



The K-Guild Premises Guideline

**The Guild of Chemical Engineering and
Biotechnology**

The Student Union at Lund University, Faculty of Engineering

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This document is a translation of the Swedish version. If there are conflicting meanings, the Swedish version is the correct one.

The first translation was made on the 20th of August 2023

§1 History

The guideline was established at The Board's eleventh meeting in 2016, edited at The Board's ninth meeting in 2017, The Board's fourth meeting in 2018, The Board's ninth meeting in 2018, The Board's second meeting in 2019, extra Guild meeting in 2020, The Board's fourth meeting in 2020, The Board's sixth meeting in 2021 and last edited at The Board's first meeting 2022.

§2 Purpose

The purpose of the Guidelines is to structure and facilitate the use and access to the premises managed by the Guild.

§3 General Rules

§3:1 Order

- Each committee is responsible for keeping order in its own shelves, cupboards and other areas belonging to the committee.
- Only the Guild's belongings and other items related to the Guild's activities are stored in the Guild's premises. The Guild's premises are therefore not for the storage of private property.
- If the rules for the premises are not followed, the official or the committee in charge has two days to restore the space to its previous state. If this is not done, the consequence is that the official or the committee loses their access to the premises.

§3:2 Accesses

- The posts or committees that have access to the Guild's premises are named below. As an employee in a post with access to a premises, you have access to it until you resign or misbehave. If it is discovered that someone has misbehaved in the Guild's premises, The Board must be notified immediately.
- Access contracts must always be signed, regardless of how long the access is valid.
- During special arrangements and extensive events, a committee's access can be extended so

that the officials have access to more premises than normal.

- In addition to the accesses specified in these Guidelines, the Vice President has the right to grant temporary access to, for example, Gallienvärdar and other responsible officials in connection with this being necessary.

§3:3 Purchase of New Inventories

All purchases of new inventory of significant size that are intended to be stored in the storerooms must first be approved by the Gadget Committee. If, for some reason, the Gadget Committee does not want or is unable to make a decision on the matter, the storage must be approved by The Board instead. Inventory that is not approved in any of the above ways may not be stored in the Guild's storage. If there is uncertainty about whether the purchase is of significant size or not; ask first, before purchasing.

§4 Description

§4:1 Premise Type

There are currently three Premise Types that the Guild manages: lounge, meeting room and storage. The type of premises, as well as whether the premises are available for rent, are described here.

§4:2 Field of Application

Here is a brief description of what the premises are used for today.

§4:1:3 Right of Disposition

Here it is described who is ultimately responsible for managing the premises within the K-Guild.

§4:1:4 Access

Here it is specified which employee positions normally have access to the premises.

§5 Premises

§5:1 Gallien

§5:1:1 Premise Type

Lounge.

§5:1:2 Field of Application

Lunch room, study room and room for various events. Seating for approximately 120 people.

§5:1:3 Right of Disposition

The house is responsible for the premises.

§5:1:4 Access

Office hours:

- All Guild members.

Around the clock:

- The Board
- Head of Committees
- The Cafeteria Committee
- The house
- Auditors
- The Festivities Committee's "Head of" positions
- Pub Deputy
- Safety Officer

§5:2 The Gallien Bar

§5:2:1 Premise Type

Part of Gallien. The kitchen and the fixtures in the kitchen are available for rent.

§5:2:2 Field of Application

Lunches:

- Café operations by the Cafeteria Committee

Other times:

- Bar and kitchen at pubs and sittings
 - Preparation of food for various events

§5:2:3 Right of Disposition

The Head of the Cafeteria Committee during

lunches, The Gadget Committee is responsible for rental at other times.

There is also a door between K's and W's bars. The accesses to this apply in the same way as the accesses to K's bar door. K's Head of the Cafeteria Committee and W's corresponding position should work together so that misunderstandings do not occur during daily operations and during evening events.

§5:2:4 Access

- The Board
- Head of Committees
- Event managers
- The Cafeteria Committee
- The house
- The Gadget Committee
- The Festivities Committee's "Head of" positionss
- Pub Deputy
- Safety Officer

§5:3 The Food Storage

§5:3:1 Premise Type

Storehouse.

§5:3:2 Field of Application

Storage of raw materials for cooking, bulky kitchen utensils, disposable items and The Cafeteria Committee's goods.

§5:3:3 Right of Disposition

§5:3:4 Access

- The Board
- Head of Committees
- Event managers
- The Cafeteria Committee
- The house
- The Festivities Committee's "Head of" positions
- Pub Deputy
- Safety Officer

§5:4 The Gadget Storage

§5:4:1 Premise Type

Storehouse.

§5:4:2 Field of Application

Storage of archives, bookkeeping and the inventories provided by the Guild.

§5:4:3 Right of Disposition

The Head of the Gadget Committee.

§5:4:4 Access

- The Board
- Head of Committees
- The Cafeteria Committee
- The house
- The Gadget Committee
- The Festivities Committee's "Head of" positionss
- Pub Deputy
- Safety Officer

§5:5 The Basement Storage

§5:5:1 Premise Type

Storehouse.

§5:5:2 Field of Application

Storage of bulky inventory, the Guild's archive, paint and building materials.

§5:5:3 Right of Disposition

The Head of the Gadget Committee.

§5:5:4 Access

- The Board
- Head of Committees
- The house
- The Gadget Committee
- Safety Officer

§5:6 The Boardroom

§5:6:1 Premise Type

Meeting room and work room.

§5:6:2 Field of Application

Primarily a working room for The Board but also available if necessary to other committees. Can be used as a meeting room for the Guild's officials.

§5:6:3 Right of Disposition

The Board.

§5:6:4 Access

- The Board
- Head of Committees
- Retiring Treasurer until the financial statements are completed
- Auditors
- Departing Auditors until the auditor's report is completed
- Safety Officer

§5:7 Städskrubben

§5:5:1 Premise Type

Storehouse.

§5:5:2 Field of Application

Storage of cleaning-related inventory.

§5:5:3 Right of Disposition

The Head of the Cafeteria Committee, The Head of the Gadget Committee and The Board.

§5:5:4 Access

Keys are located in the Boardroom and behind the Gallien Bar

§5:8 The Archive

§5:8:1 Premise Type

Storehouse

§5:8:2 Field of Application

Storage of the physical archive.

§5:8:3 Right of Disposition

The Board and the Head of Communication.

§5:8:4 Access

President and the Head of Communication.