

Policies UCSA Board 2018-2019

In order for the association to run smoothly, there are a few policies that we expect all members to adhere to. You can find the policies for this academic year below:

Rooms

Using the BPA / Drama Room / DH Lounge / Downstairs DH / Classrooms

Any UCSA member or committee can use the rooms on campus after having made a reservation through email (ucu.ucsa@uu.nl) or during office hours. The key for the reserved room can be picked up during office hours.

Before using the room it is important to check the following things:

1. Is there any damage to the room or equipment in the room
2. Is the room left behind in a safe state?
 - a. No emergency exits are blocked
 - b. Fire hose is accessible
 - c. No big amounts of flammable material left behind
2. Is the room in a clean state?

If any of the above mentioned problems are applicable, please report back immediately to the UCSA. If you do not do this and use it regardless, you will be held responsible for this. If you still wish to use the room, it is your responsibility to rearrange the room in a clean and safe state.

When using the room keep the following in mind:

1. Do not damage the property or any equipment present in the room
2. Do not block the emergency exit or fire hose at any time
3. Clean up your mess (food, waste, etc)
4. Put all furniture / items / equipment used in its original position

For some rooms (eg. BPA) there is a sheet with safety regulations on the wall that need to be adhered to at all times.

In short, the **room has to be left behind in a neutral and clean state after using**. Remember that most rooms function as a classroom during the day.

If you do not adhere to these rules or if we receive complaints concerning the use of the room, you will receive an official warning or a ban, up to the discretion of the UCSA board.

Using the room outside the times that you booked it also leads to a warning or ban.

Location for parties hosted by committees

Our general policy is that all party-like events, where more than 30 people are expected, are only allowed to be **hosted in the bar**. Exceptions can be made by the UCSA board after discussing the situation well before the event.

Downstairs Dining Hall:

We are **not allowed to host parties** in downstairs dining hall. However, this is a public area, and quiet borrels or committee gatherings are fine. However, there are a few rules:

- Furniture, if rearranged, must be put back into original arrangement **by the end of the reservation period**.
- You can't turn off the lights
- You can't leave behind any trash (leave it better than the way you found it!)

Reserving the Auditorium:

The Auditorium is not UCSA property; so different rules apply when reserving this for your events. To book the auditorium, you need to send us an email **at least** 4 working days before your event, and we will pass this on to College Hall where they can make the booking for you. If it has been reserved, we will send you an email back to confirm your spot. Please make sure to do this well in advance, so that there is enough time to go through this process, as well as find a backup plan if the auditorium is not available during this time.

Keys and Equipment:

When signing out a key or a piece of equipment, it is the responsibility of the person whose name we have put down and came to sign it out. If you give the key or the equipment to someone else, **it is still your responsibility**, and if it gets lost the UCSA will still have to hold you responsible (so be careful!). If a room you used is not in the state it is supposed to be in, please inform us about this.

If you do not bring back keys and equipment in time, you will get a strike every third working day of it being late. These strikes only expire at the end of each semester. If you have three strikes, you get a renting ban. You will also have to pay for the key or equipment if you cannot return it. Your renting ban will be lifted after two weeks or until you have returned/paid for the equipment, whichever period is **longer**.

A renting ban means you can't sign out any key or equipment from the UCSA under your name.

The cost of a key varies per the key that you've signed out: this can be anywhere between 25 - 100 euros. The price of your key will be the price necessary to replace it.

For large and expensive equipment such as ovens, speakers, projectors etc, you will need to sign a contract when signing it out and in. **For equipment with a contract, you get a strike every single working day of it being late.** The remaining rules are the same as for other equipment and keys.

We only rent out projectors for one working day at a time. We do not rent out Speakers for private use (only to committees).

We do not rent out expensive equipment such as speakers, projectors etc. to any individual or committee if it will be used for a party or event where many intoxicated people are expected.

Don't wait for us to chase you down and make you pay for the equipment. If you know you've lost it, come and tell us and you will only get a renting ban until you pay for it.

If you sign out equipment or keys that require a contract, make sure to come and sign the contract when you sign it back in as well! This will allow us to check the state of the equipment, and makes sure it isn't your responsibility anymore!

Office Hours

Our **office hours are from 17:45 - 19:30, Monday through Thursday. We also have office hours on Tuesdays and Fridays during lunch from 13:00 - 14:00.** This is the time to come to us and sign things out for your events: keys, equipment, but you can also come by with any questions you have. If your event is at 17:30 on Wednesday, make sure to get all the things you need from us during office hours the day before. In the weekly update you will find who of the UCSA Board members will do office hours what day.

Contact with College Hall

All contact with College Hall should go through the UCSA Board. Exceptions can be made by the UCSA board after discussing the situation.

Signing Contracts with External Parties

All contracts with external parties should be run past the UCSA Board. If the contracts involve money or have a significant effect on our members, a UCSA board member has to sign the contract. Exceptions can be made by the UCSA board after discussing the situation.

Pin Board:

Every week the pin boards downstairs dining hall and in the academic buildings will be updated by a UCSA board member and will show the UCSA events that are happening on campus. The UCSA board member **uses the Google calendar** to find out about the events happening. This means that if your event is not in the Google calendar, it will not be put on the pin board. **The deadline for putting events in the Google calendar for the upcoming week is latest 13:00 on Sunday.**

If you would like to put up an additional poster for your UCSA event on the pin board, please first ask permission before doing so. Only PR concerning UCSA-related events will be allowed on the pin board. Non-UCSA PR will be taken off the pin board.

Weekly Update:

If you have an event and want to advertise it in the weekly update, you need to send us this information **before 13:00 on Sunday at ucu.ucsa@uu.nl** for the weekly update that will be sent out the day after. Unfortunately, we will have to be selective and can't always include everything that is sent to us so keep in mind that this will not always work!

Using the Google calendar for UCSA committee events

In order **to avoid significant overlap of events**, every event organized by UCSA committees needs to be put in the shared Google calendar of the committee's email (nameofcommittee@ucsa.nl). Claiming a specific date/time for an event work through the Google calendar works on a first come first serve basis. When your committee's event is not visible in the Google calendar you risk having to cancel your event last minute.

UCSA logo:

The **UCSA logo needs to be put on all promotional material** that a committee makes, e.g. posters and board t-shirts. You are not allowed to use this logo or our name for petitions or signing contracts by yourselves. The logo can be found on ucu.community.

Reimbursement form:

You can hand in a reimbursement form **until 31 days after the purchase**. The form can be found on our website (ucu.community) in the 'downloads' section. This form needs to include the receipt of your purchase. The receipt has to state what has been bought, so we do not accept transaction receipts. You have to hand this in digitally by scanning or taking a picture of your receipt by sending it to megan.chalcraft@ucsa.nl We do not accept any printed reimbursement forms or receipts. Lastly, keep your receipt for further reference.

Plastic bags and /or deposit money (*statiegeld*) will not be reimbursed.

Portable pin machine:

Portable pin machines will only be signed out to UCSA committees and teams for their events. A UCSA Board member will be in charge of giving you this portable pin machine before your ticket sales or event, and will be there for you to return it afterwards. Make sure you **book the pin machine at least 5 working days beforehand**, so that we know when to be in the office to give it to you. You need to sell your product with at least 2 people. If you break any item in the pin machine setup, you can be held financially liable for it.

Ticket Prizes (Students / Non-Students)

When selling tickets, committees must distinguish between students and non-students, selling tickets cheaper to students. Exceptions can be made by the UCSA board after discussing the situation well before the event.

Bar Reservations:

To reserve the bar or the mobile tap, you need to fill in a reservation form **at least 2 weeks** (if not earlier) before your event. This form can be found on the UCSA website (ucsa.nl) under 'downloads'. When you have filled in this form send it to barco@ucsa.nl.

Cup Policy

The purchasing of plastic cups for your committee event will not be allowed. Instead, you can ask everyone to bring their own mug.

Facebook Promotion

It is not allowed to create, share and/or promote a Facebook Event if you have not promoted the event on the Uni-life App. If you do promote the event on Facebook before posting the event on uni-life, you will get a warning. If this happens again, you will get a budget restriction for any of your upcoming events.

It is also not allowed to use any UCSA budget for paid Facebook promotion. If you do use the budget for paid Facebook promotion, you will receive a strike. After this you will not get reimbursed for paid Facebook promotion.

Committee merchandise

Whenever a new person takes on a new position in your committee, this person is allowed to get reimbursed 7,50 euro for one shirt or sweater.

Rewarding third parties for services provided

You are allowed to pay any third parties or individuals for the services they provide to your committee event, as long as they are providing a professional service (eg. a workshop) and as long as they are not UCSA members, after having discussed this with your CAO.

You will not be allowed to pay volunteers, only to provide gifts. The magnitude of this gift will be decided upon together with your CAO and the UCSA Treasurer.