

USERS MANUAL GLOBAL ROOM

The Global Room is available for hosting international events including workshops, information sessions, presentations, small social gatherings, networks session related to the international staff community.

The Global Room also serves a landing spot for internationals to informally meet or work.

Events should target an international audience. The Global Room is a public space and remains open to the public during events.

The Global Room has seating for around 45 people on couches, chairs, and stools maximum. If you wish to rent out extra chairs, you can do so via servicedesk.fco@vu.nl.

There are a beamer, screen and computer available for use.

The Global Room opening hours are from 07.00 am till 23.00 pm from Mondays till Fridays. In the weekends the room is open from 08.00 till 18.00.

It is allowed to take your own drinks and food into the Global Room given you make sure to leave the place in a clean state. No paper or glass cups and plates are to be left or stowed in the Global Room.

Catering for events can be arranged through [Sodexo](#).

By confirming your reservation of the Global Room, you and your organization agree to the following terms:

1. Reserve the room prior to your event through isn@vu.nl.
2. Take good care of the furnishings and equipment in the Global Lounge.
3. Return the Global Room to its original condition, including putting chairs, tables, and couches in their original position.
4. Respect the occupancy limits of the Global Room.
5. Take into consideration that during the day teaching activities take place in adjacent rooms so please do not make unnecessary noise that could disturb classes.
6. All staff entering the Global Room will be registered so if the Global Room is found untidy, the latest users will be held accountable. If costs are to be made to clean the place, these costs will be accounted to the latest users.
7. It is not allowed to rent out the Global Room to third parties.