



## The Common Room Regulations

1. The Common Room is maintained by the Cosmos association.
2. The **Common Room Committee**, of the Cosmos association, is responsible for managing the Common Room. This committee ensures that the Common Room is managed as described in this article.
3. The goal of the Common Room is provide a home for international students, and can be used for events that match this goal.
4. The Common Room is an independent entity from any association. While Cosmos manages the Common Room, it is required to keep the Common Room a neutral place for any student at the TU/e, no matter their background.
5. Permanent promotional material is not allowed in the Common Room. Posters and other promotional items can be put in the Common Room, with permission from the Common Room's maintainer. Promotional items may not be present in the Common Room for more than 1 month. Special rules apply for sponsors, if any.
6. In the case of a sponsor, a certain poster / promotional item may be up for more than one month if the Cosmos board unanimously agrees on the decision.
7. The Common Room can be booked for an event which meets the following criteria:
  - a. The event must be public (meaning: anyone is welcome to join and no one can be denied access to the room).
  - b. The event suits the cultural, international character of the Common Room.
  - c. The official language of the event must be English.
8. The maintainers of the Common Room reserve the right to deny anyone access to the Common Room.
9. Booking the Common Room is free of charge.
10. Booking the Common Room is only possible 7 or more days before an event.
11. In order to book the Common Room, a person must provide:
  - a. Their full name
  - b. An e-mail address
  - c. A phone number where they can be reached
12. If a reservation is made but no person arrives up to half an hour after the starting time of the event, the responsible Cosmos member has the right to cancel the event.
13. The Common Room can only be booked in the timeslots as defined by the Common Room's maintainers, for a maximum of 5 hours for external parties, and only until 22 hours. The Common Room is kept open by volunteers, who work very hard to keep the Common Room open as much as possible.
14. There must be at least one member present to supervise an event when the room is booked.
15. If there is no volunteer available for the time of a certain booking request, then that booking request must naturally be rejected unless a volunteer becomes available.
16. Beer bottles are not allowed in the Common Room.
17. In case any materials in the Common Room are damaged by an event, the person who booked the Common Room will pay for the damages.
18. The Common Room must be cleaned after an event. If this is not the case, a €50 fine will be charged to the booking party of the Common Room.