

UCSA Policies 2020-2021

These policies are general guidelines regarding several topics relevant to all UCSA Members, they outline practical rules regarding the everyday functioning of the Association. All members are expected to adhere to these policies to ensure the smooth functioning of the University College Student Association.

Index

Contacting UCSA Board	3
- <i>Office Hours</i>	3
- <i>Feedback hours</i>	3
- <i>Email/Facebook</i>	3
Events and Public Relations	3
- <i>Using the Google Calendar for UCSA committee events</i>	3
- <i>UCSA Logo</i>	4
- <i>Signing contracts with External Parties</i>	4
- <i>Facebook promotion</i>	4
- <i>UCU Community website</i>	4
- <i>UNI-life App</i>	4
- <i>Weekly Update</i>	4
Renting UCSA facilities	5
- <i>Renting the Bar</i>	5
- <i>Rooms</i>	5
- <i>Specifications of particular rooms</i>	6-7
- <i>Renting keys</i>	7
- <i>Renting equipment</i>	8
- <i>Specifications of particular items</i>	8
Financial Policies	9
- <i>Reimbursement form</i>	9
- <i>Snacks and drinks policy</i>	9
- <i>Alcohol policy</i>	9
- <i>Committee merchandise</i>	9
- <i>Rewarding third parties for services provided</i>	9
- <i>Ticket prizes (students/non-students)</i>	10
- <i>Ticket funding</i>	10
- <i>Printing policy</i>	10

Contacting the UCSA Board

You can contact the UCSA Board for any questions, especially those regarding the social life on campus. You can also approach the board to rent equipment, keys, propose new ideas for events/activities and to give feedback on the existing activities of the UCSA.

Office Hours:

Our regular **office hours are from 17:45 - 19:30, Monday through Thursday and on Fridays during lunch from 13:00 - 14:00.** In case there is a change or cancellation in these timings, it will be posted on UCU Students. 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. For example, 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 general, equipment and keys are only rented out during these times. In the weekly update, you will find who of the UCSA Board members will do office hours on what day.

Feedback hours:

On Tuesday afternoons from 13:00-14:00, there is a designated hour to provide a bigger platform for feedback. Often there is a theme for the feedback which is written on a whiteboard outside the UCSA Office. However, feedback is always welcome on any topic!

Email/ Facebook:

You can also contact the UCSA Board via Facebook (UCSA Board) or via email (ucu.ucs@uu.nl). If you would like to make reservations for equipment or keys, this can be done during office hours or via email. If you have any other questions, you can contact the board via Facebook or email. Please keep in mind that the email and Facebook are checked during office hours from Monday to Friday and only occasionally during the weekends or during breaks.

Events and Public Relations

Using the Google calendar for UCSA committee events:

In order **to avoid significant overlap of events**, every open event organized by UCSA committees needs to be put in the shared Google calendar of the committee's email (nameofcommittee@ucs.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. The Google calendar is synced to the ucu.community website for everyone to view the events planned for the year. Therefore, make sure to keep the calendar precise.

UCSA logo:

The **UCSA logo needs to be put on all promotional material** that a committee makes, e.g. posters and board merchandise which are funded partially or completely by UCSA budget. 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.

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.

Facebook Promotion :

UCU Events is a platform for all committee related promotions. It is also advised for events organised on personal behalf to be posted on UCU Events. Per event, you are allowed to post 4 times as promotion. More posts can be requested through the '*Extra Post Proposal*' on <https://ucu.community/documents/>

UCU Students is a platform for any personal questions etc. Events promoted on Facebook must also be promoted on the UNI-life App to ensure that members who do not use Facebook can still enjoy all events. If you do promote the event on Facebook without posting the event on UNI-life, you will get a warning.

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 and you will not be reimbursed for this.

UCU Community Website:

The ucu.community website is a centralized information hub. It also contains the yearly calendar with Events organised by the Association.

UNI-life App:

The UNI-life app is a platform on which you can find the details of all events organized by the association. This is particularly important to ensure that members who do not wish to use Facebook still have a means of staying updated on all events and activities available to them.

Weekly Update:

The weekly update provides an overview of the weekly calendar for the week to come. It also provides descriptions of these events. If you have an event and want to advertise it in the weekly update, you need to send us a picture and description **before 13:00 on Sunday at ucu.ucsa@uu.nl** for the weekly

update that will be sent out the day after. Since there are numerous events to be included, make sure the descriptions you send are short and catchy.

Renting UCSA Facilities

As a UCSA member, you can rent UCSA facilities like rooms and equipment. When the rules regarding renting are not followed it may result in an official warning, strike or renting ban.

What is an official warning?

It is a warning issued when a certain policy is not followed and will always be communicated to you by the UCSA Board. There is no immediate consequence of an official warning, however, it is on the record and two office warnings in a semester leads to a strike.

What is a strike?

A strike is a more severe warning. The UCSA will always inform you if you get a strike. If you have accumulated 3 strikes over the period of a semester you get a renting ban.'

What is a renting ban?

A renting ban is a ban on renting any and all equipment from the UCSA. It is issued for a period of one semester.

More details regarding renting and the situations in which a strike, warning or renting ban can occur are outlined below.

Renting the Bar:

To reserve the bar or the mobile tap, you must first check on the committee calendar or on the website whether the bar is available. Once you have made sure it is free, you need to fill in the reservation form **at least 3 weeks** (if not earlier) before your event. This form can be found on the ucu.community website under 'downloads'. When you have filled in this form, send it to barco@ucsa.nl, it is up to the discretion of the Bar Committee whether or not it is feasible to host the event in the bar.

Rooms:

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

Any UCSA member, as individuals or as part of a committee can use rooms on campus after having made a reservation for a particular day and time either 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 done 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 you notice any of the above issues, please report back immediately to the UCSA. If you do not do this and use it regardless, you may 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.

Rooms must be used during the times it has been booked. In case it needs to be used at a different time, another reservation must be made following the procedure outlined above.

In short, the **room has to be left behind in a clean and tidy state after using**. Remember that most rooms function as a classroom during the day or as an important space for social activities used by several committees and individuals.

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, a strike or a renting ban at the discretion of the UCSA board.

Specifications of Particular Rooms:

For certain rooms, specific rules are applied which are explained below.

Classrooms:

Renting Classrooms for personal use is possible outside of class hours. A key can only be rented out for a maximum of 3 working days, however, exceptions can be made by the UCSA Board.

Downstairs Dining Hall:

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

- Furniture, if rearranged, must be put back into the 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!)

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.

Renting Keys:

When a key is issued to a particular person, it is the responsibility of that person to ensure that the key has been returned. If a key is not returned on time, you will receive a strike 3 days after the key was due. Before this, you will also be contacted by the UCSA board requesting you to return it. This is not applicable if an extension has been requested and approved.

If you give the key to someone else, it is still your responsibility and in case it is lost or damaged, you will still be held liable. So be careful!

If a key is lost or damaged, you are responsible for any costs incurred. 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.

Permanent Keys:

We consider giving out permanent keys only when a committee/team makes use of a certain room 2 times a week or more. This will be decided upon discretion of the UCSA board.

Renting Equipment:

To see what equipment you can rent as a UCSA Member please check the Inventory List on the ucu.community website or drop by UCSA office hours.

A contract must be signed when equipment is rented and signed out when it is brought back. It is the responsibility of the person whose name is on the contract to ensure that the equipment is returned without damage and they will incur any costs caused due to damage or loss. If the equipment is not returned on time, you will receive a warning one working day after it was due. After three days, you will receive a strike.

Furthermore, equipment rented out by committees for a particular event must only be used for that specific event, you may receive a strike if this is not followed.

Specifications of Particular Items:

For certain pieces of equipment, specific rules must be adhered to. These are explained below.

Projectors

Projectors can only be rented out for a maximum of three days at a time due to its high demand and cannot be rented out for parties due to the high risk for damage.(+ exceptions can be made on discretion of the UCSA Board)

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 in advance so that it is not reserved by someone else. You can then pick it up during office hours. 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.

Big speakers:

As the big speakers are expensive and professional equipment, they will only be rented out for events on extremely rare occasions on discretion of the UCSA board. There always has to be an UCSA board member, or someone else who is experienced with installing the speakers, present when setting up and breaking down.

Soundboks:

The soundboks speaker can be rented out for events by committees and individuals. However, it cannot be rented out for parties as the risk for damage is too high. (exceptions can be made) If any damage is incurred, the rented is financially liable for it.

Financial Policies

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 max.vanderwal@ucsa.nl. We do not accept any printed reimbursement forms or receipts. Lastly, keep your receipt for further reference.

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

Snacks and Drinks Policy:

In general, the budget allotted for snacks and drinks for an event is 50c per person. Exceptions can be made for events in which the focus of the event involves food or drinks.

Alcohol policy

You cannot use the snack budget for any alcoholic beverages and will thus have to indicate budget for alcohol separately in your proposal. Individual cases can get an alcohol budget but only if the presence of alcohol significantly adds to the event.

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 piece of merchandise per academic year. The UCSA logo needs to be visible on the clothing item in order to get reimbursed.

Rewarding third parties for services provided:

According to our policy manual the UCSA never pays UCSA members for their services. If they act as volunteers for an event, they can be provided with a gift. The magnitude of this gift will be decided upon together with your CAO and the UCSA Treasurer.

Third parties or individuals can be paid for the services they provide to a committee event, as long as they are providing a professional service (e.g. a workshop) and as long as they are not UCSA members, after having discussed this with your CAO.

Ticket Prizes (Students / Non-Students):

If an event is open to non-UCSA members, tickets sold by committees must be cheaper for UCSA members than for non-members. Exceptions can be made by the UCSA board after discussing the situation well before the event.

Ticket Funding

The UCSA will cover up to 40% for all ticket-related off campus events. Think of for example an off-campus movie screening, a museum visit or a bowling activity.

Printing policy

To minimize paper waste, you will only be reimbursed for 4 printed pieces of promotional material per event (e.g. posters).