

Use of Science Lounge BEL 208

1. When booking the room, please make an appointment to collect and to return the key.

2. In the sideboard of Science Lounge BEL 208 you will find:

- 10 small cups and saucers
- 10 mugs
- 10 teaspoons
- Creamer and sugar bowl
- Platter for cookies
- 5 glasses

- In the kitchenette in Seminar Room BEL301 you will find:

- Small Plates
- Cutlery
- Small thermos flasks
- Big pump thermos jugs
- Platters for cookies
- Glasses
- Small cups and saucers
- Coffee maker
- Electric kettle
- Dishwasher
- Refrigerator

If BEL 301 is not being used at the same time, these items may be used by BEL 208.

3. Please let us know your needs in advance. If the Seminar room is being used at the same time, necessary materials will need to be fetched from the kitchen in the Seminar room in advance.
4. The kitchenette in Seminar room BEL301 is the kitchen to be used. If the Seminar room is in use, the kitchenette on the 2nd floor may be used. Please make advance arrangements with the UniCat office.
5. You are responsible for bringing your own drinks, food, and other necessary materials (coffee filters, milk, sugar, biscuits, napkins, etc.) to your event. Please arrange a time in advance with the UniCat office to bring your materials, since the room is regularly in use, and there is no designated lockable room for this purpose.
6. Lights can be turned on and off using the switch to the left of the door. The round lamp hanging above the conference table can be dimmed using the switch around the corner on the left. If needed you can also turn on/off the neon lighting there.
7. If you need to rearrange the tables and chairs, please remember that the noise of moving furniture can be disturbing to the rooms nearby and below. Therefore, kindly lift tables and chairs when moving them. After your event please return everything to its initial location, wipe the tables, and tidy up the room.
8. Please tidy the kitchen before you leave, clean all work surfaces, and the sink. Hang rags and towels to dry. Please hand wash small amounts of dishes and return them to the cupboard. For larger quantities, the dishwasher may be used. Please run the dishwasher after your event (please place all the dirty dishes, including those left in the kitchen, in the dishwasher before starting), empty it, and return the clean dishes to the proper cupboard in the Science Lounge. In exceptional cases, if the distances are too far, we might be able to unload the dishwasher for you. In this case, please contact us to arrange!
9. In case of damage to, or loss of inventory, please report and replace, so that the room will be well equipped for all.

Please fill in the checklist on the back and return a copy with the key.

Thank you, we wish you much enjoyment and success in our rooms.

UniCat Office: unicat@tu-berlin.de Tel.: 314-28590 (Room BEL 008)

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	Done:	Initials
Received keys for seminar room		
Borrowed the following additional materials:		
Cleared away dishes in the kitchenette in Meeting Room BEL 301		
Hand-washed dishes, or started dishwasher		
Emptied dishwasher		
Returned dishes to cupboard in BEL 208		
Disposed of coffee filters, cleaned coffeemaker		
Tables, chairs, and coatrack returned to original position and wiped clean		
Aired out room, and, in winter, lowered heat to level 2		
Turned off lights (switch by the door) and screen		
Closed windows and locked the door		
Cleaned and returned house coffee maker		
Returned borrowed materials		
Cleaned and returned serving cart		
Returned keys		
Was anything not OK / missing / in need of repairs: Damages to report:		

Date: _____ Signature _____

Family Name, Name _____

Secretariat: _____

Institution: _____

Tel. Nr.: _____ mobile: _____