

English

## Rules for booking of 1540-022 Frokoststue (lunchroom)

*Can be booked for social events for employees at the Department of Biology. Note that other employees are still allowed to use the room and kitchen, even if it's booked. For academic meetings, please book one of the other meeting rooms at the department.*

- Weekdays – available for booking from 1:00 PM
- Reception in connection with a Ph.D. defense – booking of maximum of 4 hours including cleanup
- The room cannot be booked for receptions after a master's defense. Please use “Biologiens Hus” or other meeting rooms at Biology
- The room cannot be booked by external persons

Users of the lunchroom and kitchen are responsible for leaving the rooms tidy and clean. Packaging, bottles etc. users must dispose of themselves and must not be left behind.

Events after 5:00 PM: Main entrance doors are locked after 5:00 PM on weekdays and is locked all hours at weekends – therefore, main entrance doors should not be left open for long periods of time, and windows must not be opened, as the alarm will be activated and emergency services will be contacted, resulting in a large fine.

For larger planned events, the meeting organizer can contact Nat-Tech Building Services [NT-BygVest.BuildingService@au.dk](mailto:NT-BygVest.BuildingService@au.dk) well in advance of the event and no later than 14 days before the event to ensure that relevant alarms are disabled.

If there are any questions regarding the above, please contact the secretariat ([bio@au.dk](mailto:bio@au.dk)).