

Agreement when borrowing rooms for events at the Faculty of Arts

(does not apply to Friday bars, teaching and other planned study activities)

School:
Date/starting and finishing time:
Building/room:
Organiser/person responsible for event: Name: Phone: Email: AU ID:
Purpose of event and expected number of visitors:
The person borrowing the room/the person responsible for the event confirms: <input type="checkbox"/> That I am familiar with and have been instructed in the current fire regulations, emergency exit plans and evacuation procedures, and that I have passed this knowledge on to other key individuals in the club/party committee concerned <input type="checkbox"/> That a valid licence to sell alcohol has been issued for events at which alcohol is sold When you apply for a one-off licence, the agreement for borrowing rooms will be approved in advance, after which the application procedure at the Licence Office can start. <input type="checkbox"/> That I have read and accepted the following: <ul style="list-style-type: none"> • <i>Principles and rules for Friday bars, parties and other events at which alcohol is served, applicable to students and student clubs/associations at Aarhus University</i> • <i>The faculty's additions to AU's general principles and rules</i>
Events at which alcohol is to be served/sold: Manager: Name: Phone: Email: AU ID: Licence holder (for sale of alcohol): Name: Phone: Email: AU ID:
Person responsible for event: <i>I hereby confirm that the information above is correct, and I understand that I must report any changes that are made:</i> Date and signature

<p>Approval and permission (host department representative):</p> <p>Date and signature</p>

<p>Approval and permission (Maintenance Office):</p> <p>Date and signature</p>

If permission is granted, the person responsible for the event must send a mail confirming that the premises are to be borrowed to the office allocating rooms at the Faculty of Arts (lokalbooking.arts@au.dk).

AWH April 2019

Additional information

Booking rooms	<p>Rooms can be booked via the office responsible for allocating rooms (lokalbooking.arts@au.dk). At Kasernen, rooms can be booked via Morten Brockhoff (mortenb@cc.au.dk).</p> <p>Major events (150 people or more) should be planned at least one month in advance, while smaller events should be planned at least 14 days in advance. Please remember to book rooms for a suitable duration, allowing time to set up tables and chairs both before and after the event concerned.</p>				
Tables and chairs	<p>As a general rule, the organisers must set up the tables and chairs they need themselves. Please contact the local maintenance staff if you need any help. The organisers must ensure that emergency exits are never blocked.</p>				
Operations log	<p>When the event has 150 participants or more, an operations log must be kept. The operations log can be downloaded on the website of the Aarhus Fire Service (www.aarhusbrandvaesen.dk)</p>				
Access	<p>Any changes in the access system for specific doors/gates must be arranged with the local maintenance staff.</p>				
Live music/noise	<p>Outdoor music/noise is only permitted subject to a licence issued by the local authorities.</p>				
Audio/video equipment	<p>If you need any IT/AV equipment, please contact:</p> <p>arts.it@au.dk (Aarhus) or support.edu.it@.au.dk (Emdrup) in good time before your event is to be held.</p>				
Cleaning/waste disposal	<p>If you need extra cleaning services or information about how to dispose of waste after major events, please contact the relevant cleaning manager:</p> <table> <tr> <td><u>Nobel, Trøjborg, Kasernen:</u> Jane Nielsen (tekjkn@au.dk/(45) 28 99 20 94)</td> <td><u>Katrinebjerg:</u> Berit Basse (bab@au.dk/(45) 23 84 74 33)</td> </tr> <tr> <td><u>Moesgaard:</u> See below</td> <td><u>Emdrup:</u> See below</td> </tr> </table>	<u>Nobel, Trøjborg, Kasernen:</u> Jane Nielsen (tekjkn@au.dk/(45) 28 99 20 94)	<u>Katrinebjerg:</u> Berit Basse (bab@au.dk/(45) 23 84 74 33)	<u>Moesgaard:</u> See below	<u>Emdrup:</u> See below
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<u>Moesgaard:</u> See below	<u>Emdrup:</u> See below				

<p>Contact details</p>	<p><u>Nobel Trøjborg, Kasernen:</u> Ib Rasmussen, buildings inspector Email: ihr@au.dk Tel.: (45) 87 15 22 67/(45) 28 99 20 58</p> <p>Nobel Park Maintenance Office: Building 1467, room 125 Email: driftost@au.dk Tel.: (45) 87 15 05 36</p> <p><u>Moesgaard:</u> Torsten Hinge, buildings assistant Building 4230, room 120 Email: torsten.hinge@moesmus.dk Tel.: (45) 21 74 19 71</p>	<p><u>Katrinebjerg:</u> Rasmus Fabech, buildings inspector Email: rf@au.dk Tel.: (45) 93 50 84 16</p> <p>Katrinebjerg Maintenance Office: Building DA2, room 209 Email: driftitby@au.dk Tel.: (45) 87 15 05 39</p> <p><u>Emdrup:</u> Susie Petersson, buildings inspector Building A, room 001 Email: supe@au.dk Tel.: (45) 87 15 16 76 / (45) 23 23 36 61</p>
<p>Please report any changes</p>	<p>The person responsible for the event must send a mail to Arts Building Services (artsbyg@au.dk) if any changes occur. For instance, if there are any accidents or personal injuries, if an ambulance is needed, if a building or facility is damaged, or if the authorities are called in when events are held.</p> <p>This report must be submitted immediately after the end of the event to which it relates.</p>	