

## Guidelines to the use of the common room

1. The common room *can only be rented out to residents* of Grønnegade Kollegiet.
2. If a resident wants to rent the common room, the common room manager must be contacted *at least 1 week* before you wish to use the room.
3. Before the common room can be used, a *contract* must be signed and a *deposit of 300kr.* must be paid. This is done through the common room manager.
4. It is the resident on the contract for the common room, who is responsible for the use of the common room and the associated cleaning.
5. It is the residents responsibility to contact the common room manager if you want the key to the cabinets in the kitchen.
6. **Cleaning must be done at 13.00** the day after use of the common room, where it is checked by the common room manager or another board member.
7. The resident may be included during the cleaning check. This time must be agreed with the common room manager who must be able to be at home or send another board member.
8. Deposit is refunded when cleaning is approved.
9. *Smoking is not allowed* in the common room or common areas and has to be done at the ashtray hanging at the front door.
10. *Rules for noise and quiet* follow the House Order for the Grønnegade Kollegiet, but in good order is mentioned. Please keep the window closed during these times not to disturb other residents and neighbors.
  - a. From 22:00 to 08:00 on weekdays (Sunday - Thursday)
  - b. Fridays and Saturdays as well as on days followed by holidays, there must be quiet at 24.00
11. If the rules are not followed, a resident may lose the right to rent the common room in a period of time determined by the board.

## Renting the common room:

1. Contact the common room manager at least 1 week before.
2. Pay deposit, sign and return contract to the common room manager mailbox.
3. Make an agreement regarding the key.
4. Hold party etc.
5. Cleaning is finished at 13.00 the day after.
6. Approved cleaning and deposit refunded.