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Use of premises and outdoor environments at Örebro University

Policy document Örebro University

Category: Guidelines

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Introduction

Örebro University aims to offer students, staff and visitors an attractive campus with sustainable, accessible and fit-for-purpose premises of high quality.

This document concerns the university's indoor premises (herein referred to as 'premises') and outdoor environments at Campus Örebro, Campus Grythyttan and Campus USÖ. Where differences exist between the campuses, these are specified under the heading in question.

The university's premises and outdoor environments are intended for use by students and staff for teaching, research and collaboration with the surrounding community. Lectures and other components within courses and study programmes are only for registered students.

The university has no obligation to make its premises or outdoor environments available for meetings or other activities that fall outside its operations. Exceptions are the public areas of the University Library on each campus, to which the public has access, and open lectures or events to which the public is invited.

There are a number of factors regarding the use of premises and outdoor environments that must be considered. The value for staff – and above all for students – is of great importance. Other important factors to consider are fire safety, accessibility, security and safety, wear and tear on premises/furnishings, and the work environment for operational staff.

Matters not covered by this document but relating to the use of premises and outdoor environments at Örebro University, are decided on by the head of the Campus Services. Any departures from this document are also to be approved by the head of Campus Services and may only occur in exceptional cases where there are special reasons.

Purpose and aim

The purpose of this document is to detail the university's guidelines for the use of its premises and outdoor environments.

The aim is for the guidelines to serve as support to the organisation including the university's Info Centre.

Overarching decisions and regulations

This document is based on current legislation and external guidelines and regulations that affect operations at Örebro University. Internal documents in force, such as decisions by the vice-chancellor and the university director, have also been considered in the drafting of these guidelines.

Responsibility

Under the university's rules of delegation, responsibility for the university's indoor premises lies with the university director.

For the use of outdoor premises and activities, responsibility rests with the respective property owner from which the facilities are rented.

Safety inspections

Schools and departments/offices are responsible for carrying out safety inspections within the premises they rent. Responsibility for safety inspections in public spaces and general teaching premises lies with Campus Services. Where organisational units share spaces, for example staff rooms, responsibility is also shared.

Party politics and religion

Freedom of political opinion and religion applies in university premises and outdoor environments.

After use of premises and outdoor environments

After using the university's premises and outdoor environments, the user is responsible for leaving the premises and outdoor environment in an orderly condition.

Room booking and use of premises and outdoor environments

Room booking

The university's premises must be booked for any use. School and departments/offices are charged for this.

There are several booking systems for university premises and resources, and bookings are handled by various organisational units. Information is available on the university's websites or via the university's Info Centre.

In general, dates for conferences and other events are booked longer in advance than teaching. When a conflict arises between conference and teaching interests, an agreement should be reached by mutual understanding, primarily by, for example, changing venues or the date.

Special rules apply for booking cafés, restaurants, Östra Mark and Ljuspunkten. Information is available on the university's intranet. The preparation kitchen in Novahuset may only be booked by restaurants with which the university has agreements.

Teaching premises

If a teaching room is empty, it may be used as a study space, but the person who has booked the room always has priority.

Group rooms

Students can book group rooms directly in the university's booking system or contact their association/union section for assistance with booking.

Group rooms can also be booked by teachers for their teaching activities. For bookings, contact the university's central booking function.

Exam halls

Written examinations should primarily take place in rooms intended for examinations. If the number of examination rooms are not sufficient, other teaching premises may be booked.

Swedish Scholastic Aptitude Test

The Swedish Scholastic Aptitude Test (*Högskoleprovet*) usually takes place twice a year. Booking of premises for the test has priority over other bookings.

Meetings for the student union and student associations

Under the heading *The use of teaching premises*, the Higher Education Ordinance (SFS 1993:100, Chapter 1, Section 13) provides that:

“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 for information, the expressions of opinions or similar purposes, or the performance of an artistic work. No one the association invites to attend the meeting may be refused admission to the meeting's venue.

The provisions in the first paragraph will not apply if there is reason to assume that a serious disturbance of public order will occur or there will be unlawful activity at the meeting. Nor will the first paragraph apply if the association's use of the premises is incompatible with orderly conduct of the higher education institution's activities or with its obligations to third parties. Ordinance (1998:1003).”

Student associations with party-political or religious affiliations have the same rights and obligations as other student associations and may book premises for their meetings as above. However, worship services or equivalent are not permitted in university premises or outdoors on the campus area. Students and staff are referred to the university's Quiet Rooms to pray or find a moment of stillness during the working day. These rooms are open to everyone regardless of faith or ideology. See the university's external website.

Örebro University observes the Discrimination Act (2008:567) and therefore requires that associations' meetings, and invited guests, do not exclude or treat anyone differently on the grounds of sex, gender identity, religion, ethnicity, disability, sexual orientation or age.

Use as described above is subject to availability and no room hire is charged. However, costs may be added, for example, for additional security, technical support, extra furniture and cleaning services. The meeting is booked only for the time slot required for the event. If time beyond this is required, for example before or after the meeting, costs may be incurred.

If the student union or a student association invites external guests and speakers to its meeting and there is a risk of order being disturbed, this must be communicated to the university's security function well in advance. The university reserves the right to refuse meetings that may disturb order and/or regular operations.

Booking of premises and exhibition spaces is made via the Info Centre. Note that the university only approves bookings for legal entities (e.g. student associations and union sections), not private individuals.

Staff organisations

Meetings for the university's staff organisations may be arranged free of charge in university premises and outdoor environments, provided that the premises/outdoor environment can be made available without disturbing regular operations.

External short-term hire

Letting of premises and outdoor environments to external parties is handled separately. See the university's external website.

Exhibition spaces

Student associations may book an exhibition space in university premises or outdoor environments at no cost. External parties may also, for a fee, hire specially designated exhibition spaces in the university's premises or outdoor environments for the marketing of products and/or services; see the university's external website. Activities in the exhibition space must be conducted in an orderly manner and must not disturb regular operations.

Outdoor events

Outdoor events must be approved by the property/landowner and Campus Services. Emergency routes must not be blocked and accessibility must be ensured. Örebro University does not provide extension cables, plugs, etc., for loan.

The organiser is responsible for:

- waste management
- water supply and any associated wastewater
- any permits required by public authorities

For setting up tents outdoors for events, contact Campus Services.

Primary, secondary and upper-secondary schools

The university's premises are primarily intended for the university's students. The general principle is that the university does not let teaching premises to primary, secondary or upper secondary schools, except for occasional lectures for the purpose of marketing the university's activities.

Private parties and events

The university's premises are not let for private parties or events. Exceptions are PhD defence celebrations and university-organised staff parties/staff gatherings. Information about premises, booking rules and rules of usage is available on the university's intranet.

Student dinners and parties

Student dinners/parties are only permitted in the university's restaurant environments and adjacent designated areas. A student dinner/party here refers to an event with food and drink where guests are seated at a laid table and enjoy a common programme on a stage or similar.

Use is subject to availability, and no room hire is charged. However, costs for services outside normal working hours such as security, cleaning, caretaking services and technical support will be charged.

The meeting is booked only for the time slot required for the event. If time beyond this is required, for example before or after the meeting, costs may be incurred.

Alcohol

Alcohol may not be consumed in university premises. However, at special events and in certain facilities consumption of alcohol is permitted, for example at:

- the university's Academic Celebration and staff parties organised by the university
- PhD defence celebrations and staff mixers
- student dinners and parties

The consumption of alcohol must be handled responsibly, and non-alcoholic alternatives must always be offered.

In the premises rented by the restaurants, the restaurateur has the right to serve alcohol in compliance with the applicable alcohol licence. If the restaurateur supplies food to other premises within the university, for example at conferences and external bookings, the restaurateur is responsible for ensuring that any alcohol is served in compliance with the licence. The restaurateur can also assist with applying for a temporary licence from the municipality if required.

Students and student associations affiliated with the School of Hospitality, Culinary Arts and Meal Science have the opportunity, in designated premises on campus, to carry out tasks related to their courses, including where these involve the handling of alcohol, as this forms part of the training offered at the school.

Consumption of food and drink indoors and outdoors

Consumption of food and drink is not permitted in lecture theatres and auditoriums. Where consumption takes place in other premises, those premises must be restored to a clean and orderly condition. Food waste must be sorted as compostable waste in the recycling containers located in student dining areas and staff rooms.

The university has no fixed barbecue areas. Barbequing on the university's campuses is only permitted if it does not disturb regular operations and can be done without risk of fire.

Sale of food, catering, etc.

The sale of food may only be managed by the university's contracted restaurateurs. This also applies to events organised by university entities, and to outdoor events.

At fairs and exhibition spaces, external partners and student associations may offer simple refreshments, e.g. coffee and sweets.

Food trucks are generally not permitted.

Overnight stays

Overnight stays are not permitted on university premises, except for temporary overnight stays.

Temporary overnight stays in university premises are only permitted in certain premises as directed by Campus Services, provided that it does not disturb regular operations, and



can only come into question when a student association active at Örebro University is responsible for an event that requires overnight accommodation for visiting students. Only a limited number of places are available, and Campus Services must always be contacted at the planning stage of the event. Nerikes Fire and Rescue Service must be informed of the event and the premises in question must meet the requirements and rules set out in the guidelines on temporary overnight stays (*Riktlinjer gällande tillfällig övernattnig*) issued by the Nerikes Fire and Rescue Service.

Opening hours, keys and access cards

University opening hours

Decisions on the opening hours of university buildings are made by the head of Campus Services.

Information on opening hours is available on the university's internal and external websites and is posted at the main entrances to the buildings. As deviations may occur, students and staff are advised always to have their access card available.

Students with access cards have access to certain university buildings outside normal opening hours. Staff have access to premises around the clock with their access cards.

The university's security guards will remove persons who are not authorised to be in university premises.

Keys

Keys are used for access to many of the university's premises. Each school and department/office must appoint a key and access card administrator responsible for ordering keys. All keys are personal and must be signed for.

As far as possible, the university should avoid issuing keys to students. The access system and code locks should be used to meet students' need for access to specific premises.

The handling of keys with extended access rights – i.e. keys giving access to many facilities or premises with particular security requirements – is subject to special security requirements and a special receipt procedure.

Access cards

Staff and students, as well as external tenants, are provided with access cards. Ordering of access cards is handled by the key and access card administrator at each school/department/office or equivalent. The head of school/department/office, or equivalent, decides who is to be given access to the premises rented by the school/department/office. Where premises are shared by several organisational units, managers decide in consultation with one another.

Access rights on students' University Cards are based on their programme of study. In addition to basic access, a school may decide that an individual student should be given access to, for example, certain laboratories, computer rooms, studios, etc.

The access card is personal and may not be transferred to another person. The holder is responsible for all use of their access card, and a lost card must be blocked immediately. All use of the card is logged, and any improper use is investigated and reported to the police. Letting unauthorised persons into university premises is not permitted.

Smoking, allergies and strong scents

Smoking

Smoking indoors is not permitted; this also includes e-cigarettes.

At Campus USÖ, smoking is also prohibited outdoors. This applies to the entire hospital area.

At Campus Örebro and Campus Grythyttan, smoking is not permitted within a 15-metre radius of all entrances and fresh air intakes. Smoking outside windows must also be avoided. It is also not permitted to smoke in or by the outdoor seating areas adjacent to restaurants/cafés.

Allergies and strong scents

Perfume and other strongly scented products should be avoided as they may cause discomfort for people with asthma, allergies or other hypersensitivities.

Nuts

In the university's premises, there are a number of nut free zones that are marked accordingly, for example in exam halls and some group rooms. However, the university cannot be responsible for and monitor compliance with nut free zones.

Strongly scented plants

Plants that may cause problems for people with asthma, allergies or other hypersensitivities are not permitted in the premises.



Animals

Bringing pets and animals into university premises is not permitted, as this is not compatible with the employer's responsibility to ensure a safe work environment for students and staff.

Guide dogs, assistance dogs and working dogs are, however, permitted in university premises.

Resting rooms, quiet rooms and playrooms

Resting rooms

Each major building on the university campuses has a resting room. Resting rooms are intended only for temporary rest or relief from temporary illness.

Cleaning staff unlock the resting rooms every morning and security guards lock them every evening. Resting rooms are equipped with emergency alarms.

Resting rooms do not need to be booked.

Quiet rooms

The university provides a number of religiously neutral spaces to meet needs for stillness and contemplation. These rooms are open to everyone regardless of faith or ideology and are accessible when university premises are open.

Quiet rooms do not need to be booked.

Playrooms

The university's playrooms are intended for guardians with children and should not be used as study spaces. When using the playrooms, guardians are responsible at all times and children must not be left unsupervised.

Playrooms do not need to be booked.

Sanitary facilities

Toilets, accessible toilets and baby changing facilities

The university's toilets and accessible toilets are unisex.

At least one accessible toilet per building is equipped with a changing table.

Changing and showers

On Campus Örebro, shower facilities for staff are available in the gym and sports building changing rooms and in the basement of Teknikhuset. Students should use the changing rooms in the gym and sports building. Some groups of staff have access to their own changing rooms.

On Campus USÖ, there are changing rooms with showers for staff and for students, respectively.

On Campus Grythyttan, there are changing rooms with shower facilities for students in Måltidens hus. There is also a small shared changing room with a shower for staff. In Kärnhuset, there are changing and shower facilities adjacent to the research kitchen. These must, however, be booked via the university's room booking system before use.

In larger unisex changing rooms, there is the possibility of separate changing.

Furnishings and equipment

The majority of the furnishings on university premises belong to the university.

In public areas, furnishings may not be moved with regard to fire evacuation routes, accessibility and general access. Floor-standing plants must not be moved for reasons of care and daylight.

In office premises, loose furnishings belong to the room, for example curtains. These should not be taken when moving to other premises. When moving, ergonomically adapted furnishings and equipment for individual members of staff may be brought along. When moving from special-purpose premises with operation-specific furnishings, equipment and work materials, the unit in question must ensure these are included in the move. See also guidelines for the baseline standard for furnishings and equipment at Örebro University (*Grundstandard för inredning och utrustning vid Örebro universitet*) on the university's intranet (in Swedish).

Private furnishings

Private furniture, rugs and curtains are not permitted in the university's premises. Personal furnishings such as lighting and plants should be avoided.

For student premises, provisions in separate tenancy agreements apply.

Assembly and installation

It is important that the university does not incur unnecessary costs for cleaning, maintenance and repairs of interior materials and surfaces. This means that you should not screw, nail, glue or tape on or to walls, doors or glass panels, etc. Assembly or installation should be carried out in consultation with Campus Services. For safety reasons this applies in particular to the installation of furnishings and fittings.

Setting up temporary furnishings/equipment

At fairs, events and external lettings, temporary furniture such as standing-height tables and brochure stands must be placed in designated areas. Fire evacuation routes, accessibility and general access must be taken into account. After the event, the area must be restored and furniture returned to a clean and orderly condition.

Advent lighting

Advent lighting in working premises, restaurants, etc., should have LED lighting.

Each organisational unit is responsible for the purchase, maintenance and storage of Advent lighting, including light sources.

Art

All art at Örebro University is government-owned, with the university and the university's property owners as administrators and the Public Art Agency Sweden as the supervisory authority. Art is placed in public areas, large assembly rooms and staff areas (corridors and staff rooms). Art is not placed in individual offices. Moving artworks



marked with an ID number is not permitted. If a move of an artwork is required, Campus Services must be contacted for consultation.

Gifts and donations

For questions relating to gifts or donations, see the university's external website. Where gifts or donations affect furnishings or premises, this must be coordinated with Campus Services.

Information and communication

Signage

The university has a signage and wayfinding programme to aid navigation on its campuses. A manual describing the different types of signs used at the university forms part of the programme. Campus Services is responsible for updating signage as needed.

General notice boards

External parties are referred to the general noticeboards for notices and posters. One copy per noticeboard. Notices must be attached with pins. Staple guns or tape may not be used. Regular advertisers must remove earlier notices before putting up new ones.

The university reserves the right to remove notices that may be considered offensive and/or insulting.

General noticeboards are cleared once a month.

Designated notice boards

For designated noticeboards – for example those for student associations, trade unions and political organisations – the respective organisation is responsible for ensuring that the noticeboard is up to date and contains only relevant information.

Posters

It is prohibited to put up posters anywhere other than on noticeboards; this applies to both external and internal parties. Posters placed outside noticeboards will be removed by cleaning staff. In exceptional cases, organisational units may publish/announce particularly important information in locations other than noticeboards, provided that the poster includes the sender and the date. Such posters may remain for a maximum of one week and must then be removed by the person responsible for the document.

The student union is permitted to put up posters in the designated plastic pocket on all toilet doors on Campus Örebro and Campus USÖ. The student union is responsible for ensuring that the information is current and relevant.

Election propaganda

Election propaganda in the form of posters, flyers or similar may not occur either outdoors or indoors on campus areas. Exceptions are the student associations' own notice boards and occasions when an exhibition space or room has been booked for a meeting. Where university premises are used as polling stations, other rules may apply.

A-boards, roll-ups and beach flags

A-boards, roll-ups and beach flags may be used for temporary information and at events for a limited time. They may not be used as permanent signage. The person responsible for each sign/information product is obliged to remove it. The university has the right to remove signage that has been left in the premises permanently.

Signs/information products must not hinder accessibility and emergency evacuation routes must not be blocked. Factors such as fire risk, reduced accessibility and obstacles for cleaning staff must be considered. They must also not hinder snow clearance.

Brochure stands

External parties are not permitted to place their own brochure/magazine stands or similar in the university's premises. Campus Services reserves the right to remove such stands.

Banners

Spaces for exterior banners must be booked via the university's booking system.

The size of the banner permitted for the space being booked is shown in the booking system. Other variants are not allowed because they do not fit the suspension system. Only bookable spaces may be used for banners. The cost of a skylift will be charged to the person/organisation making the booking.

For the installation of interior banners and similar, contact Campus Services. Where costs are incurred, the person/organisation in charge of the booking will be charged.

Film, TV screening and music

Film and/or TV screening in teaching facilities may only take place if the relevant permissions have been obtained from the rights holder for the film material. The same applies to music in public areas.

Other

Bicycles, electric scooters, skateboards and similar

Riding electric scooters, skateboards, kick bikes or similar indoors is not permitted.

Nor is it permitted to store bicycles or electric scooters in the university's premises. Folding bikes may be kept in a bag or stored away in a locker.

Batteries, white goods and electrical appliances

Due to the fire risk, portable electric heaters, air conditioning units or similar equipment are not permitted in the university's premises.

Due to the fire risk, electric kitchen appliances such as coffee makers, kettles and hotplates may only be placed in staff rooms or staff dining areas intended for lunch and breaks and must be plugged into sockets with a timer.

Student dining areas have sockets intended for microwave ovens. Any additional sockets must be equipped with timers.

In premises rented by student associations and student sections, coffee makers and kettles may only be connected to sockets equipped with timers.

Candles

The use of candles, tea lights and similar is prohibited for all operations at Örebro University. Certain operations and events are exempted from this prohibition: memorial services for a deceased, the University Chaplaincy, teaching activities linked to the School of Hospitality, Culinary Arts and Meal Science, the Academic Celebration, Lucia celebrations and external restaurant operations. A prerequisite for the use of candles and similar light sources in the operations and events listed above is that they are always kept under supervision.

However, it is recommended that – even for these operations and events – electric candles are used instead of real candles.

Storage and lost property

The public lockers located by entrances are intended only for temporary storage. Locks are not provided. Lockers will be opened and emptied in the evening by the security guards. Any contents retrieved are handled in accordance with the information provided by the lockers.

Refrigerators and freezers in student dining areas are intended only for temporary storage of food and are emptied weekly by the cleaning staff.

Refrigerators and freezers in staff rooms are emptied by the cleaning staff if agreed as an additional service.

Lost and forgotten items found in university premises are handed in to the Info Centre at Campus Örebro and to the caretakers' office at Campus USÖ and Campus Grythyttan.

Valuables are handed over to the police and its lost property department.



Recycling and waste sorting

Örebro University aims to recycle as much as possible of the daily waste. This means that everyone who is in the university's premises is responsible for sorting their waste into the recycling containers provided. Information about recycling and waste sorting at the university is available on the university's internal and external website.

All waste – such as electronics, furniture or other material – left at the university's recycling stations belongs to the university.

Deposit containers (*pent*) placed in the university's deposit bins or left in the premises are the property of the university.