The general principle is that members always should have access to their student union building. Occasionally the building is occupied by large events. This brochure regards access during regular opening hours.

**Booking of facilities**

*Book through TimeEdit*

cloud.timeedit.net/chalmers/web

Questions? Contact: [ha@chalmersstudentkar.se](mailto:ha@chalmersstudentkar.se)
Group rooms

For whom?
All members.

Info
Users must carry and be able to present valid SU-card upon request. The SU-card is also required in order to open the rooms.

Vera Sandberg

For whom?
SU-management team, council committees, committees and societies.

Purpose
Meetings, cooking and similar activities that requires a kitchen or meeting room.

How to book through Google calander: chalmersstudentkar.se/important-documents

Gym hall

For whom?
All members.

Reoccurring bookings
Societies, division sport clubs and committees can have weekly reoccurring bookings during the semester.
**Scania room**

*For whom?*
Regulars.

*Reoccurring bookings*
Societies and committees may have reoccurring bookings during the semester.

*Purpose*
The room can be used for training or conferences within the central union operations.

Book through the information desk:
desk@chalmersstudentkar.se

**Music room**

*For whom?*
All members

*Reoccurring bookings*
Societies and committees may have reoccurring bookings during the semester.

*Info*
Users must carry and be able to present valid SU-card upon request. The SU-card is also required in order to open the room.
Booking of Resources

The student union offers plenty of resources to make sure you get in touch with your audience. Most of them are located in and around the student union building at Johanneberg and are available for most volunteers within the union.

Book through e-mail:
State start and end date, location, your name and who you represent.

- Vörtpannan
- SAAB-Space
- Teknologgården

- Banners
- Table top display
- Core-TV

desk@chalmersstudentkar.se

Booking binders
(placed on top of the mail boxes)
Who can book?

- All members
- Regulars, listed below
- Others, clearly stated in the info

Student Union Committees
Student Union Societies
Council Committees
Student Union Management team
Student Union Companies

Outside organizations/companies can contact Chalmers Studentkår Promotion at sales@chspromotion.se for inquiries regarding marketing in the union building.
Copper Bowl (Vörtpannan)

Eligible
Regulars

Purpose
Ticket sales or event marketing, recruitment or similar events within the union operations. If you plan on serving food, snacks or beverages, please contact head of restaurants first, Tobias Bätz due to competitive business: tobias.batz@chalmerskonferens.se

Exhibition area SAAB-Space

Between Vörtpannan and Express

Eligible
Exhibitors through Chalmers Studentkår Promotion and the union's own companies.

Purpose
Businesses aimed at Chalmers students.

Teknologgården

Eligible
Regulars

Purpose
Any kind of happening or event. Don't block the fire exits, fire truck must be able to drive to the building front without obstacles. If you plan on serving food, snacks or beverages, please contact head of restaurants first, Tobias Bätz due to competitive business: tobias.batz@chalmerskonferens.se

Book through
desk@chalmersstudentkar.se
Copper Bowl (Vörtpannan)

Exhibition area SAAB-Space

Teknologgården
**Banners - Olgas Stairs**

4 single sided banners  
Rec. dimensions: min 2 x1 m and max. 4 x 1,3 m.  
Time: max 2 weeks  

*For whom?*  
Regulars + division committees and societies.

**Banners on the front (Scania room)**

2 single sided banners  
Dimensions: 1 x 5–7 m.  
Attachment method: Silicon keder (approx. 7,5 mm)  
Time: max 2 weeks  

*For whom?*  
SU-management team, council committees and SU-committees.

**Banners - Kyrkan balcony**

1 single sided banner  
Dimensions: 3 x 1m.  

*For whom?*  
SU-management team and council committees.

**Purpose**  
Elections and similar.

**Banner - SU building Lindholmen**

1 single sided banner  
Dimensions: approx. 3 x 1m.  
Time: max 2 weeks.  

*For whom?*  
Regulars + division committees and societies.
Banners - Olga's Stairs

Banners on the front (Scania room)

Banners - Kyrkan balcony
Table top displays - Student union restaurant

Ca 30-40 pc
Time: max 2 weeks

For whom?
Regulars

Info
The displays are located in Kårrestaurangen and are usu-
ally distributed around the tables. If you can't find them,
ask a staff at the restaurant for “Bordsryttare”. Placement
can be done after 14:00 the day before the booking or
before 10:30 or on the starting day of your booking.
Student union app

Format:
Time:

For whom?
Regulars + division committees and societies.

Info
https://forms.gle/K6eBeww8Dc96cbb37
Student union newsletter

Ca 30-40 pc
Time: max 2 weeks

For whom?
Regulars

Info
User is responsible for pickup and return of the displays as well as inserting and removing printed matter in them. This can be done one day ahead of booking date, after 14:00.
Core-TV - Screens

Union building (Qty: 5), Library (Qty: 1)

Time: max 1 week
(10 seconds per cycle, also maximum for movies)

For whom?
All societies, committees and student divisions who addresses all members.

Booking: at least 3 days in advance

Dimensions: jpeg / png 1920x1080 pixels. Transparent background cannot be displayed on these screens.

Each image must have a footer stating “En del av Chalmers studentkår” in Open Sans 48 punkter, centre alignment on black background, white text.

If the image contains company logos a fee applies, contact sales@chspromotion.se

Movie format is accepted, no audio can be played.
Students wanted, web page advertising

For whom?
Regulars

Get login
Ask for login and password from the communications team: info@chalmersstudentkar.se

All ads must have an end date and you are responsible for taking down the ad yourself.
Posters

The SU building has two main billboards, one by the restaurant and the other next to the copper bowl.

Who can post?
All boards are for activities within the student union. Posting rules and eligible senders are found at each board. The communications team have the right to remove material and are responsible for maintenance.
Please consider

- Be prepared and plan ahead. The slots are popular.
- Images for Core-TV are only accepted in correct format and ready to publish.
- Be including. Publish important information in English and don't forget accessibility information.
- The communications team may decline any material considered offensive, inappropriate or illegal.

Logos and more

- The communications team are glad to help you reach a bigger audience and can give you advice, feedback and inspiration to enhance your event. Drop by our office opposite J.A. Pripps.
- Book a 30 minute meeting with us and we can help you with any communication issues you might run into.
- If you plan on using the union logo please e-mail info@chalmersstudentkar.se to get the right one and the entire manual for the brand identity.