



Regulations for the use of University buildings, grounds and other facilities

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Section A: General

Article 1: Definitions

1. WHW: The Higher Education and Scientific Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*)
2. University: Leiden University
3. Executive Board: The Executive Board of the University
4. Building manager or administrator: A person charged with management-related tasks within a management unit on behalf of and under the responsibility of the Executive Board
5. Management: The sum of the provisions, transactions and actions by means of which the Executive Board implements the University's policy concerning the acquisition and availability of financial resources, and the procurement, provision and maintenance of material resources, as well as the deployment of personnel and the effective and legitimate use of these resources
6. Management unit: An organisational unit that is managed by building manager or administrator
7. Demonstrations: Manifestations by means of which people express their opinions, for example concerning social issues
8. Events: Events that do not fall under the regular teaching or research programme and that are organised by employees or students for the general public. Examples include lectures and activities in the context of recruitment.
9. Student: A person who is enrolled in a study programme offered by the University and who in this capacity makes use of the University's course and/or examination facilities. This includes any person who is enrolled as an external student.
10. Employee: A person who is employed by the University, as stipulated in the CAO of Dutch Universities, or who is employed via JobMotion.
11. Visitor: Any person who is in the buildings or on the grounds of the University and who is not a student or an employee. This includes organisers renting space as defined under 'space rental'.
12. Space rental (to third parties): Space being rented out by the University to third parties (organisations), not including students or employees, for the purpose of organising conferences, seminars, training programmes and other such activities. This also includes making University spaces available, at a fee or free of charge, for filming.

Article 2: Obligation to comply with rules, guidelines and instructions

1. Any student, employee or visitor who is physically either in the buildings or on the



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grounds of the University, or who makes use of University facilities, is required to immediately and closely observe and adhere to the rules, guidelines and instructions established by or on behalf of the Executive Board in the context of maintaining public order and guaranteeing the smooth running of the buildings and the grounds of the University. Students, employees and visitors are equally required to observe the rules relating to the effective and legitimate use of the University's facilities, as well as to obey relevant instructions issued by the building manager or administrator. In this context, students, employees and visitors are required in any event to behave in a manner that:

- a. Causes neither direct nor indirect damage to the University or to any person who is physically either in the buildings or on the grounds of the University or who is making use of University facilities. They must also ensure that their behaviour does not result in any unacceptable disturbance or inconvenience;
 - b. Does not infringe on the rights of the University or of any person who is physically either in the buildings or on the grounds of the University or who is making use of University facilities;
 - c. Does not contravene any other legal obligations or prohibitions;
 - d. Complies with standards of behaviour deemed acceptable in social interactions towards another person or with regard to material objects;
2. Within the University buildings, especially during lectures, tutorials and other forms of teaching, it is not permitted to wear items of clothing that cover the face and/or items that severely impair non-verbal communication between instructor and student and/or between students or between instructors respectively (with the exception of face masks). It is also not permitted to wear items of clothing or other items during examinations or tests if these items severely impair the identification of the student (with the exception of face masks);
 3. The building manager or administrator may set out rules and guidelines on behalf of the Executive Board as referred to in the first paragraph to safeguard the smooth running of the management unit assigned to him or her.

Article 3: Measures to be taken in case of infringement

The Executive Board or building manager or administrator may take the following measures, in accordance with the procedure described in these regulations, against any student, employee or visitor who contravenes the provisions of Article 2 or of any other aspect of these regulations:

With regard to students

- a. A written reprimand



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- b. Conditional or unconditional denial of access to one or more units of the buildings and grounds of the University, for a maximum period of one year
- c. Conditional or unconditional denial of the use of University facilities
- d. Conditional or unconditional termination of enrolment of the student at the University, for a maximum period of one year
- e. Permanent denial of access to one or more units of the buildings and grounds of the University, if the student, by acting in contravention of the provisions of Article 2, has caused serious disturbance and has failed to modify his or her behaviour following a written reprimand by the Executive Board
- f. Definitive termination of enrolment of the student at the University, if the student, by acting in contravention of the provisions of Article 2, has caused serious disturbance and has failed to modify his behaviour following a written reprimand by the Executive Board

With regard to employees

- g. Conditional or unconditional denial of access to the facilities of the University
- h. An alternative appropriate disciplinary measure

With regard to visitors

- i. A written reprimand
- j. Conditional or unconditional denial of access to one or more units of the buildings and grounds of the University
- k. Conditional or unconditional denial of the use of University facilities

Article 4: Denial of access or use imposed by the building manager or administrator

1. A building manager or administrator who believes that circumstances necessitate immediate denial of access or use can immediately and for a period of ten days deny access or use of the buildings or grounds within their management unit, or parts of these buildings or grounds, and/or of the relevant facilities, to any student, employee or visitor who contravenes the provisions of Article 2 or of any other aspect of these regulations.
2. The building manager or administrator makes a report of this denial of access at the first opportunity, and immediately sends this report to the individual concerned and to the Executive Board.
3. The person against whom a disciplinary measure as referred to in this Article has been taken will be given the opportunity by or on behalf of the relevant building manager or administrator to state his or her case, preferably before the report is submitted, but if this should be impossible



due to the urgency of the matter at hand, as soon as possible thereafter. He or she may seek assistance in this matter.

4. A building manager or administrator may request the Executive Board to enforce further denial of access or use, providing arguments to support this request, and subject to the provisions of Article 5.

Article 5: Denial of access or use imposed by the Executive Board

1. A building manager or administrator may, without prejudice to the provisions of Article 4, third paragraph, request the Executive Board, providing arguments to support this request, to conditionally or definitively deny access to one or more parts of the buildings and grounds of the University, or deny use of University facilities to any student, employee or visitor who has contravened the provisions of Article 2 or any other aspect of these regulations or who has not complied with the condition(s) set as part of a disciplinary measure.
2. The Executive Board will decide in good time whether to grant the request as referred to in the first paragraph of this article.
3. Prior to reaching a decision, the Executive Board will give the person threatened with conditional or unconditional denial of access or use the opportunity to state his or her case. The person in question may seek assistance in this matter.
4. The decision to conditionally or unconditionally deny access or use should include at the very least the following:
 - a. An indication of the buildings or grounds (or parts of buildings and grounds) of the University or the University facilities to which the conditional or definitive denial applies;
 - b. The duration of the period of conditional or unconditional denial of access or use;
 - c. The conditions which, if they fail to be met, will lead to the implementation of the conditional denial of access or use, and
 - d. The reasons for the conditional or unconditional denial of access or use.
5. If the student, employee or visitor concerned cannot state his or her case or be given the opportunity to do so in time because the Executive Board is of the opinion that the severity of the situation requires immediate denial of access or use, the Executive Board may, in anticipation of the decision as referred to in the first paragraph, prolong denial of access or use as referred to in Article 4, first paragraph, by a maximum of ten working days, or impose denial of access or use for a period of a maximum of ten working days without having heard the case of the student, employee or visitor concerned. In this case, the person concerned will be given the opportunity to state his or her case as soon as possible after the disciplinary measure is imposed.

Article 6: End of denial of access or use



1. The Executive Board may end conditional or unconditional denial of access or use before the end of the period for which it was imposed, or reduce the scope of the denial of access or use, if such a step is warranted in their opinion.
2. The Executive Board may impose new or additional conditions on the end or reduce the scope of the denial of access or use.
3. If the Executive Board is of the opinion that the student, employee or visitor concerned has not complied with the new or additional conditions set by the Board, the original period of denial of access or use will be reinstated; the period that has elapsed since the date on which the denial of access or use was ended or its period reduced will, in that case, be deducted from the original period of denial of access or use.

Section B: Events, space rental, demonstrations & flyer distribution

Article 7: General provisions concerning events, space rental and demonstrations

In assessing applications for events, demonstrations or rental of one or more spaces in one of the buildings or on the grounds of the University, the University's primary consideration is the need to provide space for debate. This space is also offered to speakers or groups with controversial views. After all, the University's motto 'Praesidium Libertatis' (Bastion of Freedom) implies that members of the University community and visitors to the University should be given the opportunity to test their arguments and ideas in the context of a serious and respectful debate. The University's core values include freedom of spirit, thought and speech. The University hopes in this way to contribute to the unfettered development of research and teaching, among other things by offering a safe sanctuary where any question can be asked and answered freely. This includes controversial themes or themes that may be experienced by some people as unpleasant or offensive.

This fact notwithstanding, freedom is not without its limits, and a number of general provisions apply to all types of events, demonstrations and space rental:

- a) The provisions of Article 2 must be complied with at all times.
- b) The safety of all persons concerned must be guaranteed at all times.
- c) Written prior permission is required for all events and space rental, in accordance with the procedure outlined in Article 10.
- d) Written prior permission is required for all demonstrations, in accordance with the procedure outlined in Article 12.
- e) Additional specific conditions may also apply. Some of these conditions may relate to the type of event, demonstration or space rental. Others may relate to the location: each venue has its own house rules, or specific conditions for use, deriving for instance from the nature of the building or



the activities taking place there.

Article 8: Events: specific provisions

In addition to the general provisions listed in Article 2 and Article 7, events are subject to the following conditions:

- a) The event organisers must be members of the University community. This includes students (including study associations, fraternities, etc.), employees and, in exceptional cases, University alumni.
- b) In terms of content, there must be a demonstrable link between the event and the University's primary tasks, i.e. teaching, research and valorisation/social outreach.
- c) Events should in principle be open to students, employees and/or alumni of the University.
- d) There should at all times be room for debate, including, where necessary, the presence of a good moderator.
- e) Events should in principle not have a commercial purpose. It is however possible to ask visitors for a financial contribution to cover the costs of the event.

The University is committed to providing space for such events. However, the University's hospitality may never be abused. Abuse in this context refers to situations in which an event is essentially intended to make use of the University's reputation to promote objectives that run counter to the University's core values. If there are concrete indications that such is the case, this may be incorporated in the assessment described in Article 10.

Conversely, it has sometimes happened, at British and US universities, that an announced event gave rise to debate. It was argued, for example, that a university should not offer a podium to a controversial speaker – something referred to as 'no-platforming'. As indicated above, the a priori exclusion of a speaker because of his or her failure to comply with the requirements of science or law is not in line with the University's core values. If such a debate ever arises in Leiden, The Hague or one of the University's international institutes, and the University administrators are considering turning down a speaker or event, they will only reach a decision after consulting with the Executive Board. In this context, the Rector Magnificus plays a crucial role as custodian of the core values of academia.

Article 9: Space rental: specific provisions

1. The University is not a commercial leaser of space for parties and celebrations. This does not imply that spaces cannot be made available free of charge or at a nominal fee, but there must be a special reason for the University to decide to rent out space. The condition that teaching, research and general operations must be able to proceed unhindered implies that space rental is only possible if the venue is available and there is no significant disturbance of the normal course of



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University activities. Rental rates are established per building. In assessing requests for space rental, in addition to the provisions of Article 2 and Article 8, the following will be taken into consideration:

- a. Is there a direct link with the University's academic activities?
 - i. Is there a clear academic link between the intended gathering and the University and its staff and/or study programmes?
 - ii. Is the applicant one of the University's partners?
- b. Does the intended gathering have added value for students, employees and/or the University?
 - i. Some gatherings may have great added value for students, employees and/or the University due to their profile, subject or nature. In such cases, space rental may be conditional on the degree to which students, employees and/or the University can take active part in the gathering in question. This includes broadly organised election debates.
 - ii. Certain institutions may have added value for the University not only during the gathering but also later on, for example because they may offer internship positions or even potential jobs, mediate in internships abroad, and/or offer master classes or guest presentations for the University community or some of its members. This includes applications from embassies, international administrative or legal organisations, companies and professional associations.
 - iii. Some organisations may have practical added value for the University in the short or long term. This includes relations with municipal or other associations that are involved in the development of Leiden city centre (student housing).
 - iv. This category also includes requests from the Dutch government or Royal House of the Netherlands to welcome dignitaries in the Academy Building or the Leiden University Library.
- c. Can the applicant claim a relationship with the University? Various forms of relationships between the applicant and the University may constitute reasons to comply with a request:
 - i. The Municipality of Leiden, the Municipality of The Hague, and the Province of South Holland: in view of the importance these parties attach to the University's presence in the city or province and the extent of their efforts in this context, these parties' requests may be accepted even if there is no demonstrable academic link with the University.
 - ii. Providers of indirect funding, contract funding and corporate and private funding: a number of organisations have a relationship with the University that justifies complying with their request for space rental. This includes important University sponsors and companies at the Bio Science Park.



- d. Does the intended event have important promotional value for the University?
2. In case of proposed filming in the buildings and/or on the grounds of the University, there is usually no question of space being 'rented'. Nevertheless, the conditions listed above may apply. Permission may in principle be granted to film footage in which employees and/or students are presented as 'experts', on condition that this does not hinder teaching and research. Permission to film footage with a commercial purpose that does not involve experts (feature films, etc.) may be granted on condition that the footage highlights aspects such as the academic character of the University. Here too, a condition for granting permission is that teaching and research can proceed unhindered, and that the Services Department is able to adequately monitor the activities, if necessary at a fee.
3. The conditions referred to in Article 8 and Article 9 do not apply to the Hortus Botanicus, the Leiden Observatory and the University Sports Centre. For these venues, rental conditions are set out in separate regulations.

Article 10: Application procedure for events and space rental

1. Applications for events and space rental must be submitted no later than two weeks beforehand. The procedure is as follows:
 - a. Applications should be submitted to the service desk of the building or faculty where the event or space rental is to take place. For venues in The Hague, applications by external parties are initially processed by the Events Coordinator, who then consults with the service desk.
 - b. Applicants are expected to openly communicate about how they plan to promote the event, as well as the format and objective of the event or space rental.
 - c. The service desk staff assess whether any special circumstances apply.
 - d. If the conditions listed in these regulations are met, space is available, and no special circumstances have been established, permission is in principle granted by the service desk staff, if necessary following consultation with the head of operational management. Permission is confirmed in writing.
 - e. If the service desk staff conclude that special circumstances apply, the application is submitted to the building manager or administrator responsible for the relevant University building and/or grounds. He or she investigates whether and how the event or space rental can take place, if necessary in consultation with the Security Department, the Head of the Communication & Marketing Department and/or the Head of the Rector's Office.
 - f. Requests for filming will be discussed by the service desk staff with the Head of the Communication & Marketing Department of the relevant venue, if necessary in consultation with the building manager or administrator. If needed or if the venue does not belong to a specific faculty, the Strategic Communication & Marketing Department is also consulted.



2. For events or space rental with a special profile, consultation takes place between the relevant faculty and the Security Department, the Faculty Board, the Head of the Communication & Marketing Department of the relevant faculty, the Strategic Communication & Marketing Department and/or the Head of the Rector's Office concerning the following:
 - a. A possible welcome by representatives of the Faculty/Institute;
 - b. In situations involving dignitaries (members of the Royal House of the Netherlands, heads of state and prime ministers, ambassadors), the Head of the Rector's Office, the University Spokesperson and the Security Department should always be informed beforehand by the service desk staff. In such cases, special protocols apply, for example concerning attendance by members of the Executive Board or the Board of Governors;
 - c. Proposed communication about the gathering, either beforehand or afterwards;
 - d. Proposed reporting of the event or space rental (General Data Protection Regulation guidelines for photography, etc.);
3. Potential fees for space rental are established in line with the regulations of the relevant building;
4. In all cases, if the building manager or administrator is considering turning down a request, he or she will only reach a decision after consulting with the Executive Board;
5. During events or rental periods, the University Services staff are in principle present to grant access to the space rented and in some cases, if agreements to this effect have been made with the service desk, to provide support services such as catering. In addition, the University Services staff also play a monitoring role during events and rental periods. If it becomes apparent that agreements are not being met, the provisions of Article 2 and Article 7 are no longer complied with, or the event or space rental is in danger of getting out of hand, the University Services staff consults with the Security Department on what steps to take next. If necessary, the Executive Board is informed, in which case the decision may be taken to immediately terminate the event or space rental. If necessary, the Security Department consults with the Strategic Communication & Marketing Department on how this should be communicated.

Article 11: Demonstrations: specific provisions

1. The right to demonstrate is a constitutional right closely linked to freedom of expression, which is one of the University's core values. This right is protected by the Dutch Constitution and a number of international treaties. Since the University buildings and grounds belong to the University, they are not part of the public space; consequently, general rules concerning the exercising of the right to demonstrate do not apply in full.
2. Students and employees may demonstrate, in accordance with the provisions of Article 12 concerning requesting permission, Article 2 and Article 7.



3. Persons who are not students or employees can make no claim to the constitutional right to demonstrate in order to gain access to the buildings and grounds of the University and to take part in demonstrations that take place there.

Article 12: Applying for permission to demonstrate

1. The organisation of a demonstration requires prior written permission from the Executive Board. Students and/or employees who wish to organise a demonstration must request permission to do so from the building manager or administrator, preferably two weeks before the planned demonstration.
2. The Executive Board assesses the application for a demonstration based on the guidelines for maintaining order set out in Article 2 and the general provisions for events, space rental and demonstrations set out in Article 7. The demonstration's social and/or political content, or the extent to which it is seen as politically acceptable, is not a key factor in this assessment.
3. The building manager or administrator investigates, in consultation with the Security Department, whether further agreements with the organisers are required concerning the progress of the demonstration. If there are concrete indications that the provisions of Article 2, first paragraph, under (a) through (d) and Article 7 will not be complied with, the relevant Faculty Board may decide to forbid the demonstration, even if the Executive Board has already granted permission for it, although only after consulting with the Executive Board concerning their intention to forbid it. If the relevant venue does not fall under a specific faculty, the Executive Board will decide.
4. In principle, no demonstrations are allowed in spaces reserved for study or silence, laboratories and rooms where teaching or examinations are taking place at that moment.
5. The building manager or administrator informs the Director of the Strategic Communication & Marketing Department and the Head of the Faculty Communication & Marketing Department about the planned demonstration with a view to potential media attention.
6. The right to demonstrate is in principle reserved for students and employees. If the organisers of a demonstration wish to invite a third party who is neither a student nor an employee to take part in a demonstration, they should include this information in their application. The organisers are responsible for the smooth progress of a demonstration. This means that the provisions of Article 2, first paragraph, (a) through (d) and Article 7, as well as any additional agreements, must be complied with.
7. If the Executive Board has granted permission for a demonstration, the Security Department is responsible for informing the building manager or administrator of the relevant venue.

Article 13: Dissemination of information (printed materials)

Only students and/or employees are allowed to disseminate information (printed materials) in the buildings



and/or the grounds of the University. If students and/or employees intend to disseminate information in this manner, they should inform the service desk of the relevant building in good time of their intention to do so.

Section C: Final provisions

Article 14: Entry into force

These regulations were established by the Executive Board in their meeting on 1 September 1992.

Article 15: Citation title

These regulations can be referred to as “Regulations for the use of University buildings, grounds and other facilities”.

These regulations were amended by decision of the Executive Board on 29 August 2003. These regulations were amended again by decision of the Executive Board on 19 October 2010, following the consent of the University Council.

These regulations were amended again by decision of the Executive Board on 17 December 2019, following the consent of the University Council.

These regulations were amended again by decision of the Executive Board on 9 February 2021, following the consent of the University Council.