

THE STUDENT VILLAGE

THE STUDENT VILLAGE | HAUWERSTRAAT 3B | WWW.BRUGGESTUDENTENSTAD.BE | 0477 97 98 99

RENTAL CONDITIONS THE STUDENT VILLAGE

Article 1. Operational Responsibility

The Student Village is operated by non-profit organisation Brugge Plus. The operational responsibility falls within the responsibilities of the Student Village's coordinating assistant or the coordinator of Brugge Studentenstad. Brugge Studentenstad is a collaboration between the City of Bruges and following colleges: Howest, VIVES, KU Leuven, College of Europe, ZoWe Verpleegkunde and Vesalius Verpleegkunde.

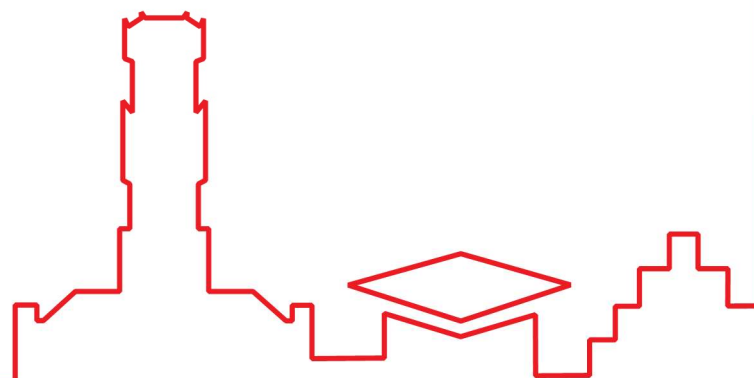
Article 2. the student house focus group(s)

In the first place, The Student Village is a space for students studying at Bruges college or university campuses, whether or not affiliated with a student club. In addition, The Student Village's facilities are also opened to other target groups, but students and adolescents are always given priority.

Artikel 3. Description conference rooms

STUDENT STUDIO

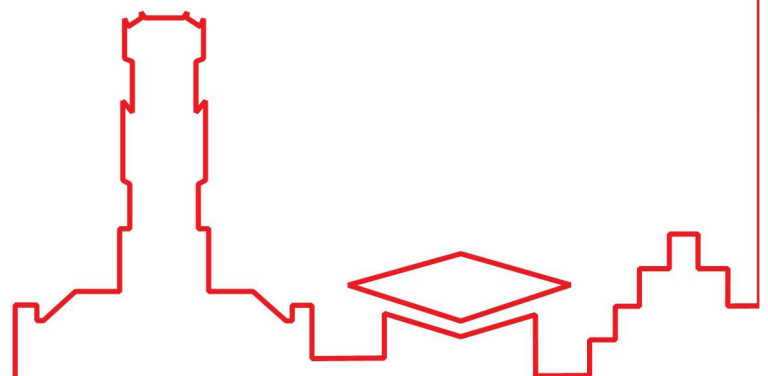
- 134 m²
- 50 people
- Music system en beamer
- Hot beverage dispenser
- Drinking water dispenser
- Kitchenette with coffee machine, kettle, microwave oven, small fridge and dishwasher
- Can be rearranged variably: with tables and chairs, academic set-up, reception tables...
- Free Wi-Fi





CONFERENCE ROOM ONE

- 35 m²
- Meeting capacity: 32 people
- Beamer
- Whiteboard
- Free Wi-Fi



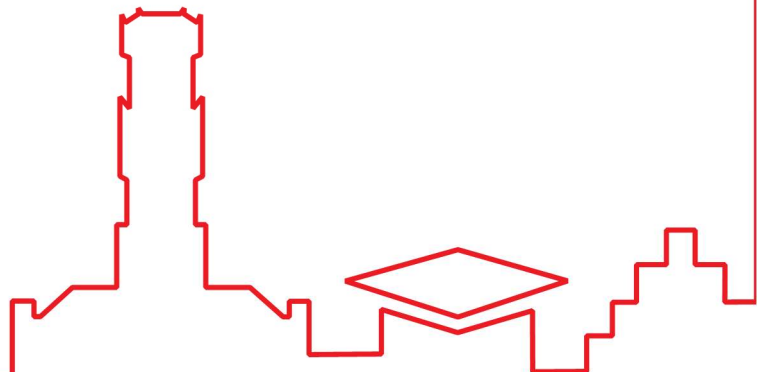
CONFERENCE ROOM THREE

- 20 m²
- Meeting capacity: 12 people
- OPTIONAL: Ekiep 'The Cube' meeting furniture – Move- & Meet-concept (more info about this furniture on our website)
- No projection possible projectiemogelijkheid
- Whiteboard
- Free Wi-Fi



CONFERENCE ROOM FOUR

- 27 m²
- Meeting capacity: 16 people
- Whiteboard
- Free Wi-Fi
- Projection possible by request



Article 4. Booking, key handover and deposits

Conference spaces on the first floor of The Student Village can be booked via www.bruggestudentenstad.be. The party venue on the basement level can be exploited by Het Entrepot and can be booked via www.hetentrepot.be/zalen. Contact is Anton Posman: anton@hetentrepot.be or 0485 23 77 16.

If you wish to rent a conference room for a day part that starts or ends outside of our office hours, you can pick up a key for the room beforehand during our office hours. Upon handover of the key and badge, a deposit form is filled in and signed by both parties, indicating the type of deposit and the amount of keys/badges.

1. One-off rental: A deposit of € 50 is paid, cash or via bank transfer
2. Structural rental of one or more spaces: a deposit of € 100 is paid, cash or via bank transfer
3. Rental of the Student Studio in the evening, during the weekend or on holidays: a deposit of € 250 is paid, cash or via bank transfer.

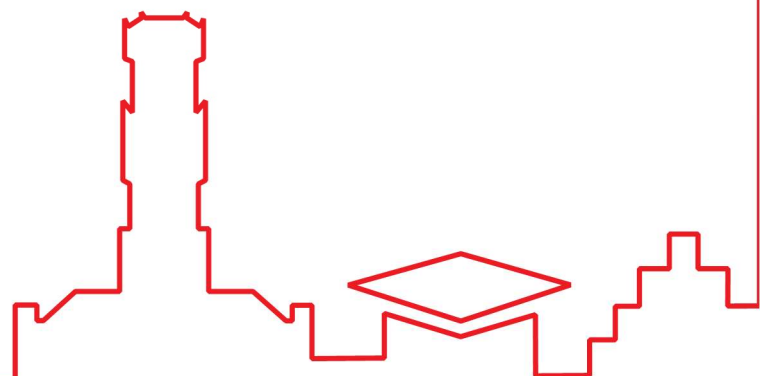
Keys and badges must not be passed on to third parties under any circumstances.

Keys must be returned no later than one week after the rental date.

If a key or badge is lost, an invoice of €30 will be issued.

Artikel 5. Opening hours

Monday through Thursday from 9:00 to 17:00 | on Fridays from 9:00 to 16:00. Activities can take place outside of these hours but can only take, but should end no later than midnight (clean-up included).



Article 6. Rates and payment

Our conference spaces can only be rented by day part and not hourly.

Morning = between 8am and 1pm. Afternoon = between 1pm and 6pm. Evening = between 6pm and midnight.

Prices below are by day part, including VAT & excluding beverage consumption. Prices for beverages = flat rate for coffee/water/tea in the conference room at € 2 per person, per daypart.

Category A = Bruges student associations, Bruges college students, recognised Bruges youth associations and Bruges city services.

Category B = OCMW and its departments, Urban non-profit organisations, Recognised Bruges associations, Bruges schools, Bruges non-profit organisations, Bruges students studying outside Bruges, Student associations from outside Bruges.

Category C = All other applicants

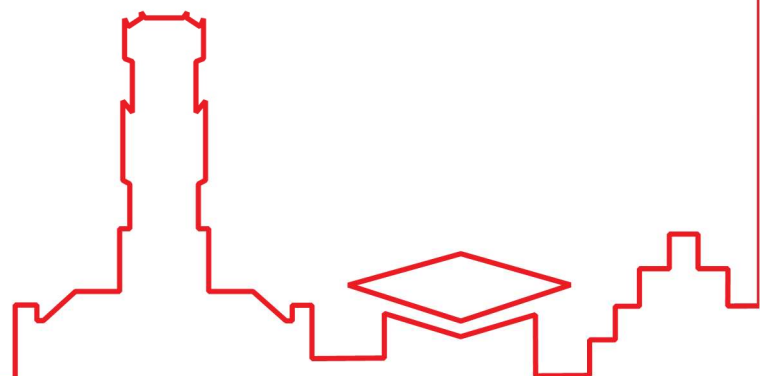
Available conference rooms	Amount of dayparts	CATEGORY A	CATEGORY B	CATEGORY C
Room 1	1 daypart	Free	€ 50	€ 100
	2 dayparts	Free	€ 75	€ 150
	3 dayparts	Free	€ 100	€ 200
Room 3				
Room 3	1 daypart	Free	€ 25	€ 50
	2 dayparts	Free	€ 38	€ 75
	3 dayparts	Free	€ 50	€ 100
Room 4				
Room 4	1 daypart	Free	€ 35	€ 70
	2 dayparts	Free	€ 53	€ 105
	3 dayparts	Free	€ 70	€ 140
Student Studio				
Student Studio	1 daypart	€ 50	€ 125	€ 250
	2 dayparts	€ 75	€ 188	€ 375
	3 dayparts	€ 100	€ 250	€ 500
Exclusive usage of the entire floor				
Exclusive usage of the entire floor	1 daypart	€ 100	€ 250	€ 500
	2 dayparts	€ 150	€ 375	€ 750
	3 dayparts	€ 200	€ 500	€ 1 000

For structural rental: [contact us for a customised proposal.](#)

Payments should be made 15 days after receipt of the invoice prepared by Brugge Plus vzw.

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Optional

When renting a space, you can choose to make use of the following options:

- Extra coat racks (free of charge)
- Reception tables (free of charge)
- Flipchart (free of charge)
- Beamer (€ 15 extra for category B & C)
- Coffee/tea/water (fixed price of € 2 per person per daypart)

Article 7. Cancellation of a reservation

Cancellation of a reservation must be communicated to us at least five working days in advance. If the cancellation occurs later, 25 % of the rental price will be invoiced, up to a maximum of € 50.

Article 8. Facilities/Equipment

It is forbidden to bring and use your own fridges, coolers, mobile taps, frying pots or cooking fires.

Using tape to put things on walls, windows and furniture is not permitted.

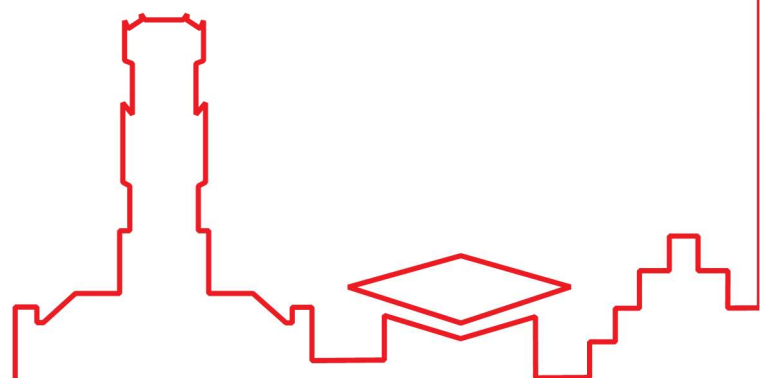
Requests to use beamers, music equipment, coat racks and equipment from The Student Village's kitchenette must be reported in advance when making the rental application, this can be done via the online booking system on the website www.bruggestudentenstad.be.

All equipment and furniture must remain in the building at all times, nothing may be taken outside.

An overview of the material present in the kitchenette can be found in the annex.

Any defects and damage to equipment must be reported immediately, even after office hours. Those in charge can be reached on the following numbers:

Manon Billiet: 0479 39 05 25 | Arne Vanderlinden: 0470 26 86 89



Article 9. Clean-up

All equipment (chairs, tables, dustbins, etc.) must be returned to their original place when leaving the room. The space used must be cleaned up and swept, the tables must be clean. For this purpose, the necessary cleaning material is provided in the student studio and toilet room. For any additional cleaning costs, the amount of €50 will be deducted from the deposit.

Full bins must be emptied in the rubbish bags provided. Use yellow bag for residual waste, blue bag for pmd. Full rubbish bags must be placed in the entrance hall on the ground floor. Please take excess waste (from e.g. take-away) back yourself.

Used material from the kitchenette should be washed off, either by hand or by dishwasher.

Article 10. Safety

The entrances to the conference rooms must not be obstructed. Indications of entrances, exits and fire extinguishers must be visible at all times.

Emergency exits must always be usable over the full width.

Facilities for visitors with mobility problems must remain accessible at all times.

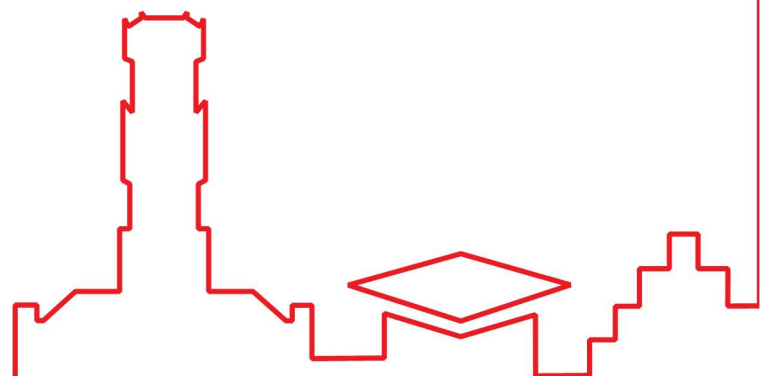
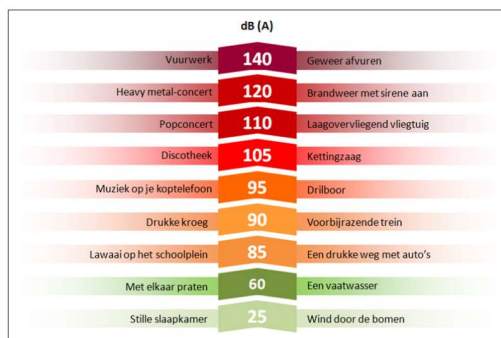
Bringing hazardous products, liquids and gas cylinders into the building is prohibited.

Cooking food with deep-frying pots and open fires is prohibited. Other hot preparations are allowed only with the express prior permission of those in charge. Requests are assessed on a case-by-case basis.

There is a general ban on smoking in all halls. Smoking is allowed outside in front of the building, in the cigarette pit provided for that purpose. Please respect the peace and quiet of local residents!

Article 11. Responsibility

No excessive noise pollution (cf. the legal standards) may be caused in The Student Village. The Student Studio can be used for a diverse number of activities, for 50 people and the noise standards must be taken into account: namely a maximum of 90 decibels. As a tenant, you can easily check this yourself via an app on your smartphone vb. Sound Meter, Decibel X, ... For parties and parties, we refer tenants to Het Entrepot for renting the Cachot party room.



Everyone should treat the building and equipment respectfully. Any damage or vandalism should be reported immediately to the person in charge. Damage caused by improper or incompetent use or negligence is the responsibility of the user.

Students and other visitors should treat each other respectfully. Playing music that is too loud, disturbing students, etc. is not allowed.

In case of violation of the above agreements, the staff responsible of The Student Village and Brugge Studentenstad may deny visitors and students access to the student house for a certain period of time or demand financial compensation for any damage, loss, theft or vandalism.

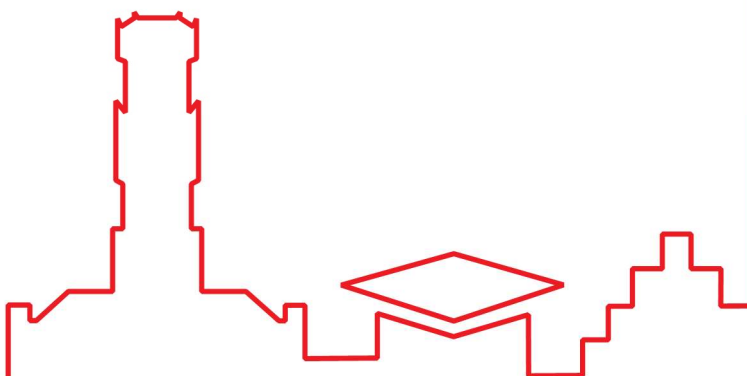
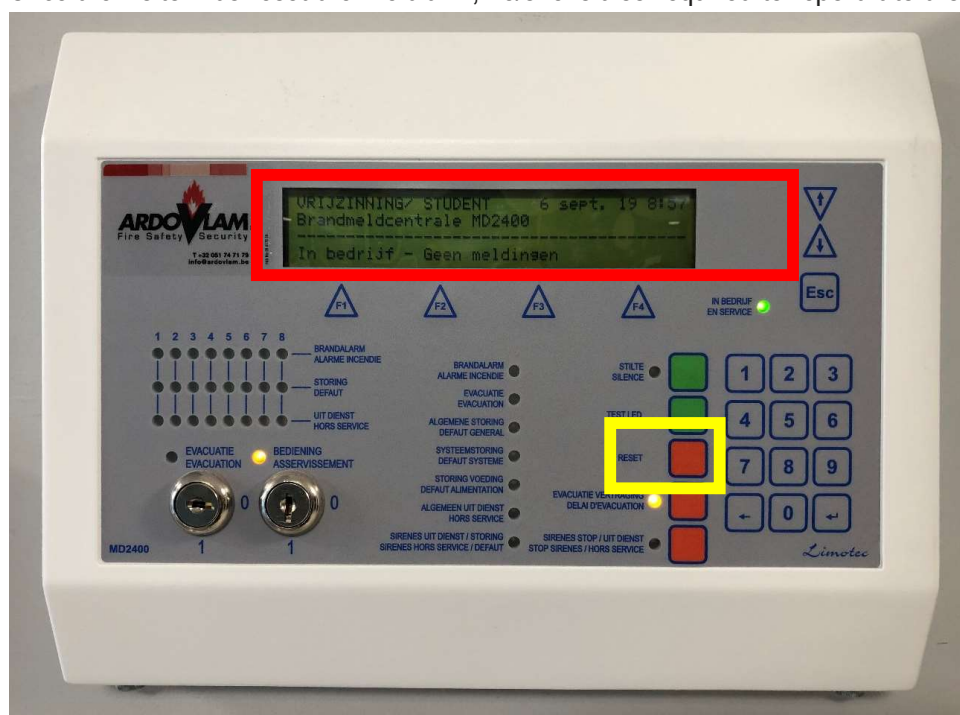
Emergency exits should only be used in case of emergency.

Bicycles should be stored in the bicycle rack in front of the building, not in the entrance hall nor in the tunnel passage next to the front door.

Windows may only be opened with the permission of one of those in charge and must be closed when leaving the rented space.

In the event of a fire alarm, the person in charge will check whether there is any danger. If no person in charge is present, the visitor should check the alarm system themselves. This system by ArdoVlam hangs to the right of the front door, in the hall on the ground floor. **The zone in which danger is detected is described on the fire alarm system.** The visitor should check whether there is real danger or whether it is a false alarm. In case of a false alarm, the alarm can be turned off by pressing **the "reset" button** and if a fire did break out, the visitor should call 112 and follow the evacuation plan.

Once the visitor has reset the fire alarm, he/she is also required to report it to those in charge.



Article 12. Insurance

When an organisation invites external audiences, the organisation should take out its own BA insurance.

Emergency phone numbers

During office hours:

General number The Student Village: 0477 97 98 99

Before or after office hours:

Manon Billiet (Coordinator Bruges Student City): 0479 39 05 25

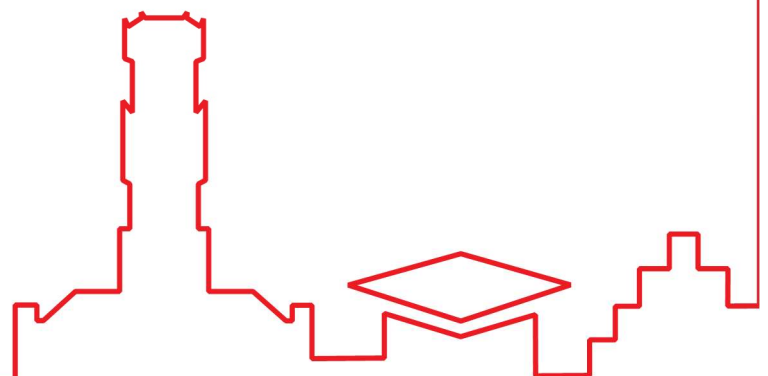
Arne Vanderlinden (Staff member of The Student Village): 0470 26 86 89

Ambulance and fire brigade: 112

Police: 101

Poison Control Centre: 070 24 52 45

Brugge Plus vzw - Brugge Studentenstad, Lange Vesting 112 - 8000 Bruges - 050 44 20 02



ANNEX 1: INVENTORY

COFFEE CUPS	100
COFFEE PLATES	100
SMALL ROUND PLATES	30
SQUARE PLATES	11
BIG WHITE PLATES	20
GREEN BOWLS	9
SMALL BLUE & GREY ECO BOWLS	35
SMALL MILK JUGS	4
GLASS WATER JUGS	7
BLUE WATER JUGS WITH CAP	5
WATER GLASSES	60
TEASPOONS	30
FORKS	16
KNIVES	30
SPOONS	30
CUTTING KNIVES	2

The glasses and coffee mugs on the wall rack above the countertop are not included here.

