



HOUSING REGULATIONS

English Version 'Huisvestingsreglement'
2020

Chapter 1. General provisions and conditions

Article 1. Definitions

1. The Usva building: the building in which Usva is located at the Munnekeholm 10, 9711 JA in Groningen.
2. Housing: Office space in the Usva building which Usva assigns to cultural student organizations for the period of one year.
3. Student Board: Student Board of Usva.
4. Property manager: the property manager of the USCC. Makes decisions on behalf of the USCC regarding all practical matters within the property and is responsible for the catering and porters.

Article 2. General conditions

1. Housing is awarded to organizations whose objective is to encourage the active participation and development of students in Groningen in the domain of art and culture. The activities organized by the organization must contribute to the development of art and culture among students in Groningen.
2. In addition to the objective described in Paragraph 1 of this article, an organization is only eligible for housing if:
 - a. The organization possesses a legal personality with full legal competence;
 - b. The organization has proven its right to exist in the cultural scene for at least two years.
 - c. At least 50% of the organization's board members are students at the University of Groningen.
 - d. At least 50% of the participants in activities of the organization are students at the University of Groningen.
 - e. The organization has a certain continuity of operations, as evidenced by one or several annual activities
 - f. The organization does not receive housing from CUOS.
3. Excluded from receiving a grant under these conditions are activities that meet one or more of the following characteristics:
 - a. Activities that are not related to art and culture.
 - b. Activities that are not open for or insufficiently focused on all RUG-students
 - c. Activities with a commercial purpose
 - d. Activities that are solely dependent on financial support from Usva
 - e. Activities that are focused on a very restricted group of students or that is beneficial for a very limited group of students
 - f. Activities organized on an individual basis
 - g. Activities that are not publicly accessible.

Chapter 2. Housing applications

Article 3. Required information

1. An application for a housing grant is only taken into consideration by the Student Board if the project group submits:
 - a. A completed application of the housing form
 - b. a policy and plan of activities (including the estimated number of participants of all activities for the year for which support is requested);
 - c. An annual plan which shows how often and when the organization intends to use the requested space;
 - d. A budget plan, created in Microsoft Excel or a similar spreadsheet program, with explanatory notes;
 - e. A publicity plan;
 - f. An overview of staffing (everyone involved in the project), including their function and, if applicable, their study at the RUG
 - g. All UG students must submit a proof of registration (a proof of registration guide is available here: <https://www.rug.nl/education/bachelor/international-students/admission-and-application/statement-of-enrollment>). PhD students can prove that they have an appointment with a written declaration provided by the relevant organization. Research assistants and research students are not considered as students for the purposes of these Regulations.
 - h. the latest secretarial and financial report of the organization;*
 - i. the statutes of the organization;*
 - j. where applicable: a list of the members of the organization, broken down by members who are students at the University, and members who are not, including an overview of the various possible forms of membership.

* When the latest version of the documents mentioned in sub sub h and i already in the possession of the Usva Board these documents do not have to be included with the application.

2. It is possible to file the application for housing at the same time with a request for an organization grant. Applicants then have to deliver the documents referred to in paragraph 1 sub b to sub i only once.
3. The Student Board can submit a written or oral request for additional information, if this is deemed necessary for a proper assessment of the application.

Article 4. Deadline for submitting applications

1. The deadline for submitting applications for housing is 12 p.m. on 1 January.

Article 5. Processing the application

1. The Student Board will only process the grant application if the applicant meets all the conditions described in these Regulations, including articles 3 and 4.
2. Student Board will inform the applicant as to whether their application will be processed within two weeks of receipt.

Chapter 3. Decision on the housing

Article 6. Assessment

1. The Student Board decides on the spatial requirements of organizations based on the following information, as stated in the application:
 - a. The amount of board members and their administrative burden (taking into account the number of members of an organization, if applicable);
 - b. The amount of existing committees and project groups etc. and their workload;
 - c. The amount of existing activities and their number of participants (activities of an informal nature and activities not resulting from the objective of the organization are not included in the assessment of the space requirements of an organization);
 - d. Annual planning and desired content of the requested space.

Article 7. Decision to award housing

1. Within four weeks of the start of the financial year, the Student Board will notify the applicant of their decision concerning the approval of the grant.
2. The Student Board will at all times have the right to decline an application for reasons that are not mentioned in these regulations.
3. A positive decision consists of:
 - a. the location and the specific space Usva makes available to the organization;
 - b. the period for which the accommodation is granted (normally one year);
 - c. where relevant, with which organizations space is shared;
 - d. any additional conditions which may be imposed by Usva.
4. A negative decision will include a motivation of the Student Board.

Article 8. Continuity

1. To ensure continuity, Usva will only make the changes in the housing of organizations under the following conditions:
 - a. if an organization no longer qualifies for housing;
 - b. if housing is assigned to a new organization;
 - c. if there are major changes in the activities offered by the respective organization;
 - d. If an organization is liquidated;
 - e. if an organization merges;
 - f. if expansion takes place in an organization.

Article 9. Accepting housing

1. If the applicant accepts the space offered by Usva, the applicant is obligated to the following:
 - a. drawing a user agreement between the organization housed, Usva and the USCC;
 - b. to maintain the user agreement and to adhere to the rules of Usva at all times, as these are contained in Appendix 1 of these regulations;
 - c. at least one board member should take part in the occupant consultations;
 - d. providing free tickets to members of the Student Board of Usva for (public) events or activities, with a maximum of three free tickets per board member per year;
 - e. to include the Usva logo, clearly legible and in the appropriate colour, in all its online and offline publicity material such as flyers, posters and programme booklets. The logo and instructions for using it can be found here: <https://www.usva.nl/en/business/subsidie/download-logo/> . The logo must at least be the same size as the other logos, and in any case no smaller than one percent of the total surface area of the flyer, poster or page.
 - f. referring to Usva as 'Cultural Student Centre Usva', in which Usva should not be fully capitalized.

Article 10. Sanctions

1. When an organization housed by Usva violates the property rules, Usva may impose the following sanctions on the offending organization:
 - a. giving a written warning;
 - b. the confiscation of prohibited equipment, and / or prohibited goods;
 - c. the recovery of costs incurred as a result of the breach of the house rules;
 - d. impose a fine of up to € 500,-;
 - e. banning the offending organization for a minimum time to be determined by Usva.

Article 11. Complaint procedure

Objections to decisions of the Student Board with respect to the approval of housing based on these regulations can be made to the supervisory board of Usva by the party concerned within six weeks after receiving notice of that decision.

Article 12. Unforeseen circumstances

The Student Board decides in unforeseen cases that are not covered by these regulations.

Article 13. Validity of regulations

These regulations are valid from January 1st 2020 until January 1st 2021, with tacit renewal for one year.

Attachment 1: Property rules Usva's Building

General

1. The organization and individual users of the property are required to adhere to the building regulations.
2. Instructions of the property manager and the board of Usva should be followed immediately.
3. The organization is responsible for its guests and members. When a guest or member fails to comply with the building regulations, the organization is responsible.
4. Usva is not responsible for missing or lost property.

Nuisance

5. Causing noise is prohibited, in particular around the theatre when a presentation is in progress.

Safety

6. It is not permitted to bring fire safety in jeopardy.
7. It is forbidden to smoke in the property, this also holds for the electronic or e-cigarette.
8. It is forbidden to place furniture and trash in common areas, halls or the stairwell of the building.
9. It is not allowed to keep the various entrances and halls open, by placing objects to enable this. This is to prevent intruders and damage.

Use of assigned spaces

10. The user should keep the room tidy at all times.
11. The consumption or possession of alcoholic beverages in the room is not allowed.
12. The use of coffee and / or water heaters is strictly prohibited.
13. The change in the arrangement and / or the interior of the room is not allowed. No objects should also be attached to the walls there without having obtained this permission from the building administrator.
14. When leaving the property electrical equipment and lighting should be switched off, as far as is possible.
15. When leaving the room all of the windows must be closed and the door has to be locked.
16. Defects in lighting and equipment should be reported to the administrator.

Use general meeting room

17. The use of the sign-up list for the general meeting room in the building is required.
18. The general meeting room must be clean and tidy on departure.

In all cases not mentioned the building administrator decides.