



**VLAAMSE TECHNISCHE KRING**  
 Studentenwijk Arenberg 6/0  
 3001 Heverlee  
 België

# Agreement

## Rental Theokot

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

and **VTK vzw (non-profit association),**  
 Studentenwoonwijk Arenberg 6/0  
 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. The tenant is considered responsible . He / she is also expected to be present during the day / evening of the lease .
    - III. The Theokot can only be leased five times per semester by the same person. This rule does not apply to groups and year operations of VTK .
    - IV. VTK activities in the Theokot always have priority over private rentals . VTK ultimately reserves the right to unilaterally cancel the rental up to 3 days in advance.
    - V. VTK reserves the right to refuse rental in periods outside the school days of the academic year. Especially weekends, the examination periods and holidays.

- VI. The tenant pays a deposit of € 200 when he/she collects the key. This rule does not apply to groups and year operations of VTK.
- b. Fines
- I. The key is only given if VTK has the full deposit in its possession. The key has to be returned to the Theokot on the first working day after the lease, during normal business hours. Each day that the tenant is late, € 10 will be deducted from the deposit.
  - II. The tenant must clean the Theokot before leaving: the garbage in garbage bags, the floor mopped, tables and chairs back in their original position. Any infringement of this rule means VTK will withhold at least € 50 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 goods of VTK . 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 nuisance , these are directed to the tenant.
- 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. The Theokot may not be used for profitable activities. This rule does not apply to groups and year operations of VTK.
  - IV. The counter of the VTK bookstore should not be use by the tenant.
  - 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.
  - VIII. The tenant is not allowed to use the white gate opening on the technical space between the MTM and TTI. The white door can only be used in emergencies.
  - IX. The cooling wall should not be used by the Tenant . If desired, a refrigerator can be provided by VTK .

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 €200
- 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 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,