



Guidelines for booking and events in Chalmers Student Union premises

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This document is primarily interpreted by the Premises Officer. In the absence of the Premises Officer, the Vice President assumes this responsibility. Decisions and interpretations made by the Premises Officer may be appealed to the Student Student Union Board. Requests to the Student Student Union Board for exemptions from these guidelines must be submitted through the Vice President.

Background

The purpose of these guidelines is to clarify the rules that apply to bookings of premises and resources managed by Chalmers Student Union, as well as to events held in Chalmers Student Union premises.

This document is subordinate to Chalmers Student Union's Premises Policy. In the event of a conflict, the Premises Policy takes precedence.



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General guidelines

These guidelines apply to the premises in the Johanneberg Student Union Buildings that are at the disposal of Chalmers Student Union.

Party and social events

Party and social events in the Student Union Building may only be organised under the auspices of Chalmers Student Union or Chalmers Conference & Restaurants AB (CKR). Events at which tickets are sold, as well as internal parties, should be approved by the Premises officer.

Exemptions from the guidelines

Exemptions from these guidelines may be granted by the Student Student Union Board in consultation with the Premises Officer. Exemptions are considered separately for each event.

Any exemption must be very well justified, considering:

1. What the event contributes to Student Union members.
2. The extent to which the event affects normal use of, and wear on, the Student Union Building.
3. How the event contributes to the good reputation of the Student Union and the university.

Student Union Building contribution

The basic principle is that the Student Union's own organisation may arrange events in Student Union premises free of charge. Charges may apply where unusually high wear is expected or where particularly sensitive premises are used.

At events where the organiser receives ticket revenue, a Student Union Building contribution is payable for every participant who is not a Student Union member. The contribution is included as a component of each ticket sold and depends on how much of the building is used. The standard contribution is SEK 9 and the double contribution is SEK 18. The double contribution applies when all or a major part of the Student Union Building is used. This is defined as using three or more of the following areas:

- *Gasquen*
- Floor 1: *SAAB Space, the Winter Garden* and adjoining areas
- Floor 2: *Scania, NCC-torget, the Sports Hall, the Group Rooms and Postgången*
- *Kyrkan*

Rules for restricting Student Union members' access to the Student Union Building

The basic principle is that all Student Union members must always have access to their Student Union Building. This principle may be departed from during events in accordance with the Student Union's Premises Use Policy.

To restrict access to the Student Union Building, the organiser must:



- Obtain approval from the Premises Officer for the bookings of the premises.
- Hold the right of disposition for the areas being used:
 - Have entered into a right-of-disposition agreement with the Premises Officer.
 - Have informed the affected societies, committees or equivalent as described below.
- Notify Chalmers Student Union members of the times which the building will be closed. This must be communicated at least one week before the event by notices at the entrances to the Student Union Building.

If common areas or the entire Student Union Building are closed in a way that prevents societies, committees or equivalent from accessing their premises, the organiser must:

- Notify the affected society or committee and the Premises Officer by email on two occasions:
 - One month before the event.
 - One week before the event.
- Ensure that affected committees and societies are informed at least one week before their access is restricted.
- As far as reasonably possible, enable all affected societies and committees to continue their activities despite not having access to the Student Union Building. This must also be stated in the emails described above.

Rules for overriding existing bookings in the Student Union Building

Bookings in the Student Union Building may be overridden with the approval of the Premises Officer. If a recurring booking in Scania or the Sports Hall is overridden, the organiser must also:

- Contact the affected society, committee or person who made the booking in the same way as when access to society or committee rooms is restricted, as described above.
- At least two weeks before the override begins, communicate this by notices at the Sports Hall entrance, stating the affected times and the reason.
- Where necessary, assist the original booker in finding replacement premises.

Rules for restoring the Student Union Building after an event

- The organiser is responsible for restoring all parts of the Student Union Building affected by the event to their original condition.
- The organiser is responsible for restoring the area around the Student Union Building and any other areas affected by the event.
- The organiser must check whether anything was damaged during the event and, if so, report it to the Premises Officer at felanmalan@chalmersstudentkar.se.
- The Student Union Building and surrounding areas must be restored by 08:00 on the working day following the event, unless another time has been agreed with the Premises Officer.



- Areas used by J.A. Pripps must be restored before the restaurant opens on the day following the event, unless another time has been agreed with the Premises Officer. J.A. Pripps normally uses SAAB Space, the courtyard and the Winter Garden.
- The organiser is responsible for having current furnishing plans so that furniture is returned correctly. The person administering the booking must ensure that the organiser understands the furnishing plan and is provided with the relevant material.
- Cleaning carried out by the organiser may only include dry cleaning, not mopping or other wet cleaning. Spills must be wiped up immediately, using as little water as possible. Mopping is permitted in Gasquen.
- Contact details for ordering professional cleaning in connection with an event are available from the Premises Officer. Gasquen is exempt from this rule.

Fire safety rules

- For every event in the Student Union Building, the organiser must have a fire safety plan approved by the Premises Officer.
- At every event, at least one responsible person must have completed the fire safety training arranged by Chalmers Student Union.
- Everyone working during the event must be familiar with the fire safety plan for that specific event.
- If equipment other than the equipment belonging to the premises is used, fire extinguishers must be placed in the venue. The number and type must be approved by the Premises Officer. Fire extinguishers may be borrowed from the Premises Officer.
- To have smoke detectors temporarily disabled, the organiser must submit an application to the Premises Officer.

Other rules

- All bookings of Student Union premises must be used for the booker's own activities. Only Chalmers Teknologbolag and the Office of Career and Business Relations within the Union management team may book on behalf of a third party.
 - For a jointly organised event with a third party that is not part of the Student Union's activities, the booking must be approved by the Premises Officer.
- All food and beverage service during an event must be arranged through Chalmers Conference & Restaurants AB in accordance with their instructions.
- Waste from an event may not be disposed of in the Student Union Building's garbage room without permission from the Premises Officer. The garbage room is intended for the building's daily operations. Event waste must be removed, for example in a waste container.
- For events in Kyrkan, Scania, the Sports Hall or the Group Rooms, the floors must be covered with water-resistant paper or equivalent material to prevent damage. Tape may only be applied directly to the floor at edges and thresholds, using approved tape as described below.
- All tape used on floors, walls, ceilings and fixed fittings must be of a type that does not leave residue or remove parts of the underlying surface. The tape must be approved by the Premises



Officer before use. The organiser must ensure that sufficient toilet paper, paper towels and similar supplies are available during the event. Contact the Premises Officer well in advance to collect supplies.

- Any contact connected to the event with the university, Chalmersfastigheter or Emils Kårhus AB must take place through the Premises Officer.

Appeals

This document is primarily interpreted by the Premises Officer. If the Premises Officer is unable to act, the Vice President assumes the responsibility. Decisions and interpretations made by the Premises Officer may be appealed to the Student Union Board.



Rules for booking specific premises

Kyrkan

Kyrkan is part of the old section of the Student Union Building, constructed in 1952. The room is the members' living room: a place to relax, read a book, play games or simply spend time together. Many people also use the room for studying. Kyrkan must therefore be used sparingly for events. Every event must be well justified and suited to the nature of the room, helping to preserve it for the future by minimising wear.

Booking eligibility

The following Chalmers Student Union committees may, without any internal order of priority, book Kyrkan for events that form part of the committee's ordinary activities:

- The CHARM Committee
- The Party Committee, FestU
- The Ceremony Committee, Marskalksämberet

Bookings of Kyrkan by other organisers, or for events outside the ordinary activities of the committees listed above, must be approved by the Premises Officer.

Permitted use

Because of the way Kyrkan is used, it may only be booked sparingly. In descending order of priority, Kyrkan may be booked for events that:

- Are open or accessible to all members, including parties, fairs and exhibitions.
- Relate to an anniversary connected to Chalmers Student Union.

Other provisions

The floor in Kyrkan is strip parquet and dates from the original construction period. It has been sanded many times over the years and will soon need to be replaced. As replacement would be very costly, the floor must be protected whenever the room is used. Furniture in Kyrkan must be carried and may not be dragged across the floor, as this damages both the floor and the delicate furniture.

Sports Hall

The Sports Hall is located on the second floor of the Student Union Building, next to changing rooms with showers and a sauna. The hall has a storage room containing associated equipment. An updated inventory list is available in the storage room.

Booking eligibility

The Sports Hall may only be booked by members of Chalmers Student Union. The Union management team, Chalmers Teknologbolag, Union committees, Union societies and sports committees from the student division may make recurring bookings, as described below. Users must possess and, on request, present a valid Student Union ID. The Student Union card is used to unlock the room.



Permitted use

The Sports Hall is intended for sport and recreation. Only shoes with light-coloured soles may be worn, to avoid marks on the sensitive floor. Hard balls are prohibited because the room contains glass windows.

Other provisions

Bookings are made through the university's booking and scheduling portal, [TimeEdit](#). Student Union members have access through their CID. Times may be booked up to six weeks in advance, and a new time may only be booked once the previous booking has elapsed, so that all members have an opportunity to use the hall.

Recurring bookings of the Sports Hall

- The Union management team, Chalmers Teknologbolag, Union societies, Union committees and sports committees from the student divisions may book recurring weekly times for one Chalmers semester.
- A fee per semester is charged for each recurring hour booked per week. Example: If the fee is SEK 500 and a booking is made every Sunday from 16:00 to 17:30, the semester fee is calculated by multiplying the number of hours booked per week (1.5 hours) by the applicable fee (SEK 500), resulting in $1.5 \times \text{SEK } 500 = \text{SEK } 750$ for the semester.
- Agreements for recurring bookings are renewed and invoiced each semester. Each agreement therefore applies to recurring times for one semester at a time.
- Bookings must be renewed before every semester. The Premises Officer sends reminders to the sports societies of the student divisions, Union societies and Union committees, including the deadline for renewal.
- If a renewal is submitted before the deadline, the committee or society that held the recurring time during the previous semester has priority for the same weekly time in the following semester.
- CIS (Chalmers Sports Society) convenes coordination meetings for Chalmers Student Union committees and societies focused on sport and physical activity. The purpose is to distribute recurring Sports Hall times by mutual agreement. The Premises Officer reserves the right to allocate times if the situation is considered unsustainable.
- If a recurring booking is not used for an extended period, the booking lapses and the Premises Officer may refuse a further recurring booking.
- Recurring bookings are administered by the Premises Officer and the Information Desk.

Scania

Scania, on the second floor of the Student Union Building, is a larger meeting room with a maximum capacity of 80 people. It has a fixed projector, tables and chairs. Chalmers Conference & Restaurants AB uses Scania for external conferences during daytime hours.

Booking eligibility

Scania may be booked by the Union management team, Student Union Boards and councils, Union committees, Union societies and Chalmers Teknologbolag.



Permitted use

The hall is primarily intended for the Student Union's internal activities and may be used for training, conferences within central Student Union activities, and external organisations through Chalmers Conference & Restaurants AB.

Other provisions

Scania is booked by contacting the Information Desk and may be made no earlier than four weeks in advance. The Premises Officer may grant exceptions. All bookings of Scania for corporate events must be made through Chalmers Teknologbolag or the Office of Career and Business Relations within the Union management team. An access card for Scania may be collected from the Information Desk no earlier than two working days before the booking begins and must be returned no later than two working days after the booking ends.

Recurring bookings of Scania

- Union societies and Union committees may book recurring weekly times for one Chalmers semester. Each society or committee may hold no more than one weekday evening time or weekend time per week.
- A fee per semester is charged for each recurring hour booked per week. Example: If the fee is SEK 500 and a booking is made every Sunday from 16:00 to 17:30, the semester fee is 1.5 x SEK 500 = SEK 750.
- Agreements for recurring bookings are renewed and invoiced each semester and apply for one semester at a time.
- Bookings must be renewed before every semester. The Premises Officer sends reminders to Union societies and committees, including the renewal deadline.
- Recurring bookings are administered by the Premises Officer and the Information Desk.
- The Premises Officer reserves the right to allocate times in the room if the situation is considered unsustainable.

Group Rooms

The Group Rooms are located on the second floor of the Student Union Building. They are equipped with a conference table, chairs and a whiteboard.

Booking eligibility

The Group Rooms may only be booked by members of Chalmers Student Union. Users must possess and, on request, present a valid Student Union card, which is also used to unlock the room.

Permitted use

The Group Rooms may be used for group meetings, member study sessions, and meetings held by Union committees and societies.



Other provisions

Bookings are made through the university's booking and scheduling portal, [TimeEdit](#). Student Union members have access through their CID. A member may make no more than four bookings of up to four hours each during a 14-day period.

Recurring bookings of a Group Room

- Union societies, Union committees and Chalmers Teknologbolag may book recurring weekly weekday times for one Chalmers semester. Each organisation may hold no more than one weekday evening booking per week, with a maximum duration of two hours.
- The Premises Officer reserves the right to remove individual bookings in favour of another Student Union-related event. The affected booker must then be contacted by the Premises Officer.

Music Room

The Music Room is located on the second floor of the Student Union Building next to the Group Rooms and is equipped with a piano.

Booking eligibility

The Music Room may only be booked by members of Chalmers Student Union. Users must possess and, on request, present valid Student Union identification. The Student Union card is used to unlock the room.

Permitted use

The Music Room is intended to give Student Union members an opportunity to play music and to enable musical Union committees and societies to rehearse as part of their activities.

Other provisions

Bookings are made through the university's booking and scheduling portal, [TimeEdit](#). Student Union members have access through their CID. A member may make no more than four bookings of up to four hours each during a 14-day period.

Recurring bookings of the Music Room

- Union societies and Union committees may book recurring weekly times for one Chalmers semester.
- A fee per semester is charged for each recurring hour booked per week. Example: If the fee is SEK 500 and a booking is made every Sunday from 16:00 to 17:30, the semester fee is $1.5 \times \text{SEK } 500 = \text{SEK } 750$.
- Agreements for recurring bookings are renewed and invoiced each semester and apply for one semester at a time.
- Bookings must be renewed before every semester. The Premises Officer sends reminders to the Union societies and Union committees, including the renewal deadline.
- Recurring bookings are administered by the Premises Officer and the Information Desk.



Vera Sandberg

Vera Sandberg is a meeting room with a kitchen and toilet on the third floor of the Student Union Building.

Booking eligibility

Vera Sandberg may be booked by the Union management team, Student Union Boards and councils, Union committees and Union societies.

Permitted use

Vera Sandberg may be used for meetings, cooking and other activities for which active members of Chalmers Student Union need a kitchen or meeting room.

Other provisions

Vera Sandberg is booked through a calendar designated by the Premises Officer. Booking instructions can be found on the Student Union web page and a booking may be made for up to 24 hours.

Alf Åkerman

Alf Åkerman is a meeting room on the first floor of the Student Union Building, opposite the J.A. Pripps pub. The room has a conference table with approximately 20 chairs, a whiteboard and a projector.

Booking eligibility

Alf Åkerman may be booked by the Union management team, Student Union Boards and councils, and Chalmers Teknologbolag. Chalmers Student Union's corporate group may book the room through the Union management team or the CEO of Chalmers Student Union.

Permitted use

Alf Åkerman is a meeting room for the Union management team, Student Union Boards and councils, and Chalmers Teknologbolag.

Other provisions

Alf Åkerman is booked by the Union management team and staff. For all other bookings, contact the Premises Officer.

Emilia

Emilia is a meeting room located in the Union management team corridor on the first floor of the Student Union Building. It is equipped with a conference table and approximately 10 chairs, a TV screen, a conference camera and a whiteboard.

Booking eligibility

Emilia may be booked by the Union management team, Student Union Boards and councils, the Speaker's Presidium, auditors and staff.



Permitted use

Emilia is a meeting room for the Union management team, Student Union Boards and councils, the Speaker's Presidium, auditors and staff.

Other provisions

Emilia is booked through the Union management team.

Gasquen

Gasquen is Chalmers Student Union's own nightclub, operated by the Gasque Committee, GasqueK. For information about Gasquen and bookings, see www.gasquen.se.



Booking promotional resources

There are several options for promoting events, societies or committees to Student Union members. The available promotional resources are described below.

It is prohibited to display promotional material anywhere in the Student Union Building other than the locations specified below. The Premises Officer may grant exceptions.

External organisations must not use these rules and should contact Chalmers Teknologbolag for promotional opportunities.

Vörtpannan

Vörtpannan is part of a copper vat from the former Pripps breweries and came to Chalmers Student Union in the 1970s. It is now located on the entrance floor of the Student Union Building.

Booking eligibility

Vörtpannan may be booked by the Union management team, Student Union Boards and councils, Union committees, Union societies and Chalmers Teknologbolag.

Permitted use

Vörtpannan may be used for ticket sales, promotion of an event, recruitment or other activities within the Student Union's non-profit operations.

Other provisions

Vörtpannan is booked through the Information Desk.

Panorama

SAAB Space contains an LED screen capable of displaying animated advertisements. The screen measures 6 x 1.67 metres and has a 32:9 aspect ratio.

Booking eligibility

Panorama may be booked by the Union management team, Student Union Boards and councils, Union committees, Union societies, student divisions and Chalmers Teknologbolag.

Permitted use

Panorama may be used to promote an organisation or its event to Chalmers students. Companies may also advertise there through Chalmers Teknologbolag.

Other provisions

Bookings are made in a binder located above the mailboxes by the Union management team corridor. Advertisements must be adapted to the screen and comply with the applicable rules, which are available in the booking binder.



Exhibition spaces in SAAB Space

There are two exhibition spaces in SAAB Space, by the staircase facing STORE and J.A. Prippts. Space 1 faces the Beer Hall, with its back towards the staircase to the basement, and measures 2 x 6 metres. Space 2 faces J.A. Prippts, with its back towards the basement staircase, and measures 2 x 4 metres. See Appendix 1, spaces 1 and 2.

Booking eligibility

The exhibition spaces may be booked for corporate events by Chalmers Teknologbolag and the Office of Career and Business Relations within the Union management team.

Permitted use

The spaces may be used for corporate events where companies wish to promote themselves to Chalmers students. Chalmers Teknologbolag may also promote themselves in these spaces.

Other provisions

All corporate events must be arranged through Chalmers Teknologbolag or the Office of Career and Business Relations within the Union management team. Where food, refreshments or beverages are served, CKR must be consulted well in advance. Everything served should primarily be purchased from CKR in accordance with Chalmers Student Union's Purchasing Policy.

Exhibition space outside Alf Åkerman

Between Alf Åkerman and the staircase to the basement is a square area measuring approximately 5.5 x 5.5 metres that may be used as an exhibition space. See Appendix 1, space 3.

Booking eligibility

The space may be booked by the Union management team, Student Union Boards and councils, Union committees, Union societies, Chalmers Teknologbolag.

Permitted use

The space may be used where a larger area is needed to hold an event or showcase an organisation's activities.

Other provisions

The space is booked through the Information Desk. All corporate events must be arranged through Chalmers Teknologbolag or the Office of Career and Business Relations within the Union management team.

Teknologgården

Teknologgården is the courtyard enclosed by the Student Union Building, Olga's Stairs and the pedestrian tunnel towards Chalmersplatsen. Where food, refreshments or beverages are served, CKR must be consulted well in advance. Everything served should primarily be purchased from CKR in accordance with Chalmers Student Union's Purchasing Policy.



Booking eligibility

Teknologgården may be booked by the Union management team, Student Union Boards and councils, Union committees, Union societies and Chalmers Teknologbolag.

Permitted use

Teknologgården is intended for larger events within Student Union activities or for companies wishing to promote themselves to Chalmers students.

Other provisions

Teknologgården is booked through the Information Desk. All corporate events must be booked through Chalmers Teknologbolag or the Office of Career and Business Relations within the Union management team.

Banners above Olga's Stairs

Above Olga's Stairs are flagpoles with space for four banners. The recommended dimensions are a minimum of 2 x 1 metres and a maximum of 5 x 1.3 metres.

Booking eligibility

The spaces above Olga's Stairs are intended for the Student Union's non-profit activities to promote themselves to Chalmers students. This mainly includes Union committees, Union societies, student division committees and student division societies. Companies wishing to advertise there must do so through Chalmers Teknologbolag or the Office of Career and Business Relations within the Union management team.

Permitted use

The spaces may be used to promote an event, recruitment or other activities taking place at Chalmers and organised by active members of the Student Union.

Other provisions

The four spaces are booked in a binder located above the mailboxes by the Union management team corridor.

Banners on the Student Union Building façade by Scania

On the façade facing Teknologgården are two spaces for elongated façade banners measuring approximately 1 x 5-7 metres, positioned next to Scania.

Booking eligibility

The spaces may be booked by the Union management team, Student Union Boards and councils, and Union committees. Chalmers Teknologbolag may also book them, but only to promote events or recruitment, not as advertising space for companies.



Permitted use

The spaces are intended for central Student Union activities to promote themselves to Chalmers students.

Other provisions

The spaces are booked in a binder located above the mailboxes by the Union management team corridor.

Banner on the Kyrkan balcony

At the northern end of Kyrkan, facing Teknologgården, there is a balcony where a banner may be displayed.

Booking eligibility

The balcony may be booked by the Union management team and Student Union Boards and councils.

Permitted use

The balcony is intended for the Union management team and Student Union Boards and councils to inform Chalmers students about developments within the Student Union. It is an exclusive location and should be used for major, clear messages, such as the Student Union Council election.

Other provisions

The balcony is booked through the Premises Officer.

Table-top signs in the Student Union Restaurant

The Student Union Restaurant has approximately 30 table-top sign holders in A6 format.

Booking eligibility

The table-top sign holders may be booked by the Union management team, Student Union Boards and councils, Union committees, Union societies and Chalmers Teknologbolag.

Permitted use

They may be used to promote the Student Union's non-profit activities to Chalmers students.

Other provisions

The table-top sign holders are booked in a binder located above the mailboxes by the Union management team corridor.

Posters

There are noticeboards in the Student Union Building and around Chalmers campus where posters may be displayed for matters likely to be of interest to Chalmers students.



Who may display posters

Eligibility varies between noticeboards. The rules for each board are displayed at the board itself.

Permitted use

Posters may be displayed for information, promotion or other matters of interest to Chalmers students. Posters may not contain:

- Party-political messages.
- Advertising for companies that has not been arranged through Chalmers Teknologbolag or the Office of Career and Business Relations.
- Offensive, abusive or discriminatory material.



Appendix 1 - Exhibition spaces on the entrance floor of the Student Union Building

