



Rules for the Common Room

MUNKEGADE KOLLEGIET

GENERAL RULES

- The common room is available to all residents, and consideration must be shown to other users.
- The room and its furnishings must be treated with care and left tidy and in good condition.
- Windows must be closed, and lights must be turned off when leaving the room.
- Shared toilets must be left in the same condition as when you arrived.
- The doors to the common room must always be kept closed for fire safety reasons.
- Quiet must be maintained, and the room must be vacated by:
 - **11:00 PM on weekdays and Sundays.**
 - **Midnight on Fridays and Saturdays, unless the room is rented for a party.**

USE OF FURNITURE

- Furniture in the common room must not be removed, including chairs and kitchen equipment.
- Board games may be borrowed but must be returned by the next day.
- Extra chairs from the drying room can be borrowed but must be returned the next day—check the calendar for any booki
- Any damages or missing items must be reported to the common room responsible person.

PROHIBITIONS

- 🚭 Smoking is not allowed in the common room, stairwells, or other indoor shared areas.
- 🚫 The common room is not a party room and may not be used for parties without a prior rental agreement.

RENTING FOR PARTIES

- The common room can only be rented for parties on Fridays, Saturdays, and New Year's Eve.
- The room can be rented a maximum of once per weekend and three times per month, excluding events organized by the party committee.
- Price:
 - **Rental fee: 100 DKK**
 - **Deposit: 400 DKK.**
 - The booking is only confirmed once the 500 DKK is paid, and the contract is signed with the common room responsible person.

RULES FOR PARTIES

- **Rental period:** 4.00 PM - 02.00 AM
- **End time:**
 - No later than 2:00 AM – all guests must leave the room.
 - If the end time is exceeded, the full deposit will be withheld.
 - The end time can only be extended to 3:00 AM (4:00 AM on New Year's Eve) with prior agreement from residents of A22, A23, A24, B26, B27, and B28, as well as the common room responsible person.
- During exam months (May, June, December, January), the common room can only be rented for parties on Saturdays (except for New Year's Eve).
- A lottery will determine who gets to book the common room on New Year's Eve.

AFTER THE PARTY

- Cleaning must be completed by 2:00 PM the following day.
- All traces of the party in the common room, toilets, stairwells, and outdoor areas must be removed.
- The return and inspection of the room must be arranged with the common room responsible person.

IMPORTANT

- ✦ The doors to the common room must remain closed to reduce noise. Party guests must stay inside the common room – it is not allowed to chat in the stairwells.

DEPOSIT AND BREACH OF RULES

- The deposit may be withheld in cases of:
 - Insufficient cleaning
 - Damaged furniture
 - Exceeding the end time (*full deposit is forfeited*)
- The deposit will be refunded one week after the rental. It is the renter's responsibility to remind the common room responsible person to return the deposit after a week.
- Residents have one week to file complaints with the board.
- The board has the final decision on whether to withhold the deposit.
- The money is locked after six months.

RENTING FOR SMALL EVENTS

- The common room can be rented up to three times per week.
- Events must not be noisy.
- Maximum duration: 6 hours.
- End time:
 - **Weekdays and Sundays: No later than 11:00 PM.**
 - **Fridays and Saturdays: No later than midnight.**
- The common room must be cleaned and tidied on the same day.

PRICE FOR SMALL EVENTS

 **Rental fee:** 20 DKK (no deposit required)

 The booking is only confirmed once the 20 DKK is paid, and the contract is signed with the common room responsible person.

DO YOU HAVE QUESTIONS?

 Contact the common room responsible person if you are unsure about the rental process or the rules.

CHANGES TO THE RULES

The estate committee may change the rules for using the common room. Any changes must be communicated to residents via the Facebook group and at the next estate meeting