The VAC Lounge is a space available for use to all members of VAC or PSA.

The rental of the space includes access to:

- Lounge space
- Gas grill (with gas)
- Foldable tables and benches
- Bluetooth music speaker

Please read the following guidelines to book and use the lounge.

VAC Lounge Booking SOP

- 1. Confirm that wished date is free on the booking calendar (on VAC website or Calendar Link)
- 2. Request wished date via google form (or email) to the lounge master
- 3. Wait for confirmation email from lounge master (pre-approval)
- 4. Apply for event permit at ETH Permits (see below for example)
 - a. Use email confirmation for this step (upload printout to application)
 - b. Permit processig takes about 2-3 weeks maximum so apply with enough time
- 5. Upon permit approval, forward permit to lounge master for definite confirmation of booking
 - a. No permit no booking
- 6. Arrange date for key handover and payment of deposit and rental fee in cash only
 - a. Deposit 300 CHF
 - b. Rent Fee 30 CHF

VAC Lounge Use

The lounge is rented under a trust agreement. Meaning please return everything tidy, clean and in the place you found it.

The use of the grill and the gas is included in the rental fee. Gas should be ressuplied by our managers. During handover, please check the gas supply levels.

The ETH permit decides on what specifically can be done on the premises (like grilling or noise). So you must read and follow the rules on said permit (please specify correctly what you will be doing during your event to get the correct permisions).

Once your event is done, clean the tables and grill if used (cleaning supplies should be available in the shack¹).

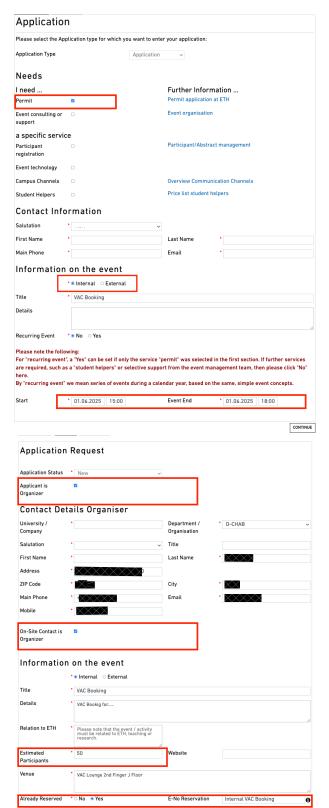
Final step, <u>please fill this final form</u> to finish the handover and notify the lounge managers.

Deposit is handed over once key and area is returned good state. Any damage, no cleaning or complaint filed from ETH Facility services will result in partial or total loss of deposit (this will be done at discretion of the VAC board)

¹ If not available, **any purchases made related to gas supply or cleaning** may be refunded upon presentation of a valid purchase receipt (for VAC members only).

Servix Form for Permits

This is an example form filled out in chronological order. Pay attention to the highlighted fields. Ensure your data is entered correctly



Maximum Capacity of Lounge is 100

