



CUOS Rules for using the Pelsterstraat 23 building

Definitions

The following definitions are used in these rules:

UG	University of Groningen
CUOS	Central Executive Board for Student Organizations
Organization	Student organization that receives support from CUOS
Board	The board of an organization
Building	Building located at Pelsterstraat 23, building 4321
Office	Office allocated to an organization by CUOS
Communal area	Area other than an office allocated to an organization
Visitor	Person who visits the building at the board's invitation
User	Anybody present in the building
Building Management	Persons appointed by the UG to manage the building
Porter/Porter's Office	Employees of the UG Porter's Office
Security	UG security service
Board Member for Accommodation	CUOS member responsible for accommodation

General

1. The organizations and individuals who use the building must comply with the house rules established by CUOS and, in extension thereof, the UG.
2. Instructions issued by CUOS, Building Management and the Porter's Office must be followed at all times where reasonable and possible.
3. The organization is responsible for its own visitors and members. If a visitor or member fails to comply with the house rules, the organization will be held responsible and may be sanctioned.
4. CUOS organizes a building user meeting several times per year. At least two representatives of each board must attend this meeting.
5. The building is open from Monday to Friday from 8 a.m. to 10 p.m. Anybody present in the building on weekdays after 5.30 p.m. is required to inform the Porter's Office of this (050 363 520) and also to inform the Office upon leaving the building. Anybody using the building during the weekend must always inform the Porter's Office of this. The security service will check for unlocked doors and fire risks after all persons have left the building. Organizations who have been negligent may be sanctioned.
6. Alternative opening hours may be possible in very exceptional cases and in consultation with CUOS and the Porter's Office. The opening hours do not apply to weekdays during the KEI week. Anyone leaving the building after 10 p.m. must contact the Porter's Office and check whether they need to activate the alarm.
7. The last person to leave the building must always activate the alarm. Failure to do so may result in a sanction.
8. It is prohibited to use furniture and other objects on the roof terraces (to prevent damage to the roofing).
9. It is strictly forbidden to cause noise nuisance. Persons leaving the building after 10 p.m. are expected to do so quietly.



Safety

10. Call the alarm number 112 for urgent assistance; i.e. if someone's life is in danger. This could be if you or another person is seriously injured and require urgent medical assistance, or if you have witnessed a crime.
11. In the case of an emergency, you can call the University emergency number. The **University emergency number** is **050 363 8050** (from an external line) or **8050** (from a University telephone). You will be put directly through to the University's Main Control Room (CMK) who in turn have a direct line to the emergency services control room (Fire, Ambulance, Police).
12. If 112 is called to respond to a situation in or nearby the building, the incident must also be reported to the CMK as soon as possible.
13. Penalties for false alarms will be charged to the relevant organization.
14. At least three persons on each floor must have followed an emergency response training course. This course is facilitated by CUOS.
15. Security, Building Management and the Porter's Office will only provide access to persons who have a valid access pass or are accompanied by someone with a valid access pass.
16. In the interests of fire and general safety, it is prohibited to:
 - a. place cupboards, couches or other furniture in offices or communal areas without the permission of the Board Member for Accommodation or Building Management
 - b. place household effects and waste (of any kind) in communal areas, corridors or the stairwell
 - c. place more office equipment in offices and communal areas than strictly necessary
 - d. place personal kitchen appliances in any areas other than the pantries
 - e. tape over or otherwise disable smoke detectors
 - f. hold doors open with any object other than the door springs installed by Building Management
 - g. use fire extinguishers in any situations other than a fire
 - h. smoke in the building
 - i. sleep or spend the night in the building
 - j. cook in the building
 - k. park bicycles or other vehicles anywhere other than the racks in the basement, nor may these obstruct a corridor or evacuation route under any circumstances
 - l. pose any kind of fire safety risk.
17. In the interests of fire and general safety, all users must:
 - a. be familiar with the alarm system
 - b. be familiar with the fire alarm system
 - c. be careful of who they allow into the building and ask visitors who they have an appointment with and/or why they need to access the building
 - d. inform the Porter's Office if a smoke detector is activated but no fire can be found
 - e. deposit waste in the designated waste bins, paper bins or containers and ensure that no waste is left behind
 - f. ensure that evacuation routes, doors and corridors are kept free of obstructions and that cables, furniture and other objects do not block the way
 - g. switch off kitchen appliances (SANDWICH TOASTERS!) and office equipment before leaving the building (insofar as reasonably possible)
 - h. comply with all fire safety rules.



Use

18. To ensure proper use of the building, the organization must:
 - a. take appropriate care when using the facilities (the offices, communal areas and the furnishings are only on loan!)
 - b. ensure all offices and communal areas are left in a neat and tidy state for the cleaners
 - c. deposit waste and paper in the appropriate bins
 - d. only park bicycles in the racks in the basement or outside the building and ensure they do not cause an obstruction
 - e. leave offices and communal areas in a neat and tidy state and switch off devices and lights where possible (DON'T FORGET THE WCs!).
19. It is prohibited to:
 - a. make modifications to the building without first consulting Building Management and/or CUOS
 - b. change the layout of the offices and communal areas
 - c. make changes to or damage walls, windows, doors and nameplates (take care with tape or drawing pins)
 - d. install furniture without the permission of the Board Member for Accommodation or Building Management (fire safety).
20. Pantries:
 - a. It is permitted to place personal kitchen appliances (e.g. microwave, coffee maker or sandwich toaster) in the pantries.
 - b. It is permitted to use electrical devices (within reasonable limits).
 - c. All users must avoid causing nuisance.
 - d. All food and utensils must be cleared away after use.
 - e. There is a rotating cleaning schedule that all boards are required to follow. Organizations that fail to do so will be banned from using the pantry.

Occupational health and emergency response

21. Building Management and CUOS have final responsibility for safety and working conditions. This includes complying with all statutory requirements pertaining to occupational health and safety, the environment and fire safety. Computer workstations require extra attention (e.g. quality of the office chairs). All guidelines and instructions provided by Building Management and CUOS must be followed. Organizations also have their own responsibility, whereby they are expected to investigate abuse and report it to CUOS or Building Management if necessary. Contact the Health, Safety and Environment Coordinator or Building Management for more information. Building Management and CUOS will appoint coordinators who will ensure the evacuation of the building in case of emergencies. The Building's emergency response team will be given the names of these coordinators.

Compliance

22. CUOS may charge any costs incurred by CUOS or Building Management for the repair of damage to the building to the responsible organization.
23. CUOS may impose sanctions on an organization that fails to comply with the house rules.



24. CUOS may apply the following sanctions to infringing organizations:
 - a. a written warning
 - b. recovery of incurred costs caused by infringement of the house rules
 - c. a fine of maximum €1500
 - d. a penalty of maximum €100/day for a period of maximum 10 days, within which period the infringement must be resolved (if the infringement has not been resolved within 10 days, the organization may be denied access to the building for a period of maximum 3 months)
 - e. removal of the infringing organization from the building for a minimum period to be determined by CUOS
 - f. organizations guilty of blatant disregard of the house rules, of standards of decency and behaviour or of other standards of reasonableness and fairness may be permanently banned from the building
25. CUOS reserves the right to impose more than one sanction.
26. A sanction as meant in item c may be imposed for using an object to wedge open a front door, in case of an infringement that poses a safety risk in the building and/or for other organizations, or if an organization repeatedly infringes the house rules.
27. A sanction as meant in items d and e may be imposed if an organization continues to infringe the house rules despite repeated sanctions, or refuses to pay an imposed fine, or in case of an infringement that poses a serious safety risk in the building and/or for other organizations.

Contact details

28. CUOS's Board Member for Accommodation can be contacted by email: cuos.Huisvesting@rug.nl. CUOS can usually be contacted during office hours on 050 363 4657. Note that CUOS is not a full-time board and so the office may not always be open.
29. Building Management contact details:
 - a. **Jaap van der Linde**
Facility Manager, Head of Emergency Response and Health, Safety & Environment Coordinator
050 363 5254
j.r.van.der.linde@rug.nl
 - b. **Dirk-Jan Gossen**
Head of Porter's Office
050 363 5257
d.j.gossen@rug.nl