UMEÅ UNIVERSITY

Agreement for a student association organising an evening or weekend event in university-wide bookable premises

1. Read the Rules for premises, FS 1.1-1454-22, and the terms and conditions for evening and weekend events.
2. Send the completed and signed form to infocenter@umu.se at least 7 days before the event.
3. The Campus Services Office will assess your request. You will be notified whether the event has been approved.

Responsible student union or equivalent

All events, with or without alcohol, must be approved by a student union or equivalent. The responsible student union or equivalent is the invoice recipient and is liable for any additional costs arising from the event, such as extra cleaning, damage or additional security guard services.

As an authorised representative of the student union or equivalent, I

- have read the terms and conditions and rules
- approve the event
- approve the organiser responsible for the event; and
- am the invoice recipient.

Name of student union or equivalent	
Name of authorised representative of the student union or equivalent	
Mobile	Email
Invoice recipient	
Billing address	
Date	Signature

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Organiser responsible for the event

Name of student association	
Name of person responsible for the student association's event	
Mobile	Email
I understand that invitations and marketing materials for the event must state which student association is inviting participants and organising the event, and which target group the event is intended for. Yes ☐	
I understand that student associations and individual students may not make a booked space available to another party, whether another student association or an external party, or use it to represent an external party. Yes ☐	
I have assessed the event and concluded that it will not cause a disturbance or pose a risk (for guidance on this assessment, see the event safety checklist). Yes ☐	
I have read the Rules for premises, FS 1.1-1454-22, and the terms and conditions for evening and weekend events and am responsible for ensuring compliance with them. Yes ☐	
Date	Signature

Event information

Type of event		
Purpose (describe the purpose of the event in detail. This purpose must be stated in invitations, on posters and in marketing materials)		
Target group (who is the event intended for?)		
Number of participants		
Building		Room
Date	Start time	End time
Will alcohol be served? Yes ☐ No ☐ Will participants bring their own alcohol? Yes ☐ No ☐ Is a serving permit required? Yes ☐ No ☐		