



PROCEDURE ON JOINT USE OF THE FARMSTEAD OF BOERDERIJ BOSCH

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PROJECT

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1. PREVIOUS SITUATION

Situation up until 1 February 2023

The farmstead Boerderij Bosch consists of 6 accommodation parts in total with 3 main accommodation parts: Boerderij Bosch, de Stall and the log cabins.

A former henhouse is used as storage space, the sanitary building was updated only a few years ago and the 'hooimaai' which needs attention in a later stage.

1.1 CULTURAL-HISTORICAL BACKGROUND

'Boerderij Bosch' and 'de Stall' both date from 1907. They were rebuilt in 1964. Now, in 2022, we are once again facing a remodelling of both buildings.

1.1.1 Characterisation

The Bosch family's farmhouse and barn and carriage shed were part of the Drienerlo estate. Boerderij Bosch was one of three agricultural complexes. The farm and barn are characteristic of the eastern part of Twente, being a hall house with red brickwork, gabled roofs covered with red tiles and a panelled gable. The farmhouse and barn were converted into a gardener's house with outbuildings for the University of Twente (THT) 1964. The farmhouse had bedrooms in the attic, hence two windows in the wooden panelling.

1.1.2 Cultural-historical value

The farmhouse and barn date from the period when Drienerlo was an estate. Of the three agricultural complexes, Boerderij Bosch en de Stall is still best recognised as such, despite its conversion. Although modernised, the main features of the Twente farm type have survived. There is still some connection between the farmhouse, the front yard and the tree-lined avenue, giving Boerderij Bosch en de Stall a recognisable location along the avenue.

1.2 EXISTING AGREEMENTS AND RESPONSIBILITIES

An agreement document on the use of Boerderij Bosch and de Stall was drawn up in 2012. This sets out the agreements and responsibilities of the various parties: FB (now CFM), Booking Office and the UT Kring. The listed agreements cover: maintenance, cleaning, rental, furnishing, not being allowed to charge the UT Kring, damage repair and house rules. Currently, these agreements are still in place.

In August 2021, a user agreement for joint use of de Stall was signed between CFM, the UT Kring and Sports Canteen UT (KSUT). This stems from the need after Corona for some extra space for constitution drinks and parties for KSUT affiliated sports associations after an extended period of isolation. The agreement expires on 24 August 2024 and will be tacitly renewed annually unless terminated with six months' notice.

1.3 BOERDERIJ BOSCH

Currently, Boerderij Bosch is mainly used by the UT staff association, the UT Kring. The catering facility within Boerderij Bosch falls partly under the UT's catering contract (for banqueting activities).

Reservations for Boerderij Bosch are accepted by the Booking Office. To ensure that the Booking Office can also answer customer and caterer queries about accommodation availability, reservations organised by the UT Kring, are passed in advance on to the Booking Office. There, the reservations are entered into the Planon reservation system. This is done to prevent incorrect information or double bookings as much as possible.

1.4 THE LOG CABINS

In 2007, 7 wooden log cabins were built located in the yard of Boerderij Bosch. These log cabins are originally meant for school students participating in UT's educational summer camps. Later, the remaining capacity was also used for overnight stays of UT sports clubs and participants in UT sports tournaments.

Yet later, the log cabins were also rented out to individuals and external groups. Mostly for friends-weekends or (bachelor) parties of external groups.

Currently, the log cabins are also used for the temporary accommodation of students taking joint courses at UT and VU University Amsterdam. They periodically stay in the log cabins to attend lectures in Twente.

The log cabins are rented out by the Sports Centre.

1.5 DE STALL

De Stall is currently an outbuilding for Boerderij Bosch and is also used as a common, multi-purpose room when staying overnight in the log cabins. De Stall is rented out by the Sports Centre.

The current layout in de Stall is plain and simple. The presence of folding tables and benches allows the space to be easily and quickly adapted to the desired use. The space therefore lends itself to use by the UT Kring for workshops and courses but also for the parties and celebrations of the student associations affiliated to the KSUT.

Previously de Stall was the homebase of the UT sports association "Vleugellam".

2. NEW SITUATION

Situation per 1 February 2023

2.1 RENOVATION AND ADDITION

Boerderij Bosch and de Stall will be renovated in 2023/2024 and two additional log cabins will be added to the existing set of cabins bringing the total to 9 log cabins.

2.2 PREFERRED USE

The use of accommodation on the farmstead of Boerderij Bosch is intended for activities and overnight stays of persons or groups affiliated to the University. Primarily around events of interest to the university in a wider context. For each accommodation, the priority is indicated per accommodation.

The accommodation will not be used for the teaching programme but can be used for self-study of the (temporary) users.

2.3 INSIGHT IN EXISTING RESERVATIONS

Insight into existing reservations can be found here: <https://webapps.utwente.nl/reservationscalendar/logies>

When placing a reservation, be clear about the description and take into account the AVG regulations when disclosing personal data publicly.

2.4 BOERDERIJ BOSCH

Boerderij Bosch is the main building on the farmstead. Used for a multitude of activities such as meetings, banqueting activities, workshops, gatherings and so forth. Boerderij Bosch is home to the staff association the UT Kring.

2.4.1 Main users - usage priority

Boerderij Bosch is mainly used by (or through) the UT staff association, the UT Kring.

UT related parties can also book Boerderij Bosch through the Booking Office of the UT. In order not to disrupt the planning of the UT Kring's activities, activities other than those of the UT Kring itself cannot be reserved more than 6 months in advance. In those cases where a longer reservation period is necessary, arrangements may be made in consultation with the UT Kring Board.

2.4.2 Catering

The catering facility within Boerderij Bosch falls (during operating hours¹) under the UT's catering contract except for the UT Kring's own activities.

Between UT Kring and the current caterer, Appèl, the existing arrangement of the previous caterer has been adopted, like a gentlemen's agreement. Meaning that for board meetings of the UT Kring small consumptions, cup of tea/coffee, orange juice will not be charged by the caterer. After all, the caterer also uses/used UT Kring's furniture and other inventory.

Other activities may go through external catering if Appèl has no interest.

2.4.3 Reservations

The planned UT Kring activities for Boerderij Bosch are passed on to the Booking Office so the Booking Office can also answer customer and caterer queries about accommodation availability. There, the reservations are entered into the Planon reservation system. This provides insight and prevents incorrect information or double bookings as much as possible.

The Booking Office can accept reservations for Boerderij Bosch directly, but (as per usage priority) no more than 6 months in advance. In other cases the Booking Office consults with the UT Kring first.

¹ On working days, Monday to Friday from 8:00 until 18:00hrs.

2.4.4 Safety and Emergency Response Service

The organising party of an event is responsible for the organisation of the emergency response (dutch: BHV) during their event in Boerderij Bosch.

During a banqueting event, the caterer is responsible for the organisation of the emergency response.

During joint use, first emergency response is the joint responsibility of the UT Kring, CFM-SC (Sports Centre) and the Campus Security Department.

All organised activities/events in Boerderij Bosch must be reported in the [online meeting registration form](#)² on time in accordance with the event conditions.

[UT house rules](#)³ and our [event rules and regulations](#)⁴ apply on all events organised in Boerderij Bosch.

2.4.5 Accommodation management

The management of Boerderij Bosch is the primary responsibility of the UT Kring. They generate the most reservations for Boerderij Bosch and take care of the cleaning schedule based on the reservations made and their usage of Boerderij Bosch. Management will be outsourced by the UT Kring to the Sports Centre, it is estimated that an average of 15 hours per week will need to be spent on this.

In case of a banqueting activity facilitated by the caterer (Appèl), the caterer is responsible for furnishing and cleaning the accommodation in coordination with the Booking Office and the UT Kring. Cleaning and furnishing should be done as soon as possible after the activity so that the accommodation can be used again quickly.

In the case of any other activity facilitated by the Booking Office, the Booking Office is responsible for furnishing and cleaning the accommodation in coordination with the UT Kring / CFM-SC (Sports Centre). Cleaning and furnishing should be done as soon as possible after the activity so that the accommodation can be used again quickly.

² <https://www.utwente.nl/en/campus/report-meeting-and-or-bhv/>

³ <https://www.utwente.nl/en/campus/buildings-rules/house-rules/>

⁴ <https://www.utwente.nl/en/service-portal/campus/organising-events-booking-support/organising-events-events-office-support>

2.5 THE LOG CABINS

The log cabins are for overnight stays of users (groups) only and are not rented out for other activities or purposes. **Two new log cabins will be added.** Total capacity for overnight stays will increase from 105 to 135 pax.

2.5.1 Main users - usage priority

The following **priorities** apply:

1. Overnight stay combined with events and/or activities of importance to the UT:
 - a. Pre-U / Inspire-U / Curious-U
 - b. Batavierenrace/feest
2. Study-related temporary, periodic overnight stay of VU/UT students
3. Overnight stay combined with events and/or activities of the UT associations
4. Overnight stay of others

2.5.2 Catering

Catering in the log cabins is not allowed. If needed de Stall can be used as a common area, a home base for those who stay overnight in the log cabins.

2.5.3 Reservations

Reservations of **priority 1** must be communicated to CFM-SC (Sports Centre) (and entered into the reservation system Planon) at least 6 months prior to commencement. The right to priority expires after this period.

Reservations of **priority 2** will be communicated in the last week of February (for the upcoming first semester) and in the first week of September (for the upcoming second semester). CFM-SC (Sports Centre) enters these reservations in Planon. The right to priority expires after this period. The organisers of the reservations for the VU/UT students will appoint a contact person for communication regarding the use of the log cabins and de Stall.

Reservations for **priorities 3 and 4** cannot be made more than 6 months (during the priority periods of priorities 1 and 2) prior to commencement unless a CFM line manager, the CFM director or the EB grants permission to do so. Priority 1 and 2 contacts will be informed as soon as possible when this commitment coincides with their potential periods of use.

The maximum capacity of a single log cabin is 15 people. This number cannot and may not be exceeded.

If the accommodation is not used, cancellation of the (partial) reservation is mandatory so that the space can be released in the Planon reservation system. The reservation and cancelation conditions of the Sports Centre⁵ apply.

NB: It is the customer's responsibility to explicitly book both the log cabins and/or de Stall, they are not automatically linked.

2.5.4 Tourist tax

The payment of tourist tax is mandatory for use of the log cabins by people other than Enschede residents. For this purpose, an agreement for a simplified declaration was made with the ANG on behalf of the tax authorities in 2018. This means that tourist tax will be remitted for every reservation of a log cabin for an average of 8 people. This arrangement will be held until further notice. The rental price of the log cabins includes tourist tax, this cannot be discussed. The rental price will be reconsidered yearly to include the proper tax amount.

2.5.5 Safety and Emergency Response Service

The organising party of an UT event, that is also using the log cabins, is responsible for the organisation of the emergency response (dutch: BHV) during their stay in the log cabins.

During general use, first emergency response is the joint responsibility of CFM-SC (Sports Centre) and the Campus Security Department.

UT house rules³ and the reservation and cancelation conditions of the Sports Centre⁵ apply on every reservation/stay in the log cabins.

2.5.6 Accommodation management

The management of the log cabins is the primary responsibility of CFM-SC (Sports Centre). They process the reservations for the log cabins and take care of the cleaning schedule based on the reservations made.

⁵ <https://www.utwente.nl/en/sport/reservations/cancellation-policy-logcabins.pdf>

2.6 DE STALL

De Stall is a multifunctional, common area and a home base for users of farmstead Boerderij Bosch.

2.6.1 Main users – usage priority

The following **priorities** apply:

1. Events and/or activities of importance to the UT **linked to the use of the log cabins**:
 - a. Pre-U / Inspire-U / Curious-U
 - b. Batavierenrace/feest
2. Study-related temporary, periodic accommodation of VU/UT students **linked to use of the log cabins**
3. Events / parties:
 - a. Events and/or activities of the UT Kring
 - b. Constitution drinks and parties of KSUT affiliated associations (see Appendix 2)
4. All others, **linked to the use of the log cabins or Boerderij Bosch**

2.6.2 Catering

Selling and consuming alcohol is only permitted for **priority 3b** activities in de Stall. In this case de Stall falls under the alcohol licence of the UT (Sports Canteen), therefore when drinks are sold in de Stall, the KSUT or its (CFM-SC) manager is always present. Otherwise, consuming alcohol or selling drinks in de Stall is not allowed.

The alcohol licence and the administrative regulations (or a copy of those documents) is available in de Stall during constitution drinks and parties of KSUT affiliated associations.

2.6.3 Reservations

Reservations of **priority 1** must be communicated to CFM-SC (Sports Centre) (and entered into the reservation system Planon) at least 6 months prior to commencement. The right to priority expires after this period.

Reservations of **priority 2** will be communicated in the last week of February (for the first semester) and in the first week of September (for the second semester). CFM-SC (Sports Centre) enters these reservations in Planon. The right to priority expires after this period. The organisers of the reservations for the VU/UT students will appoint a contact person for communication regarding the use of the log cabins and de Stall.

Reservations for **priorities 3 and 4** cannot be made more than 6 months (during the priority periods of priorities 1 and 2) prior to commencement unless a CFM line manager, the CFM director or the EB grants permission to do so. Priority 1 and 2 contacts will be informed as soon as possible when this commitment coincides with their potential periods of use.

If the accommodation is not used, cancellation of the (partial) reservation is mandatory so that the space can be released in the Planon reservation system. The reservation and cancelation conditions of the Sports Centre⁵ apply.

NB: It is the customer's responsibility to explicitly book both the log cabins and/or de Stall, they are not automatically linked.

2.6.4 Safety and Emergency Response Service

The organising party of an event is responsible for the organisation of the emergency response (dutch: BHV) during their event in de Stall. All organised activities/events in de Stall must be reported in the online meeting registration form² on time in accordance with the event conditions.

During joint use, first emergency response is the responsibility of CFM-SC (Sports Centre) and the Campus Security Department.

UT house rules³ and our event rules and regulations⁴ apply on all events organised in de Stall.

2.6.5 Accommodation management

The management of de Stall is the primary responsibility of CFM-SC (Sports Centre). They process the reservations for de Stall, arrange the key issuance and take care of the cleaning schedule based on the reservations made.

In the case of an activity facilitated by the Sports Canteen, the latter is responsible for furnishing and cleaning the accommodation. This should be done immediately after the activity so that the accommodation can be used again the next day.

3. SUMMARY OF THE MAIN RESPONSIBILITIES

3.1 MAINTENANCE

The premises, buildings and all nail fixed assets are the responsibility of CFM. All other inventory and materials are recorded in a demarcation list on delivery. This defines who is responsible for maintenance and replacement. Materials added later are the responsibility of the party that acquired the asset unless explicitly agreed otherwise. The latter needs to reflect on the demarcation list.

3.2 RESERVATIONS AND ACCESS

All reservations for Boerderij Bosch, de Stall and the log cabins must be processed in the Planon reservation system.

- For the log cabins and de Stall, this is done by the CFM-SC (Sports Centre).
 - Backoffice Sports Centre handles reservations and customer contact
 - Servicedesk Sports Centre issues the keys
 - Facility Management of the Sports Centre handles the final check after a booking
- For Boerderij Bosch, this is done by the Booking Office.

The forementioned parties are responsible for the key issuance with the exception of the access to Boerderij Bosch and de Stall by the UT Kring, they have their own key.

3.3 SAFETY AND EMERGENCY RESPONSE SERVICE

All activities must be reported in the [online meeting registration form](#)². The event office will assess the notification and check, among other things, for compliance with the emergency response conditions.

In some cases the emergency response service is a joint responsibility of multiple parties. In those cases it is mandatory that all parties communicate and decide on the organisation of the emergency response service. The event office will assess compliance with the emergency response conditions of these cases.

3.4 MANAGEMENT, SUPERVISION AND CLEANING

Accommodation managers:

- Boerderij Bosch:
 - board UT Kring
 - accommodation manager(s) CFM-SC farmstead Boerderij Bosch
 - Appèl for banqueting events
- de Stall:
 - accommodation manager(s) CFM-SC farmstead Boerderij Bosch
- Log cabins:
 - accommodation manager(s) CFM-SC farmstead Boerderij Bosch

The aforementioned accommodation managers are responsible for preparing the furniture and keeping the accommodation clean and orderly. It is their responsibility to communicate with the cleaning company in a timely and comprehensive manner.

It is also the accommodation manager's responsibility to supervise compliance with this procedure, the safety regulations, the UT house rules and the policy on responsible alcohol consumption.

3.5 PRICING

Pricing of the log cabins and de Stall is the responsibility of CFM-SC. They, together with CFM's business controller, periodically determine a cost and rental price.

3.5.1 Tourist Tax

It is the responsibility of CFM-SC (Sports Centre) to annually include the tourist tax component in the rental price of the log cabins and arrange the remittance with the tax authorities.

3.6 RESPONSIBLE ALCOHOL CONSUMPTION

Alcohol use and sales is only permitted in de Stall and Boerderij Bosch during a catered event under supervision of an alcohol licensed organisation such as the KSUT or caterer Appèl.

It is the responsibility of the alcohol licensed organisation to adhere to the policy on responsible alcohol consumption. More information on this topic is available on the UT serviceportal: <https://www.utwente.nl/en/service-portal/campus/rules-and-regulations/responsible-alcohol-consumption>

4. ABBREVIATION LIST

CFM..... Campus & Facility Management

CFM-S&C Sports and Culture department of CFM

CFM-O&V Building Caretakers & Real Estate department of CFM

KSUT Stichting Sportkantine Universiteit Twente (a.k.a. Sportkantine UT / Sports Canteen UT)

UT..... University of Twente

UT Kring University staff association

More UT abbreviations on: www.utwente.nl/abc

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