



UMEÅ UNIVERSITY

# RULES FOR PREMISES

Type of document:	Rule
Date of approval:	8 December 2023
Reg. no.:	FS 1.1-1454-22
Approved by:	Vice-Chancellor
Validity:	8 December 2023 until further notice
Field:	Buildings, IT, environment and safety
Office in charge:	Property Management Office
Replaces document:	Rules for premises approved by the Vice-Chancellor on 23 August 2022 (FS 1.1-1454-22).



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## 1. Description

This rule contains provisions for public order, safety and security on the University's premises, for the renting or booking of premises, for placarding or posting of notices, and for digital information screens.

The primary purpose of this rule is to ensure that there is public order on the University's premises, that premises are safe and secure for everyone using them, and that premises are primarily used for education, research and other activities relevant to the University.

## 2. Background

Umeå University's premises are to be primarily used for education and research as well as related support activities. According to Chapter 1, Section 13 of the Swedish Higher Education Ordinance, student associations also have the right to use the premises under certain circumstances. As the University's own occupancy and usage varies over the day and year, the premises could also, under certain circumstances, be used for other types of activities and events.

Generally, the University's premises are not a place where the general public has unrestricted access. Umeå University decides when the general public is to be granted access.

When dealing with issues relating to the use of premises, the University must fulfil the obligations laid down in Chapter 1, Section 9 of the Swedish Instrument of Government and consider the equality of all before the law while also observing objectivity and impartiality.

The rule is aimed at and applies to those who rent, book and use the University's premises.

The rule applies in all buildings and indoor premises rented by the University and in entrance areas to rented buildings. The rule does not apply to outdoor areas, unless otherwise is specifically stated. For questions regarding outdoor areas, refer to the respective property owner.

In certain cases, the University conducts activities on other organisations' premises. In these situations, the University's activities are encompassed within the other organisations' rules regarding environment, fire protection and safety.

## 3. Definitions

The following definitions are used in this document:

### **Notice boards**

Notice boards refer to boards in an indoor environment where it is possible to post paper notices.



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### **Organiser**

Organiser refers to the responsible organisation or person booking premises or public spaces to organise an event or social function.

### **Event**

An event refers to an activity at the University that does not fall under the University's regular activities: education, research and support.

### **Daily newspaper**

Daily newspaper refers to newspapers with publication authorisation, according to the Swedish Freedom of the Press Act, and which publish at least weekly.

### **Digital information screens**

Digital information screens for the dissemination of information.

### **Employee association**

An employee association is a democratically structured association for staff at Umeå University. It must be stated in the statutes of the association that the association is primarily for and consists of members who work at Umeå University.

### **Public space**

Public space refers to entrances and other public spaces such as at the Lindell Hall, the Living Room in the Humanities Building, the Ljussgården Atrium in the Teacher Education Building and the Universum Building.

### **Student association**

A student association is a democratically constructed association for students at Umeå University that is not included within the concept of a student union. It must be clearly stated in the statutes of the association that the association is primarily for and consists of members who are studying at Umeå University.

### **Student union**

A student union is a democratic association of students with the primary purpose of contributing to the improvement of the education and the prerequisites for studying at the University and which, according to a decision by the University, has been awarded the status of student union for one or more organisationally or geographically defined parts of the University's activities. Associations affiliated to a student union are included in the term "student union".

### **Outdoor area**

Outdoor area is an area located in close proximity to the premises rented by the University, including exterior walls.

## 4. Public order, safety and security

All activities conducted on the premises of the University must be lawful. When working or participating in teaching at Umeå University, it is not permitted to consume alcohol, take recreational drugs, nor be under the influence of such.



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### 4.1 Fire protection

Fire safety regulations must be complied with for all activities on the premises. If it is not possible to comply with such regulations, premises may not be used. Unrestricted accessibility may not be impeded in any manner, especially in important passages such as entrances and emergency exits. Bicycles may only be parked outdoors and in designated locations. Prior to commencing an event or an activity, the organiser is responsible for providing information relating to emergency evacuation routes, assembly points, etc.

Regarding long-term rental or long-term use, the person who rents or uses the premises is obliged to appoint one or more persons who will undergo fire protection training and carry out evacuation exercises and fire protection rounds on the premises.

### 4.2 Events and permission

To hold events on University premises, a prior agreement must be met with the University. An application form and more information about routines is available on the staff website. “Event” does not refer to activities that fall within the regular operations of education, research and support.

Holding an event at which alcohol is consumed is permitted on weekdays between 18:30 and 00:00, or on Saturdays or Sundays, or other holiday, between 16:00 and 00:00. After approval from the relevant manager, staff events on premises rented by a department, office or equivalent and at which alcohol is consumed may start before 18:30 on a weekday and before 16:00 on a weekend but may not extend after 00:00.

The Vice-Chancellor’s decision-making and delegation procedure states who has the right to give permission for the organisation of an event or a student or staff gathering. The manager who rents the premises is responsible for approving any event within the rented space. This applies to both student and staff gatherings with or without the consumption of alcohol. If the event is a student event, the student association or equivalent must also approve the event and appoint a responsible organiser. For events in public spaces, the Campus Services Office is responsible for deciding about renting out premises.

The university security team, campus security officers and the Campus Services Office must be informed of all events approved and held on the University’s premises. Campus security officers have the right to be informed of all approved agreements regarding events and have the authority to inspect an agreement during an ongoing event. If no agreement is available, the campus security officer has the right to determine if the event is to be discontinued or allowed. In such cases, campus security officers must write a report about the incident, according to the established routine, informing the manager or equivalent, or the association of what has occurred.

Activities or events that require any form of permit or licence, e.g., a licence to serve alcohol, may only be carried out on University premises if the relevant authority has issued such a permit or licence. The organiser is responsible for ensuring that such a permit or licence exists.

Sales for commercial purposes are not permitted at the University. The underlying reason is that Government funds may not be used for commercial purposes. This does not apply to premises that the University rents out to commercial businesses.



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### 4.3 Restoring premises after use

When using bookable premises and public spaces, the premises and spaces must always be left in good condition and restoration must follow instructions, if such are provided. On some premises, bringing food and drinks is not allowed. Premises must be restored to their original order no later than one hour after the event has finished. If damage occurs or premises are left untidy or dirty, the University has the right to claim compensation from the person who booked or rented the premises. The compensation should correspond to the cost of reparation or cleaning.

### 4.4 Disturbing public order and media attention

It is generally not permitted to carry out events that risk disturbing activities in adjacent premises, e.g., through loud noise. If there is reason to believe that an event may lead to disturbances to public order on the University's premises, the organiser must contact the university security team at the Property Management Office for consultation prior to the event. If any such disturbance to public order has already occurred, the university security team at the Property Management Office must be informed. Additional costs for preventing and managing disturbances to public order, such as security guards, must be paid for by the person booking or renting the premises.

If an event on the University's premises is expected to generate attention of the news media, the organiser must consult with the Communications Office at the University. The Campus Services Office can initiate consultation with the Communications Office when necessary.

### 4.5 Premises and outdoor areas

Generally, overnight stays in the University's buildings are not allowed. Exceptions may be granted, by the manager or equivalent, if there are special reasons to do so within the scope of the University's activities.

Pets may not be brought to or be kept in the University's buildings. A guide dog for a person with visual impairment is not regarded as a pet and may be brought and kept in University buildings. The University is a place of work and study, and children may only visit in exceptional cases. It is up to the line manager or equivalent, or the person who has been delegated such authority to decide and assess.

There is a ban on smoking, including the smoking of e-cigarettes, in the University's premises, at entrances, and in other spaces that the public has access to. The area surrounding the Campus Pond, the Campus Park and all green spaces are non-smoking areas. The same goes for the outdoor space on Umeå Arts Campus. Campus NUS is also completely a non-smoking area, as stipulated by Region Västerbotten.

Generally, commercial advertising is not permitted at the University except on special general public notice boards for which the Campus Services Office is responsible. Newspaper publishers may, after permission has been granted by the Campus Services Office, place their daily newspapers at a designated location.



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# 5. Renting or booking premises

Pursuant to Chapter 1, Section 13 of the Swedish Higher Education Ordinance (1993:100), a higher education institution is obliged to allow a democratically constituted association of its students to use its teaching premises for meetings arranged by the association for its members provided that the purpose of the meeting is to inform, express opinions or the like, or the performance of an artistic work. Persons invited by the association to attend the meeting may not be refused admission to the venue of the meeting.

What is stipulated in the provision of the Higher Education Ordinance above, applies to both student unions and student associations. Furthermore, employee associations have the same right to book premises. All bookings are charged according to the applicable price list.

This right to use the University's teaching premises does not apply if it can be presumed that the event will result in a serious disturbance to public order, a violation of the law will take place, or that the safety and security of the participants cannot be guaranteed. Nor does the above apply if the association's use of the premises does not comply with the University's activities or to obligations towards third parties.

The subletting of rented premises to other parties is not permitted.

If the University's organisational entities, a student union, a student association, or an employee association is collaborating with an external non-profit association or an external juridical entity conducting economic activity, the event and the collaboration may only be marketed if the connection to an internally cooperating party is clear and if the event can clearly benefit students or employees.

External parties, other than student and employee associations, are not allowed to rent or book the University's premises. In cases where special grounds exist, an exception may be granted for events whose purpose is close to or connected with the University's activities in education, research, collaboration, outreach or innovation. Special grounds refer to events whose purpose is of importance to a majority of employees, a majority of students, or events of principle importance to Umeå University.

The University Director, or the person to whom the University Director has delegated the authority, makes the decision to allow an exception. Exceptions for renting premises to an external party may not be granted if any of the following can be expected: a serious disturbance to public order, a violation of the law, or if the safety and security of the participants cannot be guaranteed. The renting out of Aula Nordica and the Pavilion to external parties is exempt from the above. Special rules for renting and booking instead apply to these premises.

Student associations and employee associations, as well as external parties where relevant, are always obliged to comply with all applicable rules of public order and safety rules when using the premises. The University reserves the right to limit the scope of the renting and to deny anyone who has previously not complied with applicable rules, or otherwise caused damage to person or property, the possibility to rent or book a room or space.

## 5.1 Booking of teaching premises for students

The following rules apply to students when booking teaching premises:



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1. Only group study rooms and small lecture halls (max 20 seats) may be booked.
2. Bookings may be made for five days ahead and for a maximum of three bookings.
3. Premises may be booked for a minimum of 30 minutes and a maximum of eight hours per booking.
4. Bookings can commence in 15-minute intervals.
5. Premises must be booked prior to use regardless of the time of day to ensure reliable statistics regarding booking and usage. However, only bookings that take place between 08:00 and 17:00 will be charged to the faculty or department. Bookings for evenings and weekends are not charged.
6. Bookings of group study rooms may be cancelled free of charge up until the booked time starts.

## 6. Placarding, posting notices and advertising

The Campus Services Office deals with issues regarding placarding, posting notices, and the allocation of notice boards. All notices posted on a notice board with the University as the originator must follow Umeå University's visual identity. Heads of department or equivalent managers, student unions, student associations and employee associations are responsible for ensuring that content posted on the respective notice board or poster does not violate the law nor conflict with the basic values of central government. Posting may only take place on existing notice boards as advised. Only such information that the notice board is intended to be used for may be posted on a notice board. However, exceptions may be given, especially for larger events for students such as labour market days and student welcome fairs. It is always absolutely forbidden to post notices or placard on works of art such as wall murals. The University's organisational entities, student unions, student associations and employee associations can be assigned their own notice boards upon application. The application for a notice board is to be submitted to the Campus Services Office, which decides on the allocation.

Public notice boards are open to all types of postings including commercial advertising.

Roll-up banners, table tents and sandwich boards used in conjunction with various events or lectures must be used sparingly and be removed immediately upon completion of the event. Fire safety regulations must be complied with when using roll-up banners, table tents and sandwich boards. If it is not possible to comply with regulations, such materials may not be used.

## 7. Digital information screens

Digital information screens are to be used to provide information to employees, students and other interested parties. Umeå University's visual identity must be followed when the University is the originator of content displayed on a digital information screen.

Only screens that the Campus Services Office has control over, or has permitted, may be used in public spaces. Infocenter administers the publication on these digital information screens. Exceptions apply to digital information screens in public spaces that are rented by a commercial operator such as restaurants, cafés or similar, and where the digital information screen is used within the scope of their own activities.





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The University's organisational entities, student unions, student associations and employee associations can mount fixed digital information screens on premises they rent or have special right to use.

The manager or equivalent, student unions, student associations and employee associations are responsible for each screen that is mounted.

The manager or equivalent, student unions, student associations and employee associations are responsible for the costs that the acquisition, operation and maintenance of each screen entails and for ensuring that the content published on each screen does not violate the law nor conflict with the basic values of central government.

In the case of a special or urgent event, the University Management has the right to use all existing digital information screens on the University's premises to spread information.

## 8. Distribution and granting use of premises for student associations

The University must have a university-wide group for the distribution and granting use of premises for student associations. The group should consist of representatives from the student unions and the Property Management Office. The group may also include a representative from other independent student associations. The group is tasked with the distribution of premises based on the social activities that these associations contribute with to students at Umeå University. The group must ensure that public order and security is preserved on the University's premises.

Furthermore, this group is tasked with upholding a registry of active and approved associations at Umeå University as well as with setting up a clear framework for what is required to establish and run a student association in accordance with what is stated in the definitions of this document.