

Conditions of use room 617

- only for Utrecht University staff and students for holding meetings;
- for a minimum of four persons and a maximum of eight persons;
- you must make an online reservation in advance;
- only after you have received approval of your request, is the reservation final;
- use of the room is for a maximum of four hours;
- key is available at the service desk (during opening hours of the desk) on presentation of a library card and a Utrecht University student card with photo;
- if you don't have a library card yet it will be made at the desk on presentation of a student card with photo and/or valid proof of identity;
- if the key of the room is not picked up within 30 minutes after the booking time, the reservation will be cancelled;
- you are not allowed to place extra furniture and/or move or remove the furniture;
- you are not allowed to put up posters on the walls, windows, doors or furniture;
- you are not allowed to give access to other persons and/or lend the key to other persons;
- bringing your own food and drink is not allowed (with the exception of capped bottles);
- catering services can only be provided by the catering department of Utrecht University between the hours of your reservation and within the room you have reserved;
- the room must be left tidy and locked after use;
- the key must be returned on the same day, directly after the end of your reservation and not later than ten minutes before closing time of the library, to a library staff member at the service desk;
- in the case of loss of and/or not returning the key on time €200 replacement costs will be charged to the person on whose name the key is registered;
- Utrecht University Library is not liable for theft, loss or damage to your personal belongings in the study room;
- as a user, you are responsible for the proper use of the meeting room and liable for any damage which has been inflicted to the furniture during use of the room or after having left the room unattended/unlocked;
- if you do not observe these conditions of use you may be excluded from the use of study rooms, group study rooms and halls in the Utrecht University Library;
- by borrowing this key you agree with the conditions of use as they are published on our website and put up in the study rooms.