

Regulations and safety rules regarding the Meeting Square at Navet, SciLifeLab

Activities at the Meeting Square

“Mötstorget” is the open area at the ground floor. The area is used for lunch and coffee by staff and members of the SciLifeLab community. It is also used for mingling events, lunches, poster sessions and exhibitions. Navet is a place for many people to meet. Consequently, booking the Meeting Square means that there can be other people there at the same time.

To avoid unwanted collisions, The Meeting Square is booked by contacting the Office for SciLifeLab in Uppsala no later than a week prior to the event.

For activities in Navet we assume that everything is done in accordance with the prevailing rules and guidelines for Uppsala University.

Security arrangements

For some events security raising measurements may be necessary, like extra security officers, to ensure that the event can be carried through both safely and securely without interruptions. All costs of security measurements will be billed to the event organizer.

The Security unit at Uppsala University will evaluate the need of security measurements based on the risks analysis that each organizer should go through and e-mail to the chief of security, phone: 018-471 33 13, e-mail:

christina.boman@uadm.uu.se

Fire safety

- The evacuation routes must be kept clear.
- The organizer shall read and become familiar with the signs for fire safety, fire extinguishers and fire exits signage.
- Pyrotechnics are not permitted.
- Smoking is according to Swedish law not permitted within the venue.

Access to Navet

- The entrance is locked at 5:00 p.m., which means that visitors must use their access cards for entry. After 6:00 p.m. you will need an access card and a PIN code to enter. Please note that the doors leading into Navet, after the main entrance, always require an access card. It is possible to temporary disarm the door leading to Navet.
- The cost of any alarm call (fire or burglar alarms) caused by improper usage from visitors, organizer or by its hired staff or employees, will be billed to the event organizer.

Cloakroom

Cloakroom and lockers are available at the entrance on ground floor.

Signs, tape or other adhesive material

Signage or information material should be removed/taken care of after the event. Keep in mind that tape may damage the surface. It is not permitted to use tape on floors and walls or to attach carpets or cables without permission from the designated contact person at the Office for SciLifeLab in Uppsala.

Catering

There are facilities for catering in the kitchen on the 1st floor. Unless otherwise agreed, the organizer handles all catering. Permission to serve alcoholic beverages shall be obtained by the organizer.

Lunch and refreshments in Navet and coffee in the meeting rooms

For lunch and refreshments, contact the restaurant of BMC, “Bikupan” e-mail: catering.uppsala@hors.se Food is not allowed in the meeting rooms; please use the Meeting square. If you order coffee to your meeting room, leave the trolley outside the room or – best of all – return it to “Bikupan”.

The organizer is responsible to clean up after using the meeting rooms. Wipe table with a damp rag when necessary. Put all trash in the garbage. Push the chairs back into the table. Erase the white/black board. Turn the lights off. We do not have custodial service to clean between meetings, so the next user will appreciate your attention to these simple details.

Cleaning at the Meeting Square

- Cleaning after events should be taken care of by the organizer in conjunction with the event. All surfaces should be wiped clean. Do not leave anything behind. There are special bins in the basement (källsortering). Bottles and cans of alcohol must be removed from Navet to a suitably labeled container in the basement.
- Furnishing must be restored according to the drawings and the area must be left clean and tidy.
- Any additional cleaning must be ordered and paid for by the organizer. Cleaning is ordered from the cleaning unit: lokalvarden@bmc.uu.se.
- The dishwasher in the catering kitchen requires proper handling. There is a user manual attached to the machine. Note that the dishwasher needs about 20 minutes to warm-up before use.

Damages to the premises and additional cleaning

- Costs incurred by the lessee (or by its hired personnel or employees) causes damages to the premises, furnishings or equipment, or loss thereof, will be charged the lessee with current repair or cost price.
- If it is subsequently deemed necessary, with extra cleaning due to the lessee arrangements, this will be charged to the lessee.

Technical details

- If you want to display any information such as a schedule or a program at the Digital signs in Navet, the file should have 16:9 format and the resolution should be 1280x720, 1920x1080 or 1366x768.
- Projector and microphones can be used at the Meeting square. We have one headset and one hand-held wireless microphone.



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SciLifeLab

Contact

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Visiting address

Husargatan 3, Ing C11

752 37 Uppsala

Event: _____

Date: _____

Time: _____

City and date of signature

Signature responsible organizer/lessee

Printed name
responsible organizer/lessee