

Room booking at Maastricht University

- *Did you ever want to study for a group paper, but all rooms in the library were crowded?*
- *Would you like to work on a project or problem, but you do not know where you can meet?*
- *Do you want to organize a lecture with your organization but do not know where and how?*

As a student of Maastricht University you have plenty of options where you can meet. Many of the existing rooms at the university buildings are somehow possible to use, but under different conditions. Student initiatives or organizations can additionally book lecture halls to organize events. In general, but in specific during the transition phases of the periods, it is advised to book a room two weeks upfront. Find below the most important things you have to know in case you use or book a room, followed by the overview of where and how you can book them. Basically all faculties offer the use of their facilities to their students without any costs in one or another way.

I. Meeting rooms (for ca. 10 to 40 people):

- **Cleanness:** The basic rule is: **Leave it as you would like to receive it**, meaning that you should remove all the garbage that you produce and put the chairs and tables back in the position as they were when you arrived.
- **Costs:** The basic rule is: **If you study at the faculty, you can mostly use its facilities for free**. This does **not necessarily apply to lecture halls**. If you can book a room via the [e-roombooking](#) service the room is for free. Same applies for free accessible rooms (see overview, e.g. Randwyck). Otherwise a certain fee (internal vs. external prices) needs to be paid. Information about prices can be requested by addressing the corresponding mail addresses.

II. Lecture Halls (only bookable for student organizations [for >50 people])

- **Cleanness:** Same rules as for rooms, but depending on the activity and time there might be specific cleaning necessary. Extra cleaning is at own cost via the FD service point, and that is expensive! In Randwyck it is not allowed to drink or eat in the lecture halls.
- **Costs:** Information about prices can be requested under the corresponding mail addresses.
- **Safety:** General rule for bigger events is: **You need at least 1 person with BHV certificate per 50 event participants**. It is advised to hand in a scanned version of your BHV pass in advance to the building manager/scheduler or to show it to the person at the front desk before the start of the event. At Randwyck, you need to have the UM Randwyck addressed BHV pass and after 18:30h you are obliged to hire a BHV-person leading to additional costs.
- **Opening hours:** In case your event extends the official opening hours (see overview) you need to request special permission from the building managers. Then additional services as for security, reception or cleaning need to be arranged, resulting to additional costs.

BOOKING: In your e-mail with your booking request you need to indicate the **DATE**, the **TIME**, the **PURPOSE** and **how many PEOPLE** you are expecting at the event. Also a **COPY of your BHV** passes should be provided.

Overview meeting room options at faculties and library

Faculty	Location	Chambers	Opening hours	How to book?
LAW	Bouillonstraat 1-3	18 tutorial rooms for 20p B0.113, B0.115, B0.118 and C1.306 for about 30p	Mo 08:00 - 22:00 Tu-Fr 08:00 - 21:00 Sa/Su closed	via mail to ruimtereservering@maastrichtuniversity.nl
FASoS	GG76	7 tutorial rooms for 16p 2 tutorial rooms for 30p	Mo-Fr 08:30 - 18:30 Sa/Su closed	via mail to planning-fasos@maastrichtuniversity.nl
	GG80-82	13 tutorial rooms for 16p		
FHML	UNS40	30 tutorial rooms for 12p	Mo-Th 08:00 - 22:00 Fr 08:00 - 18:00 Sa/Su closed	via: e-roombooking
	UNS60	40 tutorial rooms for between 12 and 20p		
FPN	UNS40	8 rooms for 14p 4 rooms for 16p 7 rooms for 18 people + 2 reserve rooms for 14p	Mo-Fr 08:00 - 18:00 (18:30) afterwards reception closes Sa/Su closed	via: e-roombooking
	OXF55	11 tutorial rooms for 14p		
UCM (FHS)	Zwingelput 4	20 rooms with between 12 and 40 chairs	Mo-Fr 08:00 - 18:00 Sa/Su closed	Rooms are not locked. Non-UCM staff or students need to request rooms beforehand via mail to: ucm-studentaffairs@maastrichtuniversity.nl
			NON UCM students/staff can book the rooms until 17:00h	
DKE (FHS)	Bouillonstraat 8-10	7 rooms with between 12 and 43 chairs	Mo-Fr 08:00 - 18:00 Sa/Su closed	via mail to scheduling-dke@maastrichtuniversity.nl
SBE	Tongersestraat 53	(e-)room-booking only possible for SBE affiliated study-associations, not for individual students, but possibly soon	Mo-Fr 08:30 - 18:00 Sa/Su closed	via: e-roombooking

Library	Randwyck	10 rooms with between 12 and 46 chairs	Opening hours library	To reserve a computer room you have to contact the Education Office of your faculty, as reservations are made using Syllabus+. Further info, check: http://goo.gl/ERgkDU
	Inner City	11 rooms with between 12 and 30 chairs		

SSC	Bonnefantenstraat 2	Open Visitors' Centre	Mo-Fr 08:30 - 18:00	Free available
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Overview lecture halls at Faculties

Faculty	Location	Chambers	Opening hours	How to book?
LAW	Bouillonstraat 1-3	Statenzaal – 120 people Feestzaal – 80 people	Mo 08:00 - 22:00 Tu-Fr 08:00 - 21:00 Sa/Su closed	via e-mail to ruimtereservering@maastrichtuniversity.nl
FASoS	GG90-92	Turnzaal A.0 – 150 people	Mo-Fr 08:30 - 18:30 Sa/Su closed	via e-mail to planning-fasos@maastrichtuniversity.nl
FPN only	OXF55	Jo Ritzenaal (auditorium) S0.007 (69p)	Mo-Fr 08:00 - 18:00 Sa/Su closed	via e-mail to fdp-planning@maastrichtuniversity.nl
FHML + FPN	UNS40	B.0647 (400p) B0.673 (150p) A0.771 (70p)	Mo-Th 08:00 - 22:00 Fr 08:00 - 18:00 Sa/Su closed	via e-mail to ruimtesrandwijck@maastrichtuniversity.nl in the evening (after 18.30h) and during the weekend: Servicepoint FS: servicepoint-fs@maastrichtuniversity.nl
	UNS50	Paarse Zaal H1.319 (72p) Bonte Zaal H.1331 (64p) K0.402 (282p) K0.406 (76p) K0.480 (76p)	Mo-Th 08:00 - 22:00 Fr 08:00 - 19:00 (Paarse and Bonte Zaal not to be used after 18:00h) Sa/Su closed	
	DEB1	B0.122 (155p)	Mo-Fr 08:00 - 18:00 Sa/Su closed	
UCM (FHS)	Zwingelput 4	B 0.014(90p)	Mo-Fr 08:00 - 18:00 Sa/Su closed	via e-mail to ucm-studentaffairs@maastrichtuniversity.nl
DKE (FHS)	Bouillonstraat 8-10	0.015 (48p)	Mo-Fr 08:00 - 18:00 Sa/Su closed	via mail to scheduling-dke@maastrichtuniversity.nl

SBE	Tongersestraat 53	A1.01 lecture hall (500p) H0.01 Aula (173p)	Mo-Fr 08:00 – 22:00 Sa 08:00 – 17:00 Su closed	via e-mail to servicepoint-fs@maastrichtuniversity.nl
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MBB	MBB 4-6	Aula 0.023 (245p)	Mo-Fr 08:00 – 19:00	via e-mail to servicepoint-fs@maastrichtuniversity.nl
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SSC	Bonnefantenstraat 2	Karl-Dittrich Zaal (69p)	Mo-Fr 08:30 – 17:30	via e-mail to gebouwenbeheer-ssc@maastrichtuniversity.nl
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For general booking requests and other facility services offered by UM contact:

Servicepoint Facility Services (08:00 – 17:00h)

T: 043-3882002

F: 043-3884272

E-mail: servicepoint-fs@maastrichtuniversity.nl