



RULES ON BORROWING AND HIRING OF THE UNIVERSITY'S COMMUNAL ROOMS.

Clause 1. Communal rooms

- (1) Communal rooms are all rooms administered by the room administration for each of UCPH's campus areas.
- (2) An agreement on borrowing/hiring of rooms is entered into with the room administration (for SCIENCE, the room administration forms part of SCIENCE Study Administration) based on the submission of a completed application from the borrower/hirer.
- (3) In the room loan/hire agreement, the room administration specifies the further terms and conditions for, for example, use and accessibility of the rooms, use of AV and IT equipment, cleaning, attendant and security guard services, compensation for damage, rent payment as well as any loan or other additional payments and breach.
- (4) The University of Copenhagen has first priority, and rooms can therefore only be borrowed/hired if the University will not be using the rooms itself.

BORROWING OF COMMUNAL ROOMS

Clause 2. Borrowing conditions

- (1) Borrowers of the rooms are the University's internal users, that is staff with a permanent workplace at UCPH, staff associations, students, student associations or other associations with a permanent workplace or significant academic or professional affiliation with the University of Copenhagen.
- (2) Rooms can be borrowed by the above users, for example for meetings, lectures, seminars and conferences for work purposes or as part of student or association activities. In addition, rooms can be borrowed for social activities and other events which fall within the University of Copenhagen's objectives.
- (3) The rooms cannot be borrowed for commercial or religious events or for private parties. Borrowed rooms must not be re-lent to others either in full or in part, and must not be used for any other purposes than the purpose agreed for the borrowing thereof.
- (4) It is also a condition that the holding of the event:
 - a) is compatible with democratic values;
 - b) is compatible with the consideration for the University's reputation and academic spirit;
 - c) is not contrary to safety and security regulations.
- (5) For borrowing of certain communal rooms (for example the Ceremonial Hall, the Maersk Tower (*Mærsktårnet*) and other rooms), a borrowing fee is charged, see Clause 1(3).

(6) The borrower is responsible for compliance with the terms and conditions stipulated in the room loan agreement, see Clause 1(3).

HIRING OF COMMUNAL ROOMS

Clause 3. Conditions of hire

(1) Hirers of the rooms are associations, organisations affiliated with the University or other external parties, when the rooms are hired for purposes that fall within the University's field of interest.

(2) Rooms are not let to organisers of commercial, religious or political activities. Hired rooms must not be re-lent/re-let to others either in full or in part, and must not be used for any other purposes than the purpose agreed for the hiring thereof.

(3) It is also a condition that the holding of the event:

a) is compatible with democratic values;

b) is compatible with the consideration for the University's reputation and academic spirit;

c) is not contrary to safety and security regulations.

(4) The rent payment for hiring out of rooms to external parties must be fixed on an arm's length basis to counteract, for example, distortion of competition.

(5) Charging of rent may be waived in full or in part to the extent that:

- 1) UCPH is obliged, in accordance with rules and regulations or legislation, to make rooms available on special terms and conditions to the hirer etc. in question under subclause (1),
or
- 2) if the purpose of the event falls within a publicly recognised purpose, for example the consideration for public health or safety.

(6) The hirer is responsible for compliance with the terms and conditions stipulated in the room hire agreement, see Clause 1(3).

Clause 4. Breach

(1) The faculty management makes a decision in cases on breach of room loan agreements where the internal user is enrolled in a degree programme at the faculty, employed in or otherwise affiliated with the faculty. The faculty management makes a decision in cases of breach of room hire agreements on hiring of communal rooms located at the faculty. The faculty management may decide to implement sanctions or take legal action. The sanctions available to the faculty management include that the borrower will be barred from borrowing rooms at the University in the future.

(2) The Central Administration management makes decisions in cases involving breach of room loan agreements where the internal user is employed in the Central Administration. The Central Administration management makes decisions in cases involving breach of room hire agreements where the internal user is employed in the Central Administration.

Clause 5. Date of commencement, etc.

(1) The above rules; "RULES ON BORROWING AND HIRING OF THE UNIVERSITY'S COMMUNAL ROOMS with associated guidelines; " GUIDELINES FOR RULES ON BORROWING AND HIRING OF THE UNIVERSITY'S COMMUNAL ROOMS" enters into force on 1. January 2024 and thereafter constitute UCPH's code of practice for the borrowing and leasing of the university's communal premises.

(2) On entry into force under subsection 1 the existing rules on premises will be repealed at the same time; "Guidelines for borrowing and renting the university's common rooms" from the university's rules and regulations 34.02.

These rules have been issued by the Rector and are administered by the local room administration units. Questions concerning understanding and interpretation of the rules can be directed at the Rector's Office: rektorsekretariatet@adm.ku.dk

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