

The Chapter Hall Book

This books describes how the Chapter Hall at 8 Osquars backe shall be used

Why?

The purpose of this book is to facilitate activities and usage of the Chapter Hall. It has been written in agreement between the two Chapter Boards representing “Civilingenjör och Lärare” (The Engineering and Education Chapter) and “Civilingenjör Energi och Miljö”(The Energy and Environment Chapter). The content of the book has been gathered from different documents, including the licensing agreement from KTH for the Chapter Hall and the rules for serving alcohol. The book is written both as a legal framework and as a book of instructions and should be used thereafter.

Have any questions or suggestions of changes to the book? Turn to one of the people in charge of the Chapter Hall, e-mails can be found in the end among Contact Information.

Changes to this book shall be made in agreement with the ruling Chapter Boards from both Chapters. The Chapter Boards have full authority to change the contact information of the people/posts at the Chapter as long as it is done in agreement of both boards.

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Hereafter "Civilingenjör & Lärare" will be referred to as CL and "Energi och Miljö" as W.
Hereafter the responsible for the Chapter Hall from both Chapters will be referred to as responsible for the Chapter Hall.

Booking of the Chapter Hall

The Chapter Hall can be booked by Chapter members from the programs CL and W for activities categorized into four categories, which are listed in order of priority below.

1. Chapter Meetings
2. Committee activities
3. Chapter Society activities
4. Other activities

The Chapter Hall is booked through the responsible for the Chapter Hall. This is done most easily by an e-mail containing date, time and which activity it concerns. Booking can also be done at cl-sektionen.se. Booking of the Chapter Hall is free.

The responsible for the Chapter Hall will then book the event in the booking calendar which can be found on both CL's and W's webpage. Only one booking can be made at a time and the person who has booked the Hall disposes of all of it.

If an activity with a higher priority wishes to place a booking at least a month before the booked event this will have precedence and may take over the previous booking. The responsible of the Chapter Hall is also responsible for the bookings.

If alcohol will be served a person approved by the President of CL must be present. See more under "Alcohol in the Chapter Hall".

If a booking is wished to be made by someone who is not a member of the Chapters, this must be cleared by both Presidents of CL and W.

The Chapter Hall may be booked during the following hours.

- Weekdays from 5 pm to 3 am.
- Week-ends from 6 am to 3 am.

No one may be in the Chapter Hall from 3 am to 6 am.

The Chapter Hall cannot be booked during exam weeks. Exceptions can be made if the activity is study-related and is for both Chapters. Exam weeks are regarded as both the self-study period before the actual exam period, and the exam period itself.

The person who books the Chapter Hall is also responsible to clean it after usage, according to the given instructions (see related appendix).

Hanging of Things on the Walls of the Chapter Hall

Things hung upon the walls of the Chapter Hall will be sorted into two categories. Permanent things, such as paintings and bulletin boards, and billing.

Permanent things:

The responsible of the Chapter Hall is responsible for these to be hung and maintained. Both Chapter Boards must approve for new things to be hung.

Billing:

The person responsible for communication from both CL and W are responsible. They serve the right to divide the space and hang up/take down posters for billing. All hung posters must have a visible end date.

Cleaning of the Chapter Hall

All those using the Chapter Hall must clean up after themselves and do dishes belonging to them. After an event the person who booked the event is responsible for the cleaning of the Chapter Hall. The toilets are cleaned by Akademiska Hus. All other parts are cleaned by the students in year one twice a week. The responsible for the Chapter Hall is responsible to notify the students in year one who will clean which week. See appendix for cleaning instructions. During exam periods there will be no regular cleaning, however, the Chapter Boards are to make sure that trash and pant is taken care of.

Responsibility for the Chapter Hall

The responsibility of the purchase of consumable materials, cleaning from students in year one and booking of the Chapter lies on the responsible of the Chapter Hall.

Responsibility of billing lies on the responsible for communication from the CL and the W Chapter. The responsible of the Chapter Hall from the Chapter Boards are the following:

The President of the Student Environment Committee for CL (STURE)

The President of the Chapter for W

Safety Officers for the Chapters are:

The Vice President of the Student Environment Committee for CL (vice STURE)

The responsible for the Chapter Hall and Safety Officer for W (SOS)

Responsibility for serving alcohol lies on the President of the Chapter from CL and the two people responsible for ClubWästeriet.

Purchase of Consumable Materials and What Money is Used

Responsibility of purchase of consumable materials lies on the responsible for the Chapter Hall.

Purchase of consumable materials will be done in such a way that cleaning and usage of the Chapter Hall can be done in a satisfactory manner.

Money used for this purchase shall be billed to CL, and CL will thereafter bill half of the amount of the costs to W.

The Name of the Chapter Hall

The name of the Chapter Hall is Gråtten. This was voted forward 2012 in an election where all members of the Chapters CL and W where allowed to put forward suggestions and vote.

General Rules

The following are some rules for the Chapter Hall (taken from the licensing agreement from KTH):

- Between 8 am and 5 pm the Chapter Hall shall be a suitable study environment every weekday. Exceptions are during lunch hour.
- As the Chapter Hall should be available for use by everyone, there is a ban against food which can have strong allergic reactions (such as peanuts) and strong perfumes.
- It is forbidden to sleep in the Chapter Hall during the night.
- Booking of the Chapter Hall may be done before 5 pm, however the Chapter Hall should be able to be used as a study environment and one may not disturb the students in the hall. After 5 pm it is okay to play music and move around the furniture.

These rules have been made in order to ease the usage of Chapter Hall for everyone:

- Everyone will clean up after themselves. This means that the person who books the Chapter Hall is responsible for cleaning up after their activity and that all students must clean up after themselves.
- Only authorized people may be in the attic.
- Emptying of the fridge is done every Friday 5.15 pm.
- Things kept in the fridge shall be labelled with the owner's name, otherwise they will be regarded as public property. They shall also be labelled with the date of when they put in the fridge.
- It is allowed to keep things in the Chapter Hall for 48 hours, as long as they do not disturb other members of the Chapter from using the Hall. Keeping of things in the Chapter Hall is done at one's own risk.
- Emptying of the hangers is done the first Monday every month at 5.15 pm.

Tables and Chairs

Tables and chairs are owned together by both Chapters and damage is reported to the responsible for the Chapter Hall. Borrowing of tables and chairs is done through the responsible for the Chapter Hall. The person who borrows tables and/or chairs is responsible for the return of them. They shall be returned clean and without damage.

Keys

Following spaces are possible to lock in the Chapter Hall:

- Alkoholloftet (the cabinet for alcohol in the attic)
- The cabinets for alcohol
- The attic

The people at the following posts selected by the Chapters may receive a key for the beforementioned spaces:

- The President for the CL Chapter
- Klubbmästare (those responsible for ClubWästeriet) may obtain one key each for the alcohol cabinets.
- Both Presidents of the Chapters have one key each to the attic as does the responsible for the Chapter Hall. CLW have two keys and the boards of CL and W have further one more key each to give out when needed.

At the being of each business year all keys shall be with the Presidents of the Chapters so that the people selected to the posts above can collect a key from the Presidents, assuming they fill in a form for obtaining a key in a correct manner. The person who has obtained a key is responsible for said key, that it is only used by those allowed to use it and that it can always be transported to the Chapter Hall within one day. All keys to the storage spaces of the Chapter Hall should be handed back to the President of the Chapter and the form shall be filled out for each key that is returned. The person who receives a key is personally responsible for the returning of this key at the end of the business year. If this person fails to return the key it may have to pay a debt to the Chapter.

Projector and Speakers

Projector and speakers are included into the booking of the Chapter Hall if this is requested. If one wishes to only book projector and/or speakers these will be booked and prioritized in the same manner as the Chapter Hall, with the exception that bookings in Gråttan will have higher priority than other Chapter Halls, as the wish is to keep objects in the Chapter Hall.

For Other Activities there is a fee of 100 kr/day for borrowing the projector as well as speakers. Payment is done when collecting the beforementioned objects and an extra fee of 100 kr will occur if these are returned late.

Error Report

All error reports shall be made by the responsible of the Chapter Hall, this will then be reported to a suitable institute.

Error report of:

Electric plugs, toilets, sink, dishwasher, and other armature – reported to Akademiska Hus

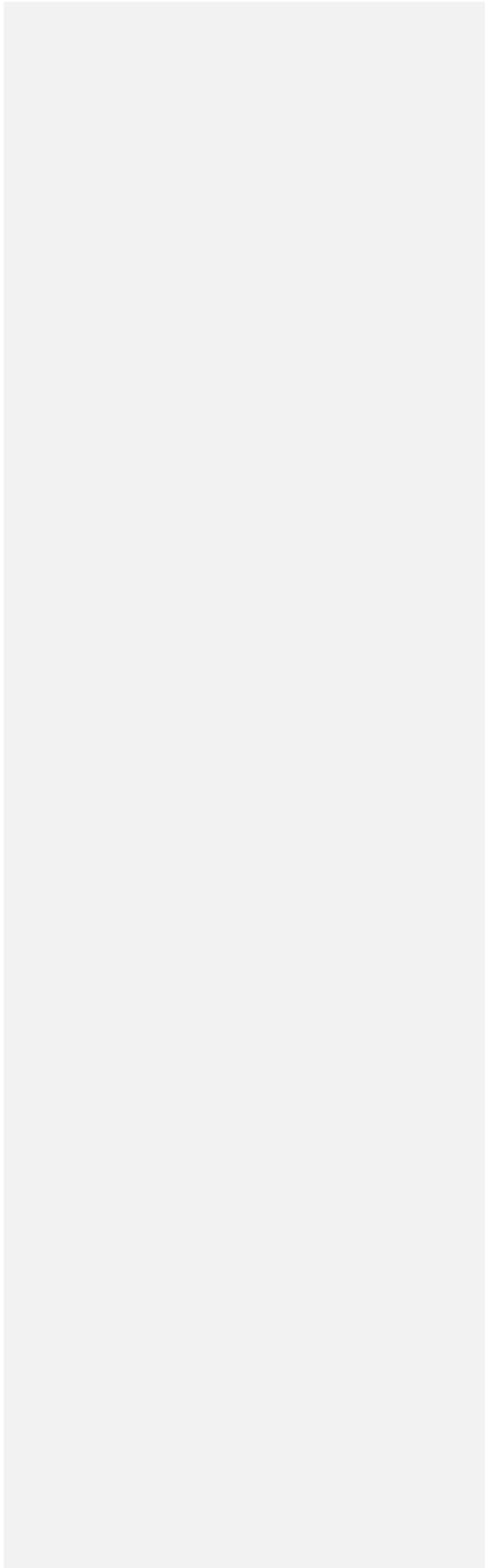
Tables, chairs and other minor things – reported to the Boards of the Chapters.

Technical equipment in the Hall, such as spotlights and speakers – reported to the Boards of the Chapters.

Lights and other minor things – reported to the handyman.

Fire Alarm Instructions

To be continued...



Alcohol in the Chapter Hall

The following rules shall be followed concerning drinking and keeping of alcohol in the Chapter Hall:

- To have activities with alcohol both klubbmästare (those responsible for ClubWästeriet) must have been notified and given their approval.
- One is not allowed to keep their own alcohol in the Chapter Hall.
- One may not bring alcohol bought in the Chapter Hall outside of the Chapter Hall.
- During a party the following must be followed:
 - There must be someone trained to be responsible for parties present and a form must be handed in to KTH, signed by the President of CL.
 - There must be someone trained to be responsible for serving present during the entire time of the party. This person may not be the same as the person responsible for the party, who shall also be present during the entire time of the party.
 - There must be at least three cooked dishes at hand in the Chapter Hall when the bar is open.
 - No one who is noticeably drunk may be in the Chapter Hall (and definitely not served alcohol)

In the agreement between Nils Oscar, CL and W we promise to:

- Only serve their beer, and then the whole selection.
- When possible, only serve liquor maybe by Nils Oscar
- CLW will work in shirts by Nils Oscar at pubs and other events where a theme is not prioritized.

Equality work between the Chapters in Co-Habitation

Regarding the usage of the Chapter Hall, all of the members of the Chapter, regardless of the chapter, have the same rights. Those studying a programme have a right to use the Chapter Hall between 8 am and 5 pm.

The Chapters have a common plan for how to regard equality, diversity and equal treatment. Questions, as well as requests, regarding this area can be made to:

CL: The agent of JML: This post is not yet filled (Contact Gabriel Klingofström for now), jml@cl-sektionen.se

W: The President of the Equality Committee: Cecilia Bouju, jamlikhet@w-sektionen.se

Contact Information

Post/Chapter	Name	E-mail/Contact
Responsible for the Chapter Hall CL	Nelly Wannberg	Gr8n@cl-sektionen.se
Responsible for the Chapter Hall W	Charlotta Malmén	Gr8n@w-sektionen.se
President of the Student Environment Committee CL	Gabriel Klingofström	Sture@cl-sektionen.se
President of the Student Environment Committee W	Elin Rahmqvist	Sno@w-sektionen.se
Responsible for communication CL	Ellen Lennahl	Info@cl-sektionen.se
Responsible for communication W	Malin Lönnqvist	kommunikation@w-sektionen.se
Klubbmästare CL	Charley Jönsson	Clw@clubwasteriet.com
Klubbmästare W	Julia Waldhagen	Clw@clubwasteriet.com
President of the Chapter CL	Diana Diez	ordf@cl-sektionen.se
President of the Chapter W	Johanna Lindstén	ordf@w-sektionen.se
Handymen		hantverkarna@admin.kth.se
Akademiska Hus		akademiskahus.se
Safety Officer at KTH	Roine Hammar	sakerhetschef@kth.se
KTHs alarm number		08 - 790 7700

Appendix I

Cleaning Instructions for Booking of Gråttan

The person who booked the Chapter Hall is responsible for the following cleaning to be made:

- Sweep and scrub the floor
- Clean and put the tables and chairs back to their previous places
- Bring out the garbage
- Clean all kitchen countertops and put away the clean dishes
- Clean the inside of the microwaves (if these have been used)

Cleaning Instructions for Student in Year One:

Twice a week the students in year one will do the following:

- Sweep and scrub the floor
- Bring out the garbage
- Clean tables and chairs
- Clean the inside of the microwaves and the shelves these stand on
- Recycle (Panta) cans/bottles, recycle paper and cardboard
- Do the dishes and put away clean dishes
- Clean all kitchen countertops

Kommenterad [PU1]: Mop?

Kommenterad [PU2R1]: