

Loan agreement for larger rooms in Studenterhuset RUC

Contact person:

Organization (if applicable):

Event/purpose:

Phone number:

E-mail:

Date(s):

Room(s):

When borrowing the premises of Studenterhuset RUC for larger events, the following guidelines must be observed:

- All furniture must be returned to their original place after the loan of the premises.
- Organizer must take photos of the room before and after use and send to the contact person from Studenterhuset.

The booked room must be cleaned at the end of the event:

- Wipe down tables & surfaces.
- Remove all pant and bottles from the room. - Empty the bins and put new bags in - Wash the floor.
- In case of inadequate cleaning the contact person agrees to and understands that Studenterhuset RUC will forward any cleaning invoices to them *or* may charge a cleaning fee at a rate of 500dkk pr. hour including VAT/moms.
- All dishes must be cleaned and put away before leaving the room, and any leftovers must be removed from the fridge and freezer.
- You are responsible for cleaning up after your guests – even if they make a mess in another room such as puking in the bathrooms.

Terms and conditions

- The event must only be held in the booked room(s). It is not permitted to hold the event in rooms that have not been booked in advance of the event.
- The person and/or association responsible for the party/event is liable for any damage to the furniture and the room in connection with the loan of the room.
- You are not allowed to sleep in booked rooms or upstairs.
- Any drug use or sale thereof will lead to a ban from Studenterhuset RUC
- The loan requires that this agreement is signed prior to the event. If the agreement is not signed, the booking cannot be approved.
- Violation of this agreement may result in the responsible person/association not being approved for the use of the building's premises in the future. Violation can also lead to loss of other privileges such as office space, access to Studenterhuset's premises and so forth.

On behalf of Studenterhuset RUC: 

Signature  Date

On behalf of the event/organization: 

Signature  Date

Thank you for borrowing a room in Studenterhuset and leaving it clean and nice.

Before your event: Take pictures of the room.

After your event: Clean the room.

After your cleaning: Take pictures of the room.

Very important:

Our floors cannot tolerate soap.

When washing the floors, you must only use warm water with no soap/cleaning agent.

Equipment:

There are mops and brooms in the laundry room upstairs by the toilet.

Here's a guide for each room

Conference room

Empty the room for trash & pant	
Wipe down the table	
Mop/wash spills (no soap – only warm water!)	
Sweep the floor	

Kitchen & Common Room

Mop up spills & dirt (no soap – only warm water!)	
Clean the oven (if used)	
Empty the fridge for your food	
Wipe down the fridge if sticky	
Empty the freezer for your food	
Take home your non-refrigerated food	
Wipe down the counters and red tables	
Clean the stove and the wall behind it	
Empty the dishwasher	
Remove the bottom trays from the dishwasher	

Clean the bottom trays in the sink	
Remove the internal plug and clean it in the sink	
Run the dishwasher cleaning cycle with no plug	
Remove the internal filter from the dishwasher	
Clean the filter in the sink	
Reassemble dishwasher (filter -> plug -> trays)	
Shut off dishwasher with the door open (to dry)	
Take out the trash	
Reapply bags in the bins	
Clean the tables	
Put refund in the refund bin (pant)	
Sweep the floor	
Mop up spills & dirt (no soap – only warm water!)	
Close the windows	

The Living Room

Remove trash and pant	
Rearrange furniture if moved	
Sweep the floor	
Mop up spills & dirt (no soap – only warm water!)	
Close the windows	
Shut off the lights	

Any questions can be directed to kontakt@studentarhusetruc.dk

HOW TO CLEAN THE DISHWASHER: Part 1

01

Step One

Open the dishwasher



02

Step Two

Remove the two bottom trays



03

Step Three

Locate the plug on the left



04

Step Four

Remove the plug



Thank you for taking care of the house <3

HOW TO CLEAN THE DISHWASHER: Part 2

05

Step Five

Press the drain button



06

Step Six

Clean the trays & plug with warm water



07

Step Seven

Once it beeps
Wipe it down inside
Put everything back



08

Step Eight

Turn it off
Leave the door open
Now it air dries



Thank you for taking care of the house <3