

## **GENERAL CONDITIONS FOR THE USE OF PREMISES OF 'HET PAND'**

1. Permission to use the premises of 'het Pand' can be granted by the Director of the Department of Infrastructure and Facility Management only.
2. A request for temporary use of the premises of 'het Pand' should be addressed to the Director of the Department of Infrastructure and Facility Management, University of Ghent - Cultural Centre 'Het Pand' attn. Mrs M. Dutré, Onderbergen 1, B - 9000 GENT, fax 09/264 83 96 ; in writing, and not later than two weeks before the use of the rooms, by means of a letter, a form to be obtained at the office or on-line.  
The following details should be mentioned on the request :
  - a) the official name and address of the association as well as the address of the responsible
  - b) date and time the rooms will be used
  - c) the rooms requested
  - d) the object of the proposed meeting and a description of the planned activity
  - e) the duration of the use of the rooms
3. Permission to use the rooms is valid when issued, in writing, by the Director of the Department of Infrastructure and Facility Management. For associations, permission will be granted to the person appointed to be responsible by the statutes or statutory regulations.
4. The maximum seating capacity should be respected. The University can not be held responsible for any risks occasioned by exceeding the maximum allowed capacity.
5. The user must guarantee the respect of the smoking ban in the rooms put at his disposal.
6. If the request was made on misleading statements, permission to use the rooms may be revoked.
7. If the user should decide not to use the rooms put at his disposal, he must advise the Director of the Department of Infrastructure and Facility Management, through Mrs Dutré, in writing.
8. The user commits himself to fulfil the payment within 30 days after receipt of the invoice, otherwise procedures will be started to obtain the payment. Any association not paying within the mentioned period will be banned from any further use of any of the premises of the University.