

Voorfabriek House Rules

last updated: April 2026

Welcome to the Voorfabriek! To keep things pleasant for everyone, there are some rules.

1. General

1.1 Opening hours

- The Voorfabriek opening hours are the same as the current opening hours of the CREA building. You can find these on the CREA page with visitor information.
- Exceptions to this are:
 - On public holidays and during the period around Christmas and New Year, the building is closed.
 - During the summer (often between early July and late August), the building is open with limited hours.
 - These days and adjusted opening hours are specified each year on the CREA visitor information page.
- Everyone must have left the building by closing time.

1.2 Safety

- The CREA building is freely accessible. Please stay alert and report any suspicious situations and/or individuals to the reception. Keep a close eye on your belongings. Lock doors with the key card when you are the last to leave a room.
- The UvA and CREA are not liable for theft of property from rooms and flex spaces. When leaving a room, make sure you lock the door with the key card, even if you are only quickly going to the toilet.
- All corridors and stairwells in the Voorfabriek are escape routes. This means that no items (such as furniture, boxes, equipment, etc.) may be placed in the corridors or stairwells.
- Users and visitors are required to familiarise themselves with the evacuation instructions displayed next to the door in each room and in the corridors and halls, and must make sure they know where the emergency exits and fire extinguishers are located.
- If the evacuation alarm sounds, you must leave the building immediately and report to the assembly point at the small bridge opposite the J/K building. Always

follow the instructions of the Emergency Response Officers (BHV; people in yellow/orange vests).

- Users and visitors must always follow the instructions of CREA staff.

1.3 Noise nuisance

- Be considerate of one another. If you experience noise nuisance that you cannot resolve directly with the users or visitors involved, report it to the reception.
- When leaving the building in the evening, please be mindful of the neighbours.

1.4 Smoking, pets and bicycles

- Smoking is not permitted in the building or anywhere else on campus. Pets and bicycles are also not allowed inside the building, unless there is a medical necessity.

1.5 Lift

- The lift is intended for people with limited mobility and for transporting (heavy) items. Everyone else should use the stairs. That may sound harsh, but it really isn't.

1.6 Accessibility and parking

- There is no parking available on the grounds around the building.
- For loading and unloading, you can contact the CREA reception (receptie@crea.nl).

1.7 Promotional material

- In the entrance hall there is a flyer rack for residents and users of the building.
- In the large hall on the second floor (near room 2.04) there is a noticeboard for general use.
- You may hang posters and/or notices on the walls on the Voorfabriek floors. Please use adhesive putty so that the paintwork is not damaged. Other walls in the building are off limits.
- The Voorfabriek website (link to be added) contains information about all organisations in the building. Please check this information for your own organisation and send any comments or additions to the coordinator (w.vermaas@uvan.nl).

1.8 Copying and printing

- In the repro room downstairs there are printers/photocopiers that can be used by all organisations (A3, A4, both black-and-white and colour). The printers are managed by CREA. You can buy credit for your key card at the reception. With the key card and login code, you can then print and make copies. Note: there is one colour printer in the building; it is located directly next to the large window.

Copying and printing costs (April 2026):

- A4 black-and-white: copying €0.05 / printing €0.05
- A4 colour: copying €0.20 / printing €0.40
- A3 black-and-white: copying €0.15 / printing €0.30
- A3 colour: copying €0.40 / printing €1.00

1.9 Post handling

- In the repro room, where the printers/photocopiers are located, there are mailboxes for organisations that are allowed to use the building as their postal address.
- There is no central outgoing mail service via the reception. You are responsible for sending your own letters and parcels.
- Parcels are accepted by reception and must be collected within one week.
- If you wish to receive large packages, you must coordinate this with the reception (baliecoordinator@crea.nl).

1.10 Waste

- **Paper:** On the landings by the lift on the 2nd, 3rd and 4th floors there is a blue wheelie bin for paper; for users on the 1st floor, this is located in the stairwell at the back of the corridor. Large quantities of paper (e.g. printed matter or archives) must be disposed of in line with the arrangements for bulky waste (see below).
- **Food waste:** Please throw any remaining food packaging into the lidded bins next to the lift. If it does not fit, you can collect the alley key from reception. Note for pizza boxes: these must go with the residual waste, not in the paper bin.
- **Residual waste:** Behind the gate in the alley next to the building there are containers in which residual waste can be deposited. The key for the alley gate can be obtained from the reception.
- **Glass:** Use the grey bins in the pantries. If these are full, you can empty them into the glass container in the alley mentioned above.

- **Bulky waste:** Contact the facilities team (beheer@crea.nl). Additional costs may be charged for the disposal of bulky waste.
- **Electronic waste:** Small quantities/items can be handed in at the reception. Larger quantities should be disposed of as bulky waste (see above).
- **Bins:** Each room has a bin for residual waste. Full bags should be taken to the large grey wheelie bin for residual waste in the alley (see above). Make sure you replace the bin liner.
- **Empty cartridges:** Deposit these in the boxes designated for Stichting Aap in the repro room next to the reception.

1.11 Useful phone numbers and email addresses

- Booking meeting rooms/flex workspaces: Reception 020-3991212 (option 1)
- General enquiries: Reception 020-3991212, baliecoordinator@crea.nl
- Submitting key list: sleutellijst@crea.nl
- General contact for announcements and information about the Voorfabriek: Wv.vermaas@uva.nl (Willemijn Vermaas)
- Facilities (beheer): beheer@crea.nl, available Monday to Friday until 15:00
- System administrator: Alexander.ng@crea.nl, available Monday to Thursday between 11:00 and 18:00

2. Use of rooms

2.1 Types of rooms

- The Voorfabriek has (shared) private rooms and flex rooms. The Allocation Committee decides whether an organisation is given a (shared) private room or becomes a flex user.
- Private rooms are rented for a maximum of one academic year (1 September to 31 August) for exclusive use by one or more organisations. You must arrange the furnishing yourself.
- Flex rooms are available to all other in-house organisations that have been granted permission to use them for meetings and/or work. The UvA provides simple furnishings with tables and chairs.
- Some flex organisations have access to a locker in room 2.18 or 3.18A.

- Room 3.18 is the Voorfabriek living room. This room cannot be reserved, except for fixed drop-in consultation hours. Outside these fixed hours, the space is freely accessible to all Voorfabriek users.

2.2 Use of rooms

- The rooms in the Voorfabriek are intended as work and meeting spaces for student organisations.
- Flex rooms may be used from Friday 17:00 until Sunday 18:00 for small, private events that are in line with the values of the organisation and the Voorfabriek. Explicit permission is required for this. Permission can be requested up to one week in advance by sending an email to w.vermaas@uva.nl. If no explicit permission has been granted, an official warning may be issued. Examples of small private events that have been approved in the past include games evenings, book clubs and small-scale craft activities. Events that will not be approved include drinks receptions (these can be held in the café), karaoke and paintball.
- Free or low-cost workshops (for example where only material costs are reimbursed) may likewise only be given from Friday 17:00 until Sunday 18:00. Workshops and practice sessions for the performing arts must always be held in the CREA studios (and not in the flex rooms). Student organisations can rent these at the student rate. Examples of performing arts: theatre, dance and music.

2.3 Booking flex rooms/private offices

- Organisations with the Unlimited Flex option can reserve flex rooms up to one month in advance via the reception (this can also be done by phone on 020-3991212). Bookings may only be made by people who are listed on the key list. This also applies, for this option, to the large meeting room 3.12.
- Organisations with the General Members' Meeting (ALV) option must submit their ALV dates each year no later than 15 August. If they wish to add further dates later, they can reserve the large meeting room 3.12 up to six months in advance (within the current academic year) via w.vermaas@uva.nl.
- The Voorfabriek applies a 24-hour cancellation period for cancelling a booking. If you cancel within 24 hours, you will not receive a refund for the booked room. Please reserve a room that matches your activity. Do not request a large room for a small group.
- The key card can be collected from reception and must be returned there afterwards. In case of loss of a key card, a €50 fine may be charged.

- If it turns out that a booked room is no longer needed, inform the reception (020-3991212) immediately. If it is found that booked rooms remain unused, this may have consequences for future bookings.
- We accommodate many student organisations and therefore ask you to reserve only the rooms that you genuinely need.
- When you receive the key card for your own office or storage cupboard, you must sign it out. This means writing down your name and the time at which you collect the key card in the folder at the reception desk. When you leave the office, you return the key card to the reception and sign it back in.

2.4 Access

- By 1 September at the latest, all organisations must send the Voorfabriek (via w.vermaas@uva.nl) the names, passport photos and phone numbers of the people who are allowed to collect the key card, for inclusion on the key list. In case of changes in the board, the organisation must send an updated version of this key list.
- For each organisation, one key card is kept at the reception in the entrance hall. This card provides access to the rooms that the organisation is entitled to use under the user agreement.
- The key card can be collected by anyone whose name appears on the key list. Any special conditions relating to room bookings can be written (preferably highlighted in yellow) for each person in the comments field. When collecting and returning the key card, you must sign in and out at reception. The key card must never leave the building.
- The key card opens the lock on a room door by holding it in front of the lock. When the light turns green, the door is open. The lock then remains open. To lock the door again (especially if you are the last one to leave), you must hold the card in front of the lock once more. The light will then turn red.
- If the key card unexpectedly does not open the door, place the card on the small blue device at the reception desk. Hold the card there until the green light stops flashing.
- The last person from an organisation to leave a room must lock the door after closing the windows and turning off the heating. The card is then returned to the reception at the agreed time.
- In case of loss of a key card, the replacement cost is €50.

2.5 Food and drink

- On each floor, there are kitchens in the corridor where you can prepare food and drinks (for example sandwiches, coffee) and wash dishes. The use of hotplates, air fryers and (combi) ovens is not permitted. Toastie makers and microwaves are allowed, provided they are used responsibly. In other words: pay close attention when preparing your food and always stay close to the appliance while it is in use. Do not walk away. If irresponsible use leads to the evacuation of the entire building, CREA will charge the costs of this evacuation to the responsible organisation. With dozens of studios, two professional performance halls and the costs of a (unnecessary) Fire Brigade call-out, the costs can be considerable.
- The kitchens must be kept clean. Please wash your cups and plates immediately after use. We expect organisations with their own or shared office to help keep an eye on this.
- If the worktops are completely clear, they will be cleaned by the UvA cleaning staff. If anything is left on the worktop, the kitchen will not be cleaned.
- Offices, meeting rooms and halls are explicitly not intended as spaces for drinks receptions. You can make arrangements with the CREA café (cafe@crea.nl) for organising drinks.
- Ordering meals is allowed, on the condition that all packaging is disposed of in the general waste container in the alley on the same day. This also applies to pizza boxes.
- If you order food, make sure it is clearly labelled for your organisation and ensure that someone is present to receive the delivery.

2.6 Cleaning

- Private rooms are NOT cleaned by the UvA. Each user is responsible for daily cleaning. A Hoover and mop can be borrowed from reception. These must be signed in and out, just like the key card for private offices.
- Approximately twice a year, “Operation Brandspuit” (“Operation Fire Hose”) takes place. The cleaning service then thoroughly cleans all rooms. We will announce well in advance when this will take place. Each room must be well tidied and the floor must be cleared.
- The flex rooms are cleaned on working days.
- The kitchens are cleaned on working days, provided the floor and worktops are clear.

2.7 Furnishing and maintenance

- Organisations with private rooms are responsible for furnishing their own office.

- There are desks and chairs in the flex rooms and a storage cupboard is available in a separate room (2.18) for some flex organisations.
- Organisations are responsible for the careful use of the rooms, flex spaces and associated storage areas provided to them.
- Problems with door and window fittings, general (fluorescent) lighting and glass damage can be reported to the facilities team (beheer@crea.nl).
- All walls in the Voorfabriek are made of plasterboard. This means that it is not possible to hang heavy items on them. Always consult the facilities team (beheer@crea.nl) before doing anything with the walls.
- Painting walls in private office spaces is allowed, but always consult the facilities team (beheer@crea.nl) in advance. When the use of a room ends, the walls must be returned to white.
- Painting window frames, doors and woodwork is not permitted.
- Structural alterations and modifications to rooms and installations are not permitted.
- Be mindful of safety when connecting electrical equipment. This includes the condition of extension leads, multi-socket adaptors and cables, ensuring that too many high-load devices are not connected to a single socket, and that extension leads are not daisy-chained (one multi-socket adaptor plugged into another, etc.). If you are unsure about any of the above, contact the facilities team (beheer@crea.nl).
- Stay with your toastie. Fire can start in an instant.

2.8 Data and telephone connections

- The building is equipped with Wireless Access Points that can be used by anyone with a UvA, HvA or Eduroam account. You can request instructions for using the Wi-Fi at reception.
- The use of routers is not permitted.

2.9 Costs

- Each organisation pays a building contribution based on the facilities allocated to them by the UvA. In addition, organisations with a private or shared room pay per square metre of floor space.
- After allocation, organisations receive an invoice, which must be paid within one calendar month.

3. Flex rooms

- Open meeting areas have been created on the landings at the end of the corridors on the 2nd, 3rd and 4th floors. These meeting areas can be used free of charge and without reservation by residents, users and visitors.
- For meeting rooms and private offices, a reservation and a key card are required.
- In the classrooms, CREA runs courses in the evenings. Outside lesson times, they are available as meeting spaces when there is no more space in the Voorfabriek. The cost for these rooms is €9 per hour.
- Users are expected to leave the rooms tidy (do not leave coffee cups, food remains, etc., and return chairs and tables to their original position).
- At reception, you can reserve a flipchart (free of charge) and a projector (€15 per use). The projector may not be taken out of the building.

4. Sanctions

- To keep the building clean and safe, everyone must comply with these house rules.
- Organisations are responsible for the behaviour of their board members, members and visitors.
- The facilities team and front-desk staff have the right to inspect all office spaces periodically. They will check, among other things, for the presence of unauthorised equipment, food remains and the general level of cleanliness maintained by the occupants.
- In the event of a breach of these house rules, you will receive a warning. After three official warnings, the UvA has the right to terminate the user agreement.
- An organisation whose user agreement has been terminated cannot use the facilities in the building in the following academic year.
- The Allocation Committee reserves the right to terminate the user agreement if it considers this appropriate.