking spaces

Article 3 Users

§ 1 A distinction is made between internal and external users. Internal users include Ghent University staff, recognised Ghent University student associations (including the 11 faculty student councils and Ghent University Student Union) and Ghent University alumni associations. Ghent University staff are only considered internal users if their application is in the context of Ghent University's professional activities. An internal renter identifies himself/herself by providing an internal budget place, even if it concerns a free activity. An internal user cannot request an invoice.

§ 2 The following associations, authorities or entities are also considered 'internal users'.

- Ghent University Hospital
- City of Ghent
- Province of East Flanders
- University Colleges of the Ghent University Association
- De Krook cvba

§ 3 All users who are not defined as "internal users" in §1 or 2 are considered "external users".

Article 4 Application procedure

Non-representative meeting rooms and classrooms can be booked directly via the timetable software on working days between 7 am and 7 pm, provided that the activity takes place no later than 6 weeks after the application date and insofar as the applicant is an internal user. All other applications must be submitted electronically at least three weeks before the start of the activity via the Ghent University web page rental of rooms. The applicant shall describe the nature of the planned activity and, if applicable, the identity of the invited speakers and a clear description of the topic.

Article 5 Application approval

In accordance with the [delegated decision on Infrastructure and Facility Management](#), as approved by the Board of Governors on 4 June 2021 and amended by the Board of Governors

on 9 September 2022, the staff of the Facilities Office of the Department of Infrastructure and Facility Management (DGFB) decide on all applications for the rental of auditoria and rooms within the applicable regulations, on which they can impose additional conditions.

If the appropriateness of the application has to be assessed, a decision will be made in consultation with the Chief Logistics Administrator. In addition, activities that may evoke a degree of public protest can either be prohibited or permitted – possibly after the imposition of additional conditions.

Without prejudice to cases of force majeure, Ghent University reserves the right not to make the room available.

Consent to use the rooms may be revoked if it appears that the application is based on misleading statements.

Article 6 Prices

§ 1 Internal users are charged a base price for the applications in representative rooms. For internal applications in the non-representative rooms, a base price is charged for activities that take place on working days after 10.30 pm or on non-working days. This price includes the costs for heating, cleaning, electricity and if necessary, on-call service/security (depending on the nature of the activity).

§ 2 No base price will be charged for the following activities:

- teaching activities (lessons, evaluations, etc.), which are organized for the obtaining of a degree, credit certificate or diploma, insofar as these do not take place in representative areas in the Aula complex or the Vandenhove Pavilion
- the teaching activities of the Academies for Lifelong Learning, insofar as they do not take place in representative areas
- doctoral defences, insofar as they do not take place in representative areas
- public announcement of exam results
- information days aimed at study choice, student counselling or student advice or welcoming new students
- activities of recognized Ghent University student associations and Ghent University alumni associations insofar as they do not take place in representative areas
- internal meetings organized by Ghent University staff insofar as they do not take place in representative areas or during the weekend;
- internal activities organized by Ghent University staff insofar as they do not take place in representative rooms or during the weekend;
- anniversary celebrations of a recognized student association;
- guided tours of The Ghent Guides NGO. The guide must have written consent that must be presented on request. Applications must be made via auditoriumbeheer@ugent.be;

§ 3 For the following activities, in representative areas, only the base price will be charged for internal users:

- doctoral defences and associated receptions;
- lectures by the Sarton Committee;
- emeritus celebrations.

§ 4 External users

For rental applications by external users, the base price is supplemented by the rental price. This applies to all applications, both in representative and non-representative rooms. For external cultural activities and activities for science communication, only the base price is charged, provided that the Communications Office and the Facilities Office estimate the return for Ghent University as sufficiently high.

§ 5 Each alumni association of Ghent University can use a representative area (see Article 2, § 4) at the base price once a year. If the alumni association wishes to make use of this option, this must be explicitly stated in the application. If the alumni association wishes to use a representative area again, the modalities and price will be those of 'internal user'.

§ 6 In the Leon De Meyer (UFO) auditorium, a maximum of five activities of recognized Ghent University student associations may take place per academic year on the proposal of the Meeting of Convent Chairs ("VKV"), without charging a base price or rent. At least two of these activities should be reserved for cross-convent activities.

A recognized Ghent University student association is allowed to hold an academic session in a representative area on the occasion of a large anniversary celebration (for example, 75th anniversary) without paying a base price or rent.

Recognized student associations can make free use within the regular hours of both those rooms that have been assigned to them for permanent use, as well as other (non-representative) rooms. For exceptional use outside the regular hours of the rooms assigned to them for permanent use, an application must be submitted via the timetable software (no later than 12 pm the day before). For the use of other rooms, an application must always be submitted as described in Art. 4. Use of a room outside regular hours is subject to the surcharge scheme.

§ 7 For the determination of the fees due, a distinction is made between "representative areas" and "other rooms".

§ 8 Rental prices representative areas:

Please note, these are the rental prices for 2022. Consult the table with indexed prices for the current rates.

Aula complex	Base price	Rental price external users		Rental price internal users	
		Half a day	1 day	Half a day	1 day
Ceremoniezaal	€ 250	€ 2,100	€ 3,150	€ 1,000	€ 1,500
Peristilium	€ 150	€ 1,050	€ 1,750	€ 580	€ 870
Academieraadzaal	€ 50	€ 525	€ 790	€ 315	€ 500
Foyer	€ 25	€ 210	€ 350	€ 105	€ 200

Het Pand	Base price	Rental price external users		Rental price internal users	
		Half a day	1 day	Half a day	1 day

Refter	€ 250	€ 2,100	€ 3,150	€ 945	€ 1,420
Kapittelzaal	€ 150	€ 790	€ 1,185	€ 380	€ 570
Sacristie	€ 25	€ 230	€ 350	€ 170	€ 255
Dormitoriumzaal	€ 25	€ 230	€ 345	€ 170	€ 255
Jan Gillis	€ 25	€ 230	€ 345	€ 170	€ 255
Zuidergang	€ 25	€ 230	€ 345	€ 170	€ 255
Priorzaal	€ 25	€ 230	€ 350	€ 170	€ 255
Kloostergang	€ 25	€ 230	€ 345	€ 170	€ 255
Zaal rector Vermeylen	€ 125	€ 475	€ 715	€ 315	€ 475
Oude infirmerie	€ 25	€ 230	€ 345	€ 170	€ 255

UFO	Base price	Rates external users		Rates internal users	
		Half a day	1 day	Half a day	1 day
Auditorium L De Meyer	€ 250	€ 3,150	€ 4,725	€ 1,420	€ 2,130
Foyer	€ 150	€ 1,575	€ 2,365	€ 865	€ 1,300

VANDENHOVE Pavilion	Base price	Rates external users		Rates internal users	
		Half a day	1 day	Half a day	1 day
Auditorium	€ 50	€ 390	€ 585	€ 315	€ 475

By 'half a day' we mean an activity of fewer than 4 hours. An application that takes 4 hours or more falls under '1 day'.

§ 9 Rental prices other rooms

Please note, these are the rental prices for 2022. Consult the table with indexed prices for the current rates.

Capacity	Base price	Rates external users		Rates internal users	
		Half a day	1 day	Half a day	1 day
< 100 places	€ 25	€ 210	€ 315	€ 160	€ 240
100 to 300 places	€ 50	€ 285	€ 430	€ 220	€ 330
300 to 650 places	€ 80	€ 315	€ 475	€ 265	€ 400
Restaurants/cafeterias	€ 50	€ 285	€ 430	€ 220	€ 330
Movie theatre/Plateau	€ 50	€ 630	€ 945	€ 515	€ 770
Foyer/Peristyle	€ 80	€ 295	€ 445	€ 230	€ 345
Parking	€ 50	€ 580	€ 580	€ 290	€ 290

By 'half a day' we mean an activity of fewer than 4 hours. An application that takes 4 hours or more falls under '1 day'.

§ 10 Activities for the benefit of “a good cause” can take place free of charge in the university buildings provided that the organizer makes a donation to Ghent University or Ghent University Hospital of at least the fee that would normally be payable. For this purpose, please contact universiteitsfonds@ugent.be to determine a good cause within Ghent University.

§ 11 Fixed or mobile livestream infrastructure is not available.

The applicant can choose a company of their choice that suits their budget and is preferably familiar with the Ghent University infrastructure to livestream the event, whether or not bidirectional (videoconferencing).

The applicant must register the material to be used. This means that one (or several) MAC address(es) is/are registered. The registration takes place between three months and one month before the event takes place via mail to netadmin@ugent.be. When requesting netadmin, the UTP port that will be used for the live stream/videoconferencing must be mentioned.

Article 7 Surcharges

§ 1 Technical assistance is not included in the base price. This can be requested via the timetable software.

The following price categories apply:

Weekdays

- 50 €/hour excl VAT between 6.00 am and 8.00 pm
- Surcharge of 20% (60 €/hour) between 8.00 pm and 6.00 am

Saturdays

- Surcharge of 50% (75 €/hour) between 6.00 am and 8.00 pm
- Surcharge of 70% (85 €/hour) between 8.00 pm and 6.00 am

Sundays and public holidays

- Surcharge of 100% (100 €/hour) between 6.00 am and 8.00 pm
- Surcharge of 120% (110 €/hour) between 8.00 pm and 6.00 am

§ 2 For all activities, the inclusive use of the rooms applies from 7.30 am to 10.30 pm. For activities that start before 7.30 am or are terminated after 10.30 pm, 56 EUR/hour excl. VAT is charged for security guards. For every hour started, a full hour will be charged.

§ 3 For all rental applications on weekends and public holidays (all non-working days), the total amount due (excluding the technical assistance rate) will be increased by 15%. The technical assistance rate is determined in §1.

Article 8 Derogation

By way of derogation from the above, the rector may decide on a partial or complete waiver of the fees due on the basis of a substantiated application.

Article 9 Payment

The applicant undertakes to make payment within 30 days of receipt of the invoice. If not, the necessary procedures are initiated to obtain the payment. Applicants who have not paid within the prescribed period shall have any new application for the use of university rooms rejected.

Cancellation of the application must be communicated at least three weeks before the start of the activity. If not, half of the total invoice amount (*) will be charged.

(*) The price of the invoice is calculated on the basis of the price at the time of the application, plus the indexation applicable three weeks before the start of the activity.

Article 10 Indexation

With effect from 1 January 2023, the prices and rates stipulated in these Regulations will be indexed on the basis of the health index. The new index is the health index for the month of December of the year N – 1; the base index is the health index for the month of December 2021. The prices and rates thus indexed are rounded off to the higher five.

Article 11 Liability and insurance

In the event of damage to a room, material or furniture, the costs for repair and/or cleaning will be fully charged to the renter/user.

Ghent University is not liable for damage suffered by the renter/user, nor for damage suffered by third parties as a result of renting/using the room. The renter/user indemnifies Ghent University against any possible claim in this regard, except in the case of intent or deceit.

§ 1 Application by Ghent University staff

Staff members and recognized student associations of Ghent University can fall back on the insurance policy of Ghent University. They do not have to take out separate insurance. The most important features of the insurance can be found on the Ghent University website:

- General: <https://www.ugent.be/intranet/nl/op-het-werk/verzekeringen>
- FIRE and related risks: <https://www.ugent.be/intranet/nl/op-het-werk/verzekeringen/brandverzekering.htm>
- BA: <https://www.ugent.be/intranet/nl/op-het-werk/verzekeringen/ba-personeel/overzicht.htm>

§ 2 Other applications (for users who are considered internal and external users)

The external user must take out insurance for the organized activity.

The renter/user undertakes to take out adequate insurance for the entire duration of the rental/use agreement:

- For damage to the room made available and its contents belonging to Ghent University (or to which Ghent University has a right in rem)
- For damage to third parties

The tenant/user takes out a policy that insures their civil liability for the entire duration of the agreement. The guarantee for BA operation must provide for a minimum insured amount of 2,500,000 EUR and the guarantee for entrusted property for a minimum amount of 50,000 EUR. At the simple request of Ghent University, the renter/user submits a corresponding proof of insurance.

Article 12 General conditions

- § 1 Only teaching, scientific and cultural activities and academic ceremonies are permitted in the rooms of Ghent University.
- § 2 The rooms are rented 'blank'; i.e. by default, no technical assistance is provided. Bringing your own technician is not permitted.
- § 3 The applicant must leave the rooms tidy and provide their own waste bags that will be removed by the applicant after the activity. If not, the costs for cleaning and collecting the waste will be charged.
- § 4 The affixation of inscriptions, texts, decorations, signage, ... can only be done in consultation with the person in charge at Ghent University. In historic buildings, the affixation of inscriptions, texts, decorations, signage, ... is not permitted.
- § 5 The use of confetti, smoke machines, ... is not permitted. The installation of additional generators is not permitted.
- § 6 Sound systems can only be installed with prior approval and must be mentioned in the application. They must never give rise to noise pollution.
- § 7 The setting up of tents in the courtyards of buildings and on pavements around buildings is only permitted with approval by the internal Health and Safety office. At the simple request of Ghent University, the renter/user presents the certificate of approval.
- § 8 During activities where catering is provided, the use of electrical appliances is only permitted in the designated room/kitchen. The use of gas cylinders is strictly prohibited.
- § 9 Exhibitions will only be accessible during the opening hours of the university, unless the organisers provide permanent supervision. This must be explicitly stated in the application.
- § 10 Food and drinks are not allowed in auditoriums and classrooms of Ghent University.

Article 13 Final provisions

These regulations apply to all applications relating to activities submitted from 25 September 2023.

The regulations regarding the temporary rental of rooms at Ghent University, approved by the Executive Board on 28 October 2022, will be cancelled as of 25 September 2023.

Attachments

- Annex 1 – regulations Ghent University Museum
- Annex 2 – regulations Book Tower and Belvédère
- Annex 3 – regulations Pavilion Vandenhove