



UMEÅ UNIVERSITY

RULES FOR PREMISES

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Field:	Buildings, IT, environment and security
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Replaces document:	<p><i>Rules for Notice Boards, Activities, etc. at Umeå University</i> (UMU 102-2845-08) decided by the Vice-Chancellor on 6 May 2008.</p> <p><i>Dogs at the Workplace</i> (Journal reg. no. is missing) decision by the Vice-Chancellor on 21 October 1971.</p> <p><i>Regarding the presence of children in premises of the University's institutions</i> (2054/79 F10) decided by the University Board 23 May 1979</p> <p><i>Rule concerning events with alcohol being served in the University's premises during evenings and weekends</i> (FS 1.1.2-484-14) decided by the Vice-Chancellor on 24 March 2014.</p> <p><i>Policy for a Smoke-Free Work Environment at Umeå University</i> (UMU 102-241-07) adopted by the Vice-Chancellor 30 January 2007.</p>



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1. Description

The regulation contains Rules relating to public order and security in the University's premises, Rules for the hiring or booking of premises, Rules for placarding/posting of notices, and Rules for digital information screens.

The primary purpose of the rule is to ensure that there is public order in the University's premises, that the premises are safe and secure places for everyone present there, and that the premises are primarily used for the educational, research and other University activities.

2. Background

Umeå University's premises are to be primarily used for educational, research and 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. As the University's own occupancy and usage varies over the day and during the year, in some cases the premises can also be used for other types of activities and events.

As a general rule, the University's premises are generally not a place where the general public has unrestricted access.

In dealing with issues relating to the use of premises, the University must fulfil the obligation laid down in Chapter 1, Section 9 of the Swedish Instrument of Government Act taking into account everyone's equality before the law while observing objectivity and impartiality.

This rule primarily contains rules and regulations regarding public order and security, rules for hiring and booking, as well as general rules and provisions for notice boards and digital information screens.

The rule is aimed at and applies to those who hire, book and use the University's premises plus to the University Service Office and respective employees of the Building Office at the University, who work on handling and deciding on matters concerning premises.

The rule applies in all buildings and premises hired out by the University and in the entrance area to hired buildings. The rule does not apply to outdoor areas, unless specifically stated otherwise. For these questions, refer to the respective property owners.

In certain cases, the University conducts activities in the University Hospital of Umeå and in other organisations' premises. In these situations, the University's activities are encompassed within the other organisations' environmental, fire protection and safety rules and regulations.

According to the *Rule for University-wide Governance Documents*, a number of perspectives must be integrated into new and revised governance documents at Umeå University. The governing documents must also include an analysis of the consequences of the document from a gender equality perspective.

The student, work environment, collaboration, accessibility and sustainability perspectives have been integrated into the following rules and regulations. Due to the content and nature of the document, international perspectives have not been integrated into the document. The policy document is not expected to have any consequences for gender equality at Umeå University.



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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.

Organiser

Organiser refers to the responsible organisation/person booking a premises or public space to organise an event or social function. What is meant by an “event” is not activities within the University’s regular activities within education and research, including support activities.

Daily Newspaper

Daily newspaper refers to newspapers with publication authorisation, according to the Swedish Freedom of the Press Act, which are published with at least 1 issue per week.

Digital Information Screens

Digital screens are for the dissemination of information.

Employee Association

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

Public Areas

Public spaces refers to entrances, corridors and other public spaces where people move about such as Lindellhallen, the Vardagsrummet (Gathering Room) in Humanisthuset, Ljussgården in Lärarutbildningshuset and Universum.

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 whose primary purpose is to contribute to the development of the education and the preconditions for study at the University and which, according to a decision by the University, has been given the status of student union for one or more organisational or geographically defined parts of the University’s activities. Associations affiliated to the student union are included in the term “Student Union.”

Outdoor Areas

Outdoor areas are areas that are located in close proximity to the premises hired out from the University, including exterior walls.



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4. Public Order and Safety

All activities conducted on the premises of the University must be lawful.

Activities or events that require special permits, such as serving licence (to serve alcohol), may only be conducted or held in the premises, provided that the entity with the authority to issue such licensor has given such permission. The organiser is responsible for ensuring that such licence has been obtained.

In all activities in the premises, the rules and regulations on fire safety must be complied with. If it is not possible to comply with these rules and regulations, the 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 at designated locations. Prior to commencing an event or activity, the organiser is responsible for providing information relating to emergency evacuation routes, assembly points, etc.

With a long-term rental or long-term use, the person who hires or uses the premises is obligated to appoint one or more persons who will undergo fire protection training and carry out evacuation exercises and fire protection rounds in the premises.

It is normally not permissible to conduct such activities or to have such a level of noise in the premises that it risks interfering with activities in adjacent premises.

When using the bookable premises and the public areas, the premises and the space must always be left in good condition in accordance with the specific instructions when such is available. In some premises, it is not permissible to bring food and drink into the premises. If the premises are left in a damaged or uncleaned condition, the University reserves the right to request compensation from the party who booked or hired the premises, corresponding to the cost of remedying the damage or the extra cleaning.

If, for any reason, there is reason to believe that disruptions to public order may occur on the University's premises, consultations must be made in advance with the Safety Officer at the Building Office. The University Service Office is responsible for initiating consultations with the Safety Officer. If any such disruption to public order has already occurred without prior consultation, the Safety Officer at the Building Office must be informed of the incident. Extra costs for preventing and managing disruptions to public order, such as security guards, must be paid by the entity/person who booked or hired the space.

If an event on the premises is expected to generate attention of the news media, the Communication Office at the University must be contacted for consultation. The University Service Office is responsible for initiating consultations with the Communication Office.

At Umeå University, it is not permissible to consume drink alcohol or take recreational drugs in connection with work or teaching.



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Special permission is required for events with alcohol on the premises of the University. According to the *Vice-Chancellor's Decision-Making and Delegation Procedure for Umeå University*, it is stated that the following bodies make the decision concerning such a permission:

- The dean, or the person to whom the dean has delegated the authority to decide to, make the decision concerning permission for staff social gatherings or events with alcohol in premises hired from a Department - or Faculty (or a corresponding institution).
- The librarian, or the person to whom the librarian has delegated the authority to decide to, make the decision concerning permission for staff social gatherings with alcohol on the premises of the University Library.
- The University Director, or the person to whom the University Director has delegated the authority to decide, makes the decision concerning permission for staff social gatherings with alcohol in other premises.
- The University Director, or the person to whom the University Director has delegated the authority to decide to, makes the decision concerning permission for student social gatherings with alcohol, irrespective of which premises the event is to be held in.

The Safety Officer must be informed of all events held in the University's premises between 18:30 – 6:30 or during Saturday-Sunday and holidays. An event where alcohol is consumed may not continue past 24:00. For public spaces, exceptions may be granted for a special social function.

Application of events between 18:30 – 6:30 or during Saturday-Sunday and holidays must be made on the designated form sent to the Infocenter no later than five working days prior to when the event is to be conducted. For the Curiosum science centre, Paviljongen, Aula Nordica and associated premises, as well as the University Club (Universitetsklubben), a separate agreement applies at the time of booking.

As a general rule, it is not allowed to spend the night in the University's premises. Exceptions may be granted, by the Head of Department/or person in an equivalent position or Head of Unit, if special reasons exist within the framework of the University's activities.

Pets may not be brought to or kept within the University's premises. Guide dogs for the visually impaired are not regarded as being pets and may be brought and kept within the University's premises.

The University is a place of work and study, and non-student minor children may accompany their parents to the University only in exceptional circumstances, if a superior in charge so permits.

There is a prohibition of smoking, including the smoking of e-cigarettes, in the University's premises, at entrances, and in other spaces that the public has access to. Smoking may only occur outdoors at designated locations. The area in the vicinity of the University Dam is a non-smoking area.

As a general rule, commercial advertising is not allowed at the University except on special general public notice boards for which the University Service Office is responsible.

If the University's organisational units, student unions, student associations or employee associations work together with any external non-profit organisation and/or external legal entity who conducts commercial activities, marketing is permitted in cases where there is a clear link with the internal collaborating party and a clear benefit for students and/or employees.

Newspaper publishers may, after permission has been granted by the University Service Office, place their daily newspapers at the designated place.



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5. Hiring or booking of premises

Pursuant to Chapter 1, Section 13 of the *Swedish Higher Education Ordinance* (1993:100), the University is obligated to allow a democratically organised association for students at the University to use the lecture rooms for a meeting/gathering organised by the association for its members, if the meeting/gathering is held for the purpose of providing information, expression of opinion, or other similar purpose, or for the performance of an artistic work. Anyone invited by the association to participate in the meeting/gathering may not be denied access to the meeting rooms.

The above does not apply if it can be presumed that there will be a serious disruption of public order at the meeting/gathering or anything that is contrary to law may occur, or that the safety of the participants cannot be guaranteed. Nor does the above apply if the association's use of the premises is incompatible with the University's activities or obligations vis-à-vis third parties. The subletting of hired premises to other parties is not permitted.

What applies based on the provisions of the Swedish Higher Education Ordinance above applies to both student unions and other student associations. In addition, the same rights to book premises shall also apply to employee associations. All bookings will be invoiced according to the currently applicable price list.

External parties, over and above student and employee associations, are not allowed to hire or book the University's premises. In cases where a special reason exists, an exception may be granted for events whose purpose is close to or connected with the University's activities with education, research, joint collaborations or innovation. What is meant by special reasons refers to events whose purpose is of importance to the majority of employees, the 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 to decide, makes the decision concerning allowing an exception. Exceptions for hiring to an external party may not be granted if there is an expectation that a serious disruption to public order, or something that is contrary to law, may occur, or that the safety and security of the participants cannot be guaranteed. The hiring out of Aula Nordica and Paviljongen to external parties is exempt from the above, where instead to special rules for hiring and booking apply.

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



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6. Placarding, posting notices, and advertising

The University Service Office deals with issues regarding placarding, posting notices, and allocation of notice boards. Signage on a notice board with the University as the originator may only be done in accordance with Umeå University's graphic profile. The Head of Department or a person in an equivalent position, student unions, student associations and employee associations are responsible for ensuring that the content publicised on the respective notice board or poster does not violate the law nor conflict with the fundamental values of Swedish society. Posting may only be done 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 at larger events for students such as labour market days and Student Welcome Fairs. However, it is always absolutely forbidden to post or placard on works of art such as wall murals. The University's organisational units, student unions, student associations and employee associations can be assigned their own message boards upon application. The application for a notice board is to be submitted to the University Service Office, which makes the decision concerning the allocation.

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

Roll-ups, table and pavement speakers used in conjunction with various events or lectures must be used sparingly and removed immediately upon completion of the event/social function. Rules concerning Fire Safety must be complied with when using roll-ups, table and pavement speakers. If it is not possible to comply with these rules, such materials may not be used.

7. Digital Information Screens

Digital information screens are used to provide information to employees, students and other interested parties. Umeå University's graphic profile will be used on the digital information screens where Umeå University is the originator.

In public areas, only screens that the University Service Office has control over, or has provided authorised and given permission to be used, may be used. Publication on these is dealt with by the Infocenter. Exceptions apply to digital information screens in public environments that are leased by a commercial operator such as restaurants, cafés or the similar parties, and where the digital information screen is used within the framework of their own activities.

The University's organisational units, student unions, student associations and employee associations can set up fixed digital information screens in premises for which they have hired or have special rights of usage.

The Head of Department or a person in an equivalent position, student unions, student associations and employee associations are responsible for each screen that is set up.

The Head of Department or a person in an equivalent position, student unions, student associations and employee associations are responsible for the costs that the acquisition, operation and maintenance of each screen entails and that the contents published on each screen does not violate the law nor conflict with the fundamental values of Swedish society.

In a situation where a special incident occurs, the University management is entitled to use all existing digital information screens in the University's premises.



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8. Distribution and providing of premises for student associations

For the distribution and providing of premises for student associations, the University must have an institution-wide group consisting of representatives from the student unions and the Property Management Office. The group can also include a representative from other independent student associations. The group is tasked with the distribution of premises and should focus on the social activities that these associations contribute with to Umeå University. The group must ensure public order and security in the University's premises.

Furthermore, this group is assigned the task to uphold a registry of active and approved student associations at Umeå University as well as set up a clear framework for what is required to establish and run a student association in accordance with what is stated in section 3 of this document.