



VLAAMSE TECHNISCHE KRING Ondersteuning
Studentenwijk Arenberg 6/1
3001 Heverlee
België

Agreement

Rental Theokot

Between **Name Tenant:**
Address:
phone:
E-mailadres:
hereinafter referred to as "Tenant"

and **VTK ondersteuning vzw (non-profit association),**
Studentenwoonwijk Arenberg 6/1
3001 Heverlee,
represented by the undersigned:
hereinafter referred to as "VTK"

the following is agreed:

1. The lease takes place on
The following activity takes place:
2. The tenant agrees to the following rules:
 - a. Rental conditions
 - I. The tenant is a registered member of VTK.
 - II. Theokot may only be used for private activities. It is thus forbidden to promote or advertise your activity somewhere public, unless otherwise agreed with the responsible.
This rule thus not apply for groups or year operations of VTK.
 - III. The tenant is considered responsible. He / she is also expected to be present during the day / evening of the lease.
 - IV. The Theokot can only be leased three times per semester by the same person. This rule does not apply to groups and year operations of VTK.

- V. VTK activities always have priority over private rentals. VTK ultimately reserves the right to unilaterally cancel the rental up to 7 days in advance.
 - VI. VTK reserves the right to refuse rental in periods outside the opening days of the Theokot. Especially weekends, the examination periods and holidays. If accepted, an administrative fee of € 25 will be charged.
 - VII. The tenant pays a deposit of € 250 when he/she collects the key. This deposit can be given cash or through electronic transfer.
In case of an electronic transfer, the deposit (+ administrative fee if necessary) needs to be transferred a week in advance to the account: BE36 7360 6582 5981, with as comment your name and date of rent.
In case of cash, the deposit (+ administrative fee if necessary) is given cash when collecting the key.
- b. Fines
- I. The key is only given if VTK has the full deposit in its possession. The key must be returned to the Theokot on the first working day after the lease, during normal business hours. Each day that the tenant is late, €25 will be deducted from the deposit.
 - II. The tenant must clean the Theokot the same evening before leaving: the garbage in garbage bags, the floor brushed, scrubbed and mopped, tables and chairs back in their original position. Any infringement of this rule means VTK will withhold at least €100 of the deposit.
 - III. After leaving the Theokot, the Central Dispatch is to be informed on 016/322000 so that they can close the building. At infringement of this rule, VTK is obliged to withhold € 50 deposit.
 - IV. The tenant pays all costs in case of damage or theft of VTK property. VTK determines how much of the deposit is to be retained for this purpose. If this is not sufficient, the tenant will reimburse these extra costs.
 - V. The Theokot is in an environment where scientific research is conducted. Therefore, the activity should stay indoors and the music should not be too loud. If a complaint is filed or a fine issued for noise disturbance, these are directed to the tenant.
 - VI. When leaving the Theokot all doors should be closed correctly otherwise a fine of €25 of the deposit will be withheld.
- c. Nature of the activity
- I. The tenant informs VTK in advance of the nature of the activity. Cantus, TD's or parties are not allowed. VTK has the right to refuse activities.
 - II. The tenant is responsible for royalties.
 - III. Tenants may not profit from their activities. This rule does not apply to groups that fall under VTK.
 - IV. The counter of the VTK bookstore nor the apart room used to prepare sandwiches should be use by the tenant. In case of violation of this rule, part of the deposit will be withheld.

- V. The tenant is not allowed to use the computers/screens or the projector without asking for permission. If any of these are used without permission, € 20 will be retained from the deposit.
- VI. Smoking is not allowed in the Theokot
- VII. Deep-frying or the usage of a gas burner is not allowed in the Theokot. In case you do want to deep-fry, this can be done outside provided that permission is asked from VTK and permission is granted by the KU Leuven.
- VIII. The cooling wall should not be used by the Tenant. If desired, a refrigerator can be requested from VTK.
- IX. It is forbidden to store anything that doesn't belong in the Theokot, like extra fridges, extra chairs, tableware... during the opening hours of the Theokot, i.e. 10h30 until 16h.

d. Consumption

- I. The tenant may provide his/her own drinks and food.
- II. The tenant can buy food and drinks from VTK at Theokot prices. This has to be asked for at least a week in advance.
- III. The day after rental the stock and the fridge will be counted. Any differences with the day before will be charged to the tenant as consumed goods at the retail price of the Theokot. The tenant pays this on return of the key, or it is deducted from the deposit.

3. Administrative

- Deposit €250
- If outside opening days: administrative fee €25
- The bookstore has an evening session to
The people of the bookstore then perform some accounting work.

Composed on..... in Heverlee in two copies, each party acknowledges having received one signed original.

For tenant,

For VTK,

4. Control after rental

Date:

- Theokot in order: trash bags , floor, tables.
- Pool table in order: pool sticks, balls, table cloth
- Other:.....
- deposit withholding: €.....
- determined usage: €

Control by undersigned:,
For VTK,