

The Common Room Regulations (version 16-9-2017)

Article 1: Common Room Committee

1. The Common Room is maintained by the Cosmos association and AEGEE Eindhoven.
2. The **Common Room Committee**, with members from the aforementioned associations, is responsible for managing the Common Room. This committee ensures that the Common Room is managed as described in this article.
3. The Common Room Committee reserves the right to give or revoke key access to an individual.
4. The goal of the Common Room is provide a home for international students, and can be used for events that match this goal.
5. The Common Room is an independent entity from any association. While the Common Room Committee manages the Common Room, it is required to keep the Common Room a neutral, welcoming place for any student at the TU/e, no matter their background.

Article 2: Reservations and Events

1. The Common Room can be booked for an event which meets the following criteria:
 - The event must be public (meaning: anyone is welcome to join and no one can be denied access to the room).
 - The event must suit the cultural, international character of the Common Room.
 - The official first language of the event must be English.
2. The members of the Common Room Committee reserve the right to deny anyone access to the Common Room. During an event. The responsible volunteer reserves the right to deny anyone from access to the Common Room.
3. Booking the Common Room is free of charge and can be done by any member of the TU/e community.
4. Booking the Common Room is only possible 7 or more days before an event.
5. In order to book the Common Room, a person must provide:
 - Their full name
 - An e-mail address
 - A phone number where they can be reached
6. If a reservation is made but no person arrives up to half an hour after the starting time of the event, the responsible volunteer has the right to cancel the event.
7. The Common Room can only be booked in the timeslots as defined by the Common Room's maintainers, for a maximum of 5 hours, and only until 22:00 hours on weekdays, and 21:00 hours on weekends. The Common Room is kept open by volunteers, who work very hard to keep the Common Room open as much as possible.
8. There must be at least one volunteer present to supervise an event when the room is booked.
9. If there is no volunteer available for the time of a certain booking request, then that booking request must naturally be rejected unless a volunteer becomes available.
10. In case any materials in the Common Room are damaged by an event, the person who booked the Common Room will pay for the damages.
11. The Common Room must be cleaned after an event. If this is not the case, a €50 fine will be charged to the booking party of the Common Room.
12. The Common Room Committee has a maximum of 7 days to respond to a reservation request. Meeting requests can only be accepted with a majority vote within the Common Room Committee.

Article 3: Promotional Materials

1. Promotional materials from AEGEE or COSMOS may only be placed in the Common Room with permission of the Common Room Committee.
2. If COSMOS or AEGEE wants to place promotional materials or make permanent changes to the Common Room, they can do so by e-mailing the Common Room Committee, after which the committee will discuss this in their next meeting. Any changes made by any party without the permission of the Common Room Committee will be undone.
3. All items stored in the Common Room by AEGEE or COSMOS must be provided with a sticker to identify which party the item belongs to. Items without stickers will be removed.
4. COSMOS or AEGEE cannot store items in the Common Room without permission from the Common Room Committee, as such these items will be removed. Each party must e-mail the Common Room Committee to ask for permission to store items in the Common Room.
6. In the case of a sponsored promotional item,, a certain poster / promotional item may be up for more than one month if the Common Room Committee agrees on the decision.

Article 4: Housekeeping

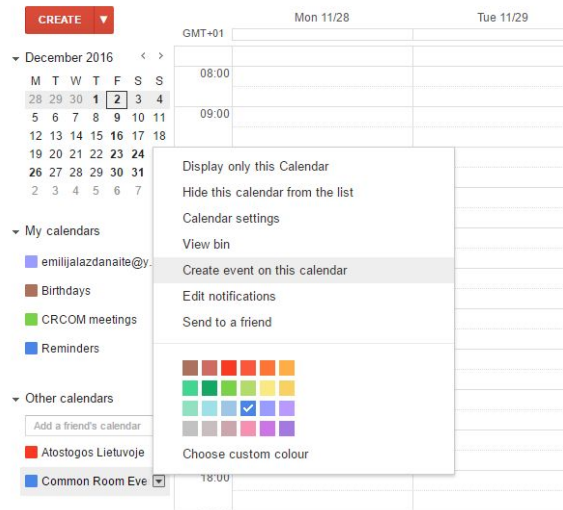
1. Beer bottles are not allowed in the Common Room.
2. As of Metaforum regulations, the stove in the Common Room can only be used to reheat food.
3. All building rules for the Metaforum apply to the Common Room by the building regulations.

Article 5: Key Access

1. In order to apply for key access an individual must have a recommendation of a member from the board of Cosmos or AEGEE and send an email to info@commonroom.nl with a motivation letter explaining why they want and why they should get key access.
2. The Common Room Committee reviews key access applications during their meetings and makes the final decision whether to grant the applicant this privilege or not.
3. In order to be eligible for key access the applicants must meet the following requirements:
 - a. He/She is an active member of either Cosmos or AEGEE
 - b. He/She is responsible, respectful and kind
 - c. He/She needs volunteer to supervise an event at least once a semester
4. The Common Room Committee reserves the right to deny or revoke key access to anyone who they do not find qualified.

Appendix A: Common Room Booking Procedure

1. Read email, make sure that the request satisfies the following:
 - a. Reservations must be made 7 days or more in advance of the event
 - b. The requested event complies with [Common Room regulations](#)
 - c. Make sure that the following information is included in the request:
 - i. The [DATE] and [TIME] of the event
 - ii. The [NAME] of the event.
 - iii. The [FULL] name of responsible person
 - iv. An [EMAIL] address
 - v. A [PHONE NUMBER] where said person can be reached
 - vi. A short description of the event and how many people are expected (note that 30 is the maximum number of people allowed inside the Common Room)
2. If the request satisfies said conditions, [check availability of Common Room](#).
3. If the requested timeslot is free, create a PENDING event on the calendar. For this:
 - a. Go to **Google Calendar** > **bottom left side** > **Common Room Events Calendar** > **dropdown menu** > **Create event on this calendar**.



- b. Remember to include the Time and other info like this:

A screenshot of the Google Calendar event creation form. At the top, there are 'SAVE' and 'Discard' buttons. Below them, the event name is entered as 'PENDING: Event Name'. The date and time are set to '2016-12-02' from '12:30' to '13:30' on '2016-12-02', with a 'Time zone' dropdown. There are checkboxes for 'All day' and 'Repeat...'. The 'Event details' section has a 'Find a time' button. The 'Where' field is empty. The 'Video call' field has a link to 'Add video call'. The 'Calendar' dropdown is set to 'Common Room Events'. The 'Created by' field shows 'emilijalazdanaite@gmail.com'. The 'Description' field contains 'Event Description'. On the right, there is an 'Add guests' section with a text input 'email of booker+volunteer' and an 'Add' button. Below that, there are checkboxes for 'Guests can' with options 'modify event', 'invite others', and 'see guest list' (which is checked). At the bottom, there is an 'Attachment' section with a link to 'Add attachment'.

4. Reply to the email with a *Generic Email for Common Room Bookings*.
5. Contact volunteers. Once you have found one, remove the "PENDING" from the event and send an event invite to the volunteer.
6. Email the person that made the reservation to confirm that you have found a volunteer, don't forget to cc the volunteer. *Use this format*
7. Send volunteer [Event Check-list](#). Remind them to check the room before and after the event.

Appendix B: Common Room Damage Form

Property from the Common Room was broken or damaged on the date depicted below during said event. Costs were calculated based on the value of the items, so that they may be replaced. Signed by both parties, this paper is proof that the broken articles were paid for.

Event Name/Description

Event Date

# of items	Item Description	Cost per item (Euro)	Total
Total damage (Euro):			

Signatories confirm that they have read the above statements.

Confirmed amount paid (Euro):

To be filled in by the event organizer

Name Common Room Representative

Event Organizer Representative

Signature Common Room Representative

Signature Event Organizer

Appendix C: Event Check-List

Beamer area:

- Beamer works
- Cabinet is locked
- Every Speaker works
- Chairs and tables are in place & clean
- Games are in place
- 2 Guitars & Guitar stand are in place

Kitchen area:

Kitchen counter is clean:

- Dishes are clean and in their place
- Sink is clean and dry
- No left over food nor on the floor
- Towels are hung to dry

Appliances:

- Toasty machine and toaster are clean and unplugged
- Oven is clean
- Induction stove is clean and off
- Coffee machine emptied
- Mixer put back in box and in its place

Trash is taken out

Check towels, if they need a wash, please tell the common room committee

Seating Area:

- Tables and chairs back in place

Lights are turned off