

# Email requests: Answer templates

- Borrowing the room
- Request for sponsorship from Analog

# Borrowing the room

Dear \_\_\_\_\_

You are very welcome to borrow Analog for your event.

We have a few ground rules that we expect you to follow:

1. You should clean up after yourself.
2. If any furniture is moved around, please move them back to their original position.
3. It is not allowed to consume food into the cafe, only smaller snacks are allowed.
4. Alcoholic beverages are not allowed in the cafe.
5. The cafe remains open for everyone at ITU. Students might sit in the cafe to study (talk with them about maybe sitting in the back of the cafe if necessary).

Please observe that we close the cafe at 16:00 (14:00 on Fridays). If you want coffee, it is your own responsibility to find a barista who will help you, or you can bring your own.

**Kind regards,**

Analog Board

# Request for sponsorship from Analog

Dear \_\_\_\_\_

We really value you taking the time to reach out! In Analog we receive many requests for sponsorships and funding. We are therefore collaborating with the Student Activity Fund (SAF) committee. Together with Student Council and Scroll Bar, we manage a pool of money you can apply for. This makes sure all funding for organisations across ITU are treated to the same standards by one committee.

You can find your way to SAF here:

<https://studentcouncil.dk/viktorshamalstudentcouncildk>

If you have any questions, please feel free to respond to this email and we will get back to you asap. If not - then see you there!

Kind regards,

Analog Board