

Agreement on loan of premises at Aalborg University



AALBORG UNIVERSITET

For external applicants - not associated with AAU

PART 1 - APPLICATION

To be completed by the borrower

If you haven't got Adobe Reader you can get it here

Instructions

Download the form and open it using Adobe Acrobat Reader.

Fill in the pdf file, save it and send the request as an attachment to the Booking Manager:

- **Aalborg:** aaubooking@adm.aau.dk
- **København:** CID@cph.aau.dk
- **Esbjerg:** booking@esbjerg.aau.dk

The form must be sent to the Booking Manager no later than 4 weeks before the planned event.

Once the form has been sent to the Booking Manager, the borrower will be contacted within 10 working days for an agreement on the further course.

The reservation is only valid when the borrower has received an agreement and confirmed it by email to the Booking Manager.

You must be able to present the approved form to G4S or Facility Support.

Date of inquiry

Name of event

Loan period

Start date

Time

End date

Time

Premises

Address

Requested room size

Room no.

Number of attendees

Arrangør

Name of company / organization

Name of contact person in charge

E-mail - contact person

Phone

Invoicing

Billing address

Name of invoice recipient

E-mail - invoice recipient

Opt. EAN-no.

CVR-nr.

Phone

Description of your arrangement - specific description, including who the event is aimed at, special requests for set-up, etc.

I agree with and confirm that the event complies with the rules and guidelines described in the attached set of rules (item 1) and on the page <https://www.campusservice.aau.dk/campusbetjening/laan-lokaler/>

Please note:

- Events taking place outside normal opening hours may incur extra costs for on-call coverage and cleaning in accordance with current regulations.
- When borrowing canteen areas and auditoriums, invoices are generally made for min. 3 hours of cleaning. The need for this is assessed by Facility Support.
- In accordance with item 2 of the AAU's set of rules for the lending of premises, attention is drawn to the fact that any income from events must not exceed the expenses for this.
- If you need help with IT-related tasks, you can contact AAU IT Services at support@its.aau.dk, or call +45 9940 2020
- According to AAU's canteen contract, offers for catering must be obtained from AAU's canteen supplier. See contact information here: www.kantine.aau.dk



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PART 2 - To be completed by the Booking Manager

Details about the loan are agreed with the borrower.

The reservation is only valid when the agreement is confirmed by email by the borrower

Name of Booking Manager

E-mail

Phone

Comments and agreements on details

Other services

AAU orders cleaning

Cleaning is settled directly between the borrower and the cleaning provider

Deactivating of alarm from _____ to _____

Number of guest cards required _____

For invoicing

Price DKK

Mandatory on-site Facility support	from	to	
On-site G4S security guard	from	to	
Rent of premises according to current price list			
Relocation service according to agreement and current price list			
Any cancellation fees and/or administration fees			
Extra services according to agreement			
Total proce DKK	<i>The price is exclusive of 25% VAT, which is added at invoicing</i>		

Check list

Done date

Done date

Room preparation

Waste containers, _____ pcs.

Cleaning trolley

Room control

Security informed

Cleaning ordered

AAU teams informed

Agreement confirmed by borrower

Emergency staff informed

Agreement sent for billing at CAS

Open doors from _____ to _____

The event is held in accordance with the criteria for the use of premises at Aalborg University.

In case of doubt, a decision is made by the head of department for Facility Service → Campus Director → University Director



Rules for loans of premises at Aalborg University

The daily activities at the university are not covered by this set of rules

Lending of premises is managed by Booking Managers (Campus Service Aalborg/CPH/ Esbjerg)

1. An application for lending of premises is not automatically approved.

The Booking Manager may estimate that the lending is not within the agreed criteria for lending. In that case, you receive a justification letter. If the justification is not satisfactory, you can complain to the Head of Facility Services.

The following criteria are entered into the University's assessment of whether an event or activity may be allowed with the University's support or by using the University's premises or other resources:

- Is the implementation of the activity compatible with Danish democratic values?
- Is the implementation of the activity compatible with the concern of the University's reputation?
- Can the activity be carried out safely?

For student and student organizations' events, the following also applies:

- Is the activity conducive to education, research or innovation?
- Is the activity conducive to the students' contact with relevant businesses and the opportunity for jobs during or after the study?
- Is the activity conducive to the study environment??

2. AAU may not engage in anti-competitive activities in lending premises and premises may not be used for commercial purposes.
3. All events must be completed no later than 01:00. The time for handing over the room is agreed with the Booking Manager.
4. 4. To borrow a room at Aalborg University, fill in the application form for a loan of premises at AAU. The application is to be sent to the Booking Manager:
 - Aalborg: aaubooking@adm.aau.dk
 - Copenhagen: CID@cph.aau.dk
 - Esbjerg: booking@esbjerg.aau.dk

5. An agreement on loan of premises must be approved by both parties (borrower and Booking Manager) no later than 7 days before the event. The request must be received by the Booking Manager no later than 4 weeks before the event is to take place, unless otherwise agreed.

In the event of cancellation after the conclusion of the agreement, a cancellation fee will be charged in accordance with the current price list.

6. The room may only be used for the purpose for which it is borrowed. Special requests, including changes to the table layout, are agreed with the Booking Manager and settled according to the current price list.
7. The borrower is responsible for ensuring that the number of people in the room does not exceed the agreed number of people.



8. If the application for a loan of premises is not approved by a Booking Manager, or if AAU's rules for the use of premises are not complied with, AAU's G4S Security Guard has the authority to terminate the event immediately.

9. Premises must be handed over neat and tidy and otherwise in the condition they were in at the beginning of the loan, unless otherwise agreed.

In the event of inadequate cleaning or tidying up, actual expenses (however, for a minimum of 3 hours) will be invoiced.

When lending to private events, or for events involving dining, a minimum of 3 hours of cleaning is always invoiced.

10. In the event of vandalism of buildings or furniture, the borrower must bear the actual cost of repairing the damage.

11. Facility Support assistance outside normal working hours is agreed upon when the agreement is entered into and settled in accordance with the current price list.

12. Delivery of guest access cards is agreed with the Booking Manager. Guest cards are handed out on the last working day before the event or by appointment.

13. The users of the premises are responsible for following the emergency rules in accordance with the applicable fire instructions.

It is not permitted to use candles, open fires or fireworks in group rooms, offices, common areas and lunchrooms and similar areas in AAU's buildings.

In the event of a fire emergency due to negligence in connection with the loan of the premises, it is the borrower's responsibility to pay any emergency fee.

14. The borrower is responsible for ensuring that AAU's smoking policy and rules on waste sorting are complied with.

15. As a borrower, you are obliged to indemnify AAU against claims for damages that may be raised against AAU because of accidents, personal injury, etc. in connection with the lending. The borrower is also obliged to compensate for any damage that has occurred to buildings and equipment.

16. An event must not involve an overnight stay at AAU.

17. Any requests for catering are agreed directly with the canteen supplier. According to AAU's canteen contract, catering offers must be obtained from AAU's canteen supplier.

18. The borrower is responsible for obtaining a temporary liquor license from the police if such is required by the Restaurant Act.

19. Prices and conditions for loans of premises are agreed between the borrower and the Booking Manager prior to the event according to the current price list. An invoice is sent out immediately after the event and must be paid within 30 days.