

# 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

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