



You must complete the form below and e-mail it to the Head of the EO m.van.der.laan@hva.nl

Student's details:

Date of request :

Name of student :

Study programme :

As a student, you must include the supervising teacher in the Cc to your e-mail/event request so that he or she can approve the organisation of the event and any additional costs.

Please enter the details of the relevant teacher/coach/contact person for the study programme:

Name :

Study programme :

Once the completed form has been received, it is considered whether additional staff are required, such as security personnel, company emergency response officers, cleaners and any other services.

The costs are passed on to the cost centre of the study programme in question.

Name of event and description :

Date :

Number of attendees : *Are these FSN students or external stakeholders?*

Start time for event/programme :

End time for event/programme :

Time of set-up and break-down :

*Please ensure that you set aside sufficient set-up, break-down and cleaning time in your schedule
Please note the [opening times for the Dr. Meurerhuis building](#)*

Catering : YES / NO (circle applicable response)

*Catering may only take place in the canteen. Please contact the FSN catering contact person = [Audrey Dwars](#) at any time to discuss catering (present in the canteen every day) or call Cormet at 020 - 595 3408.
Even if the catering is sponsored by an external party or you allocate catering yourself, please contact the FBSV catering contact person **AT ALL TIMES**.*

Booking a room/rooms:

Room: from/to:

Will additional rooms be used? If so, please complete the field(s) below.

Room: from/to:

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Room: from/to:

Room: from/to:

Room: from/to:

Items Facility Services (FS)

Please indicate if and how many of the items below you wish to book:

Wardrobe rails (max. 4, 48 hooks per rail) :

Red carpet (maximum of 1, including 8 pegs and 2 cords) :

Desk on wheels (max. 4) :

Information stands (max. 6) :

Lectern (max. 1) :

Standing table + skirt (max. 14) :

Protective floor for sports halls* :

For a maximum of 4 smaller sports halls (rooms 0 to 3) or for the large room (room 4) and 2 smaller rooms
Please note: limited availability during exam period.

Folding chairs (max. 300) :

Folding tables (max. 300) :

Podium (max. 1) :

Set-up and take-down of room(s):

When booking the room(s) in question, please build in sufficient time to set up and take down your event, as well as for the cleaner to clean the room(s) both before and after the event.

Audiovisual (AV) services:

At AUAS, you can borrow AV equipment, request advice and support for digital recordings/lesson recordings and events up to 5 working days before the event.

Please contact our av-drmeurerhuis-fs@hva.nl, Dr. Meurerhuis (service desk on first floor) to go through your requirements.

GENERAL TERMS AND CONDITIONS

1. The request must be completed in full and submitted at least three weeks before the event starts to the Head of the EO m.van.der.laan@hva.nl
2. As a student, you must include the supervising teacher in the Cc to your e-mail/event request so that he or she can approve the organisation of the event and any additional costs.
3. Once the event has been approved, the person submitting the request must submit a plan by e-mail at least one week before the event starts. Send to: m.van.der.laan@hva.nl
4. The requester is personally responsible for organising his/her event, as well as for ensuring that it runs smoothly and in an orderly manner.
5. Regular lessons, activities and business operations should not be negatively impacted by the event, either before, during or after the event.
6. The school has very little storage capacity, which is why the requester must make good arrangements with suppliers on the supply and collection of items relating to the event.
7. Promotional materials must not be hung on glass, walls and doors. Please use the designated notice boards or information stands.
8. Moving furniture is only permitted if requested in advance from and with the consent of building management staff.
9. If it is permitted to move furniture, the floors must not be damaged and the requester must return it to its original position him/herself.
10. When using a podium/light/sound in the restaurant or anywhere else, something must be laid under the legs at all times to protect the floor.
11. When using sound/light and/or other items that use a lot of electricity, strong power must be used.
12. There are strong power points in the canteen, halls 3 and 4, the club and on the square in front of the building.
13. The school has strong power cables and adaptors, which you must make arrangements for yourself with building management (through the service desk on the 1st floor).
14. When using the sports halls for anything other than sport, protective flooring must be used at all times to prevent damage to the floors.
15. Eating and/or drinking in the rooms, lecture theatres and/or rooms is not permitted.
16. Once the event is over, all used rooms and items must be returned clean and in their original condition, and borrowed and/or hired items must be returned to where they came from.
17. The room(s) must be cleaned after the event, and the requester is responsible for covering the cost of this. You must return the room(s) used in a swept clean and dry condition.
18. If one of the aforementioned rules hasn't been met, we reserve the right to cancel the entire event
19. Any damage to the building, site and/or interior will be reported to the person who submitted the request.
20. Cancellation of an event by the requester must be reported to m.van.der.laan@hva.nl at least 5 days before the event is due to start.