

Guidelines for lending premises to associations, councils and union parties

Background

Among the students at Stockholm University there is a rich and living tradition of involvement within associations, councils and union parties. It is the intention of the Stockholm University Student Union (SUS) to support and encourage this commitment as much as possible, regardless of the expression it takes, given that it is democratically structured and respects the principle of the equal value of all people.

In practical terms, SUS's support for the activities of associations, councils and union parties at the university is diverse and varied. A crucial basic prerequisite for these groups to be able to have activities is access to premises. SUS has the opportunity to lease its own premises for such activities and has also been given the right to handle bookings of Stockholm University's premises for associations, councils and union parties.

Aim

These guidelines clarify the basic conditions for how association, councils and union parties can borrow SUS facilities.

Revision

Revision of the current routine is prepared in the management group and decided during the weekly meeting with SUS presidium.

Who can borrow premises

A union association, council or union party that has been judged to live up to the requirements of democratic governance and values in line with SUS's core values has the right to book premises for its activities. This means that:

- They must not discriminate or harass anyone because of gender, ethnicity, religion or other belief, gender identity or expression, sexual orientation, age or disability
- They must not subject members to sexual harassment
- Activities that they organize to the greatest extent possible must be made available to all students based on the above

Conditions for lending

SUS premises can only be booked for meetings and events, not as study rooms for individuals.

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Controversial events

In cases where associations, councils or union parties seek project grants to hold an event where people express opinions that do not correspond to SUS's core values, the following applies:

- Submissions during the event that violate the principles of democracy, human rights, non-discrimination, freedom and dignity must not pass unchallenged
- An invitation to participants who can be expected to violate these principles must take place under the premise that the participant's opinion is intended to be questioned and problematized
- Association, council or union party that wishes to invite such a person must be able to explain their intentions with the invitation

It is not enough that submissions and opinions that conflict with the established principles are questioned by an individual party during the event. The association, the council or the union party must mark a clear distance.

In cases where an invited person is guilty of statements that conflict with the principles, but the statements are deemed to be unrelated to the purpose of the invitation, SUS may request that the association, the council or the union party demonstrate that the person has distanced himself from and/or apologized for the statements.

Application and processing

In order for SUS to be able to make a reasonable assessment of the booking, the association, council or union party must in their application list:

- Theme and purpose of the event
- Invited lecturers, speakers, conversation participants and the like
- An assessment of potential security risks and disturbances that may occur in connection with the event

Booking must be made at least 7 days before the event. Special advance notice is required to book some of SUS' premises during regular working hours - this applies to the Pink Room, the Nobel Room, the Dutch Room and the Corner Room. Booking of these rooms must be done at least two weeks before the planned meeting, but SUS cannot guarantee that these meeting rooms can be booked during these times.

The request for room booking is made by the student via SUS Admin. In order to be able to practically book a room, the student needs to have been assigned a task in his association, council or union party with authority to book rooms. The student must read the document "Checklist for risk analysis at events" and "Guidelines for lending premises to associations, councils and union parties" before the booking is made.

If the student judges that there is a risk of disorder, this must be stated and SU's checklist for risk analysis must be attached to the application. This checklist is automatically sent to sakerhet@su.se. This must be available to SU's Security Department no later than five working days before the event takes place.

Access card

If one of SU's premises is booked, the student needs to pick up an access card or get new authorizations on their existing access card. If a person other than the person making the booking is to be responsible on site during the event, check the box "someone else must let into the premises" and fill in their name, social security number and any access card number. The card can be picked up at SU's service center.

When booking SUS premises, access cards are picked up at the student union reception before the event during the receptions regular opening hours (see sus.su.se). The card must be returned immediately after the event in the mailbox outside the SUS office. Unreturned card means that the association may not book a new venue until the card is returned. Report a lost card as soon as possible to lokalbokning@sus.su.se.

Security

The use of rooms other than the borrowed one and common areas are not permitted. It is up to everyone who borrows SUS premises to read the information booklet for emergency situations (such as fire) which is distributed together with the access card.

Surveillance of SUS premises is handled by the University's security company. Everyone that is in the Student House during evenings and weekends must be able to provide identification. The security company's emergency phone number is 08-16 42 00. The security company helps with problems such as walking you to the subway during the evening if you feel unsafe or insecure. Always contact the security company if a famous person has been invited to the meeting.

Rules of procedure for using SUS premises

- Meeting rooms and common areas must always be left in a tidy condition. The kitchen must be clean and free of left dishes or the like. It is important to bear in mind that the SUS office with common areas is also the daily work environment of SUS employees, which requires special consideration.
- Candles must not be used
- Alcohol may not be used on the premises.
- The person who borrows the premises is responsible for buying and bringing coffee/tea, fika, etc. The person who borrows the premises is also responsible for other costs that may arise in connection with the use, for example a security guard.

Associations, councils or union parties that have repeatedly failed to follow the applicable rules and procedures for the use of SUS premises may be denied the opportunity to borrow premises due to mismanagement.