



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

Chief operating officer

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Annex to: Guidelines for the management and use of SLU's teaching spaces, 7 October 2019

Guidelines for the management and use of SLU's teaching spaces

Summary

These guidelines clarify where responsibility lies for decisions, daily operation and administration of teaching spaces, and how charges may be incurred.

Target group

Everyone dealing with teaching spaces at SLU.

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1. Background

SLU has around 15,000 m² of teaching space spread out over our three main campuses (Alnarp, Ultuna and Umeå) as well as in Skinnskatteberg and Skara.

Teaching spaces are located in central buildings and those belonging to the various departments. The basic rent for these amounts to approximately SEK 50 million.

Most teaching spaces are bookable rooms, however, student spaces such as group rooms, dining areas and individual study spaces are also included. Please note that other types of rooms are also available for teaching. These include laboratories, design studios and workshops and are the responsibility of the faculties and departments.

Debiting of pool (bookable) teaching rooms is managed through Room Booking, while the Division of Learning, Media and Digitalisation, with the support of the Division of IT, is responsible for the operation of the booking system.

1.1 Assignment

The chief operating officer decides on overall issues that affect teaching spaces. Decisions are made after taking into account the recommendations presented by the Board of Education and/or the infrastructure group.

The Facilities and Project Unit based at the Division of Real Estate Management is responsible for site planning and management of premises classified as pool teaching rooms. The Room Booking function within the service centre has responsibility for usage charges and works to help make room utilisation as efficient as possible.

Routine maintenance of teaching spaces is conducted by the local service organisations on behalf of the Facilities and Project Unit. IT support are responsible for computer equipment, whereas other technical equipment such as projectors and audio facilities are managed by AV support.

2. Guidelines for the use of teaching spaces

Following the vice-chancellor's delegation of authority¹, the chief operating officer has the right to decide which teaching rooms are communal and then set rental levels and guidelines accordingly.

The spaces are first and foremost intended for teaching. They may also be used for SLU-related events that support research and development within our areas of operation.

The spaces must be accessible to students via public transport and service (preparation and refresh) should not take more than a few minutes.

¹ See the most recent vice-chancellor's decision from 18 December 2018, § 222/18 SLU ID ua 2018.1.1.1-4710 with subsequent amendments and additions.

In the event of a prioritisation conflict, the chief operating officer or someone appointed by them will decide.

2.1 Fees for use of teaching spaces

Teaching spaces are partly financed by a variable fee which is charged to the person making the booking, partly by central funding.

3. Priorities for booking and cancellation of bookings

3.1 Priorities when booking rooms

First-, second- and third-cycle courses have priority when booking rooms, except for these defences, academic ceremonies, exams, information sessions for students, and some selected conferences and business sector days organised by SLU's students' unions.

These priorities apply provided that the booking request is submitted no later than 15 November for the spring semester, and no later than 15 May for the autumn semester.

The exception to this is the assembly hall (Aulan) in Ultuna's teaching building which is booked as orders come in.

Information on the bookable spaces with details of their design, the number of seats and other equipment may be found on the SLU web:

<https://internt.slu.se/en/support-services/basic-services/buildings-and-rooms/>

3.2 Booking and cancellation of pool teaching rooms

The pool teaching rooms at SLU can be booked via the service centre's room booking team. When cancelling a booking, the team must be notified at least 14 days prior to the scheduled use of the room, or the full fee will be charged unless the room is booked for other events.

Teaching rooms may be booked for an entire 24 hours. They may be booked for one or more full hours and are charged per commenced hour. For two-hour bookings made for weekday mornings (8.00–12.00) an allocated timeslot of 8.00–10.00 or 10.00–12.00 will apply. It is likewise possible to book a three-hour slot, e.g. 9.00–12.00. The reason for these fixed timeslots is to avoid a two-hour booking being made for e.g. 9.00–11.00 as this would make it impossible to schedule a second morning class.

The request for a room booking, including the course schedule, must be submitted to the room booking team no later than 15 November for the spring semester and 15 May for the autumn semester.

Bookings are processed according to the number of students and then assigned a room meeting projected class size and in the chronological order in which the bookings were received. Orders received after 15 November and 15 May, respectively, are booked subject to availability. These bookings will only be processed when the booking requests made before the deadline are completed.

In cases where a course extends beyond the semester end date, the entire schedule can be submitted. The part of the course that takes place during the next semester will then also be booked, though allocated rooms for this part may be subject to change (as priority may need to be given to other courses in the later semester). The booking is only final when a complete confirmation email has been sent.

Some additional priorities affect bookings. Primarily these are severe peanut allergies, exams and microscopy. In instances where these should be considered for a course, it is the responsibility of the course administrator to specify this in their booking request.

3.3 Evacuation responsibility

SLU is responsible for ensuring that the buildings we hire out are considered fire-safe.

In the event of a fire or evacuation alarm, the person who has booked a room is responsible for evacuating it.

The person who has made the booking is likewise responsible for ensuring that they are familiar with evacuation routes and assigned assembly points, and that escape routes are not blocked.

In cases where SLU hires security companies as evacuation leaders, this cost will be charged to the person making the booking. The hired security presence, together with the person responsible for the event, is then tasked with ensuring that evacuation security is maintained.

4. Debiting

The variable fee is charged the month after the booking has taken place. The room booking team will charge the department responsible for the course for which the booking was made. The course code must always be stated when booking a room.

Charges are per commenced hour.

5. Pricelist

5.1 First, second- and third-cycle courses and other SLU-related in-house activities

First-, second- and third-cycle courses as well as other SLU-related in-house events are charged according to the internal price list which is published on the staff web².

Standard equipment in rooms is included in the fee.

² <https://internt.slu.se/stod-service/basservice/lokaler/boka-lokaler/priser/>

AV support is available during regular working hours:

- Daylight Saving Time: 1 April–30 September, 8.00–16.00
- Wintertime: 1 October–31 March, 8.00–16.40

AV start-up help is included for bookings with a course code during regular working hours.

The following additional services may be ordered for a fee:

- Technical equipment in addition to standard equipment
- AV technicians, to help with starting up and/or operating AV equipment
- Porter services

For assembly halls, start-up assistance is mandatory and is invoiced separately. For bookings with a course code, this service is free of charge.

Technical services, technicians and other services are ordered through the room booking team, no later than 14 days prior to the activity.

Only two dates can be provisionally booked for an upcoming activity in the forthcoming academic year, and only one date may be left at the start of the booking period (15 May and 15 November respectively).

For requests for quotes for a planned conference, the room booking team needs 14 days to process the request.

5.2 External (non-SLU) and private events

SLU premises may be booked for events linked to our operations and for events that promote research and development within our fields of activity.

An external price list³ applies to the rental of all SLU premises. The technical equipment in rooms is included in the cost of the booking. External activities may only be booked during the current semester and booking is subject to the availability of rooms.

For cancellation rules, see Section 3.

5.3 Other activities for students/staff

For open students' unions' events or social/welfare activities for staff, student recruitment and student information sessions, there is no charge.

All bookings must be registered by the person in charge of the event. Bookings for students' union activities must be made by the chair of the students' union. The hiring party is responsible for subsequent additional cleaning should it be necessary, alongside costs for any damage incurred (chargeable at the applicable tariff). It is preferable to avoid bookings that clash with ordinary teaching hours (weekdays from 8.00 to 17.00).

³ A current price list can be obtained from lokalbokning@slu.se.

Technical support is charged according to pricing for internal operations.

6. Times to avoid when booking pool teaching rooms

At the start and end of each semester, the pressure on teaching rooms is high. In autumn, rooms are needed for the induction of new students, exam re-sits, etc., and in spring they are needed for course evaluations and examinations. Unsuitable times for activities that are not part of first-, second- or third-cycle courses are:

- In autumn, one week before the start of the academic year and two weeks after the end of the academic year.
- In spring, two weeks after the start of the semester and in the final two weeks of the academic year.

7. Information

Questions about SLU's pool teaching rooms can be sent to lokaler@slu.se.

Questions about bookings at each campus:

- Alnarp, 018 67 20 10, lokalbokning.alnarp@slu.se

- Skara, 0511 670 00, service-skara@slu.se

- Uppsala and Umeå, 018 67 20 10, lokalbokning@slu.se