Stockholms universitet

Rules for meetings and arrangements at Spökslottet (Schefflerska Palatset)

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Administrative unit	Ledningssekretariatet
Responsible administrator	Jeanette Peterberg

Description:
The document contains rules for university staff who book meetings and events in the premises of Spökslottet.

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Introduction

This steering document is for Stockholm University staff who are allowed to book meetings and events at Spökslottet (also known as the Scheffler Palace). Its aim is to provide staff with information about the code of conduct applicable to the use of culturally and historically sensitive environments.

Code of conduct

- Spökslottet state apartment (paradvåningen) is mainly used for hospitality purposes by senior university officers, and may only be booked for events with a clear link to the activities of Stockholm University. In special cases, the state apartment can also be booked by individuals with management responsibilities, such as deans, heads of department or heads of administrative offices. The host of the event is responsible for the group and the event at the state apartment and must remain in attendance until the last guest has left. A replacement must be appointed if the responsible person is unable to attend due to illness, for example. Events booked by senior university management take precedence and are therefore given priority over any other bookings. The state apartment can be booked during office hours and in the evening (until 23.00) from Monday to Friday (excluding public holidays).
- Meeting rooms can be booked by Stockholm University employees for small meetings involving internal or external participants. The meeting rooms may only be booked for meetings with a clear link to the activities of Stockholm University. Meeting rooms can be booked during Stockholm University office hours, 08.00-17.00 from Monday to Friday, excluding public holidays.
- The name of a responsible contact person who is available at the premises throughout the event is stated at the time of booking.
- These premises are not available for events that require extensive equipment, alterations or remodelling due to the culturally and historically sensitive environment. The interior and exterior of Spökslottet must not be altered in any way. Great care must be taken to avoid damage to floors, surfaces, art and interiors.
- The Legal, Financial and Administrative Services Agency (Kammarkollegiet) does not allow the use of candles for safety reasons, due to the sensitivity of the environment and on account of the fire hazard, so battery-operated candles are used throughout.
- All refreshments are booked via the Spökslottet staff, which orders food and drinks via Stockholm University’s contracted suppliers. The department to be invoiced should be indicated at the time of booking.
- Security guards is hired for every event in the state apartment. One security guard is booked for groups of fewer than 30 guests; while two security guards are booked for groups with more than 30 guests. This cost is invoiced directly to the department/equivalent that booked the event.