

**Recipient(s):** To relevant recipients

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### **Responsibilities of chairs of Friday bars**

- To ensure that AU's rules for parties and other events are observed – as well as other rules stated by the Faculty of Arts
- To register the Friday bar (including the agreement for borrowing rooms)
- To ensure that the Friday bar has a valid alcohol licence (stating the CVR number or the name of the club/association)
- To ensure that the Arts Building Services, the host department representative and the Rector's Office are informed when new board members, including the chair, are appointed
- To ensure that the host department representative is informed of the activities of the Friday bar (approval of the semester plan, for instance)
- To ensure that the opening and closing times stated in the semester plan are observed (cf. AU's guidelines on holding events at which alcohol is served)
- To ensure that [artsbyg@au.dk](mailto:artsbyg@au.dk) receive a report when the Friday bar has ended
- To ensure that there is at least one sober monitor at each Friday bar
- To ensure that the room is left clean and tidy (check the list in the cleaning cupboard). This includes placing the chairs on the tables, returning cans and bottles to the supplier, dealing with lost property, standard cleaning, and tidying the room, surrounding areas and outside areas
- To ensure that the different Friday bars have a coordinated agreement for cleaning and tidying common and outside areas
- To ensure that the sober monitor takes a final look around the room, the surrounding areas and the outside areas to make sure that everything looks clean and tidy
- To ensure security: ensuring that evacuation procedures and emergency exit plans are observed

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(for example making sure that emergency exits are kept free at all times), and ensuring that there are no more people in the room than allowed To make sure that the sober monitor is familiar with the existing fire and emergency exit plans

- To ensure that all cans and bottles are returned to the supplier
- To ensure that the depot is kept clean
- To ensure that the right people (i.e. the current board) have access to the depot. Once a year, the Arts Building Services issue a form so the names of the people who have access to the depot can be updated
- To participate in the semester meetings (convened by Arts Building Services)
- To participate in a tour of the study area with the maintenance and cleaning staff once each semester
- To pass on the necessary knowledge to the new chair (regulations, fire and emergency exit rules, and minutes of previous evaluation meetings)