

Recipient(s): To relevant recipients

Memo

Role of host department representatives at the Faculty of Arts

- The host department representative is appointed by the head of school/dean to act as an intermediary between the Arts Building Services and the Friday bars and clubs/associations within a specific area or building.
- The host department representative is jointly responsible for considering requests from clubs/associations affiliated with the school/faculty asking for permission to use AU's premises in connection with parties, Friday bars and similar events. The host department representative does this in close collaboration with the Arts Building Services. The host department representative approves and signs agreements for borrowing rooms; after which event organisers give these agreements to the Maintenance Office, having asked for their signature.
- Friday bars are only held on Fridays. Friday bars, parties and similar events can be held between 16:00 and 02:00. Dates and times are stated in a semester plan and are subject to the approval of the host department representative.
- Any changes in the date and time of Friday bars, parties or similar events are subject to the approval of the host department representative no later than 14 days before the event in question. The Arts Building Services must also be informed of any changes.
- The host department representative participates in the follow-up and management of incidents in connection with parties, Friday bars or similar events when agreements/guidelines have not been observed. Together with the Arts Building Services, the host department representative decides whether to impose sanctions, and if so which.

Anne Westergaard Hansen

Administrative officer

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- **The host department representative participates in an annual coordination/evaluation meeting with the Arts Building Services, convened by the latter.**
