AGORA
House rules

(Version 10 : 15 November 2017)

Art. 1

This regulation describes the internal rules that apply in AGORA learning centre of the KU Leuven. All rules and user conditions as stated on the website of AGORA are also part of this regulation. This regulation does not detract from the other KU Leuven regulations. These will apply unabated. In case of contradiction between this regulation and the other KU Leuven regulations, this regulation will have priority.

Art. 2

Anyone who enters AGORA learning centre agrees to comply with these internal rules unconditionally. Entering AGORA implies acknowledgement and acceptance of all internal rules.

Art. 3

In case of ambiguity or unclarity of one or multiple provisions of this regulation, the interpretation given by the AGORA staff will be seen as the correct one.

Art. 4

Learning centre AGORA is accessible for the following users, hereinafter referred to as ‘‘users’’:

1) Students of the KU Leuven, provided they have a valid KU Leuven student card of the current academic year with them. They have automatic access to AGORA by using of their student card at the entrance gates. The identity mentioned on the student card must be identical to the identity of the holder of the card. Under ‘‘students of the KU Leuven’’ is understood: Each student who is enrolled in the current academic year for a KU Leuven academic program.

2) Staff members of the KU Leuven on condition that they have a valid staff card. They have automatic access to AGORA by use of their staff card. Staff members who are classified as ‘‘externals’’, do not have automatic access. With a detailed motivation directed to the coordinator they can ask access to AGORA. They can only be granted access (manually) after the consent of the coordinator.

3) Customers of the ICTS-service, who will be given access manually and will be referred to ICTS directly.

4) Others, on condition that their visit fits an event or meeting that has been organized by AGORA of by third parties, which meeting or event had been approved by AGORA in advance.
Art. 5

AGORA Learning centre is not accessible with a day or a year card of a KU Leuven library, an alumni card of the KU Leuven or with a student card of any other educational institution other than the KU Leuven. Holders of any of these cards will be qualified as others.

Art. 6

Users commit to leave the building timely so that the Learning centre can be closed at the closing time.

Art. 7

Certain areas close earlier than the closing hour of AGORA. These areas are:
- The Group Study Area (workspace and copy room), which closes 1 hour before closing time.
- The computer rooms, which close 1 hour before closing time.
- The copy room between the TimeOut-Zone and the Flexispase (level 0), which closes 15 minutes before closing time.
- The copy room between the Silent Study Rooms (Level 1), which closes 15 minutes before closing time.
- The Garden closes 1 hour before closing time and latest by 22 o’clock.

Users commit to leave those areas timely and leave the above-mentioned rooms before their specific closing time.

Art. 8

Both possession and consumption of alcoholic drinks is prohibited.

Art. 9

Both possession and consumption of hot meals, including soup, are not allowed in the building and the garden.

Art. 10

In the Silent Study Area (Silent Study 1, Silent Study 2 and room Zurich) following rules apply:
- Consumption of food is not allowed
- Respect the silence
- Mobile phones and devices silent

Art. 11

The users clean up their trash and deposit it in the bins, with respect of the sorting rules.

Art. 12

The furniture has a fixed positioning. This means it is not allowed to move the furniture out of the room where it is located. Only the AGORA staff is authorized to decide otherwise.

Art. 13

The furniture can be moved inside of the room where it is located, as long as it does not impede the normal circulation of the space.
Art. 14

Students and staff can reserve the following items on the AGORA website:
- Rooms in the Group Study Area
- Loanable materials.

On the AGORA website, users can find an overview of all the bookable equipment and also the reservation and user conditions.

Art. 15

After acceptance of the reservation and user conditions users will be able to reserve a room in the Group Study.

Art. 16

For the reservation of a video editing room the following extra conditions must be fulfilled at the information desk:

1) The user must retrieve the key of the room at the information desk and must give his/her student or staff card in exchange. (The person who must leave his/her student card is the person who made the reservation). The key can only be given to the user if the identity on the card is identical to the identity of the applicant.

2) Retrieval by a third party or a proxy is prohibited unless there is prior consent, and always remains under the responsibility of the person who requests the loan.

3) The user confirms that the room shall be used for audio-visual editing.

Art. 17

For booked equipment the user must note that a separate loan agreement applies. The user and AGORA must explicitly agree about this before the equipment can be loaned. This agreement mentions the user conditions and has to be accepted by the user during the reservation procedure on the website of AGORA.

Art. 18

For certain smaller items and accessories of the equipment, no reservation with loan agreement is required. The website of AGORA gives an overview of these materials as well as possible loan conditions. The loan shall be fulfilled by picking up the materials at the information desk in exchange for the student or staff card of the requestor. The issuance occurs in principle to the person whose identity coincides with that of the requestor.

Picking up the reserved material by a third party is not accepted without a proxy of the requestor for this specific loan and item and always happens under the full responsibility of the requestor. The person who made the reservation will be reliable at all times for the equipment. Loaning equipment implies acceptance and knowledge of the possible loan conditions stated on the AGORA website.

Art. 19

Users shall refrain from any behaviour that could disturb the local residents.
Art. 20
Talking is allowed. Yelling or the use of an audio amplifier is prohibited.

Art. 21
Smoking in the garden is prohibited.

Art. 22
AGORA may and can ask the staff or student card in case of presumption of an infringement. Customers of the ICTS-service and third parties should give other proof which confirms their identity.

Art. 23
Any infraction of the rules will be dealt with as noted hereunder:

1) A first infraction will lead to an encouragement to comply and a possible explanation of the rules. This can be accompanied by an individual or collective warning, depending on the situation.

2) A second infraction will be accompanied with a second formal warning. These will always be given individually. The person involved will be informed about the possible consequences of a third new infraction and the possible third warning.

3) Committing multiple infractions will lead to a third individual warning. This warning will also lead to the sending of an email by the coordinator of AGORA.

Art. 24
AGORA staff is entitled to free a workplace from books, course materials or equipment in case of an unmanned workplace. This will allow the workplace to be released to other students. The owner can retrieve his or her materials/equipment at the info desk upon return.

The person involved must reply to this mail in 5 days. In his reply the person involved must comply with the internal rules and must express the will to respect these internal rules. The coordinator has the right to temporarily or permanently refuse access to AGORA to this person.