



POLICY EXTERNAL SHORT-TERM VENUE RENTALS

General

Örebro University's facilities and premises are from time to time in demand with external organisations, such as clubs, businesses, public sector stakeholders and other associations, wanting to disseminate information, publicise their activities, organise meetings/events, shape public opinion, among other things.

The university seeks to encourage a dynamic campus environment, but also strengthen our community engagement. Among other things, this means that external organisations may on occasion utilise university facilities and premises by renting exhibition space, teaching rooms and lecture halls at the university. As a rule, however, university facilities and premises are not available to the public, but are first and foremost a place of work for students and staff.

The condition for any venue rentals is that the enquiring organisation is legitimate and democratic, that no disturbance of order can be expected, and that no messages conveyed violate any laws or the university's core values. In cases of doubt, the vice-chancellor will determine if the venue rental should be permitted.

Another condition for venue rentals is that the facilities or premises are not already booked for the university's regular activities or other events, and that Örebro University has the resources to facilitate the rental.

Each venue rental is to be confirmed through an agreement between Örebro University and the external organisation. The rules applicable to the rental are set out in the agreement and the external organisation must comply with the conditions therein.

Örebro Student Union and other student associations

Örebro Student Union and other democratically organised student associations at Örebro University, may without charge utilise teaching facilities at the university for meetings organised by the association for its members – provided that the meeting is organised for the purpose of information, expression of opinion or other similar purpose, or for presenting or performing artistic work. If the meeting requires services other than regular cleaning services, AV services and the rearranging of furniture, overhead costs linked to the venue rental will be charged. This may for instance be costs for additional cleaning services, additional security arrangements etc.

These student associations may also book exhibition space free of charge. Bookings are made at the Student Services Centre, Örebro University.

If a meeting is open to the public or other party than members of the association making the booking, the meeting will be viewed as an external event and will be debited as per the price list for external short-term venue rentals.