

## The terms of use of the Assembly Hall of the University of Tartu

### Event times

In the Assembly Hall of the main building of the University of Tartu, events can be organized on all days of the week, including public holidays between 8.00 and 23.00. No other visitors are allowed in the hall during events. During preparation and cleaning, group excursions can visit the balcony of the Assembly Hall.

When booking the rooms, the time required for preparation and cleaning after the event must also be considered. The fee is charged for the entire time used.

### Reservation of the Assembly Hall

Reservations of the Assembly Hall are handled by the building manager Kristi Kallion (phone 737 5202, 510 8590, e-mail: [aula@ut.ee](mailto:aula@ut.ee)).

To reserve the Assembly Hall, you must first make a **pre-booking**. To do this, call or send an email describing the planned event and its starting time and duration. If the desired time is free, we will send a confirmation of the pre-booking.

After receiving the confirmation, you need to send us a signed application for use of the Assembly Hall. The application form can be found [on the university's website](#). The application can be signed digitally or brought on paper. **A signed application for the use of the hall must be submitted no later than 5 working days before the event.** If the application is not received by that time, the university has the right to cancel the reservation without prior notice.

When planning an event, please consider that the Estate Office only provides the use of the hall, it does not organize the event. Among other things, this means that the building manager or an administrator may not be present before or during the event, which is why **everything concerning the event organization must be agreed with the building manager in advance**. It is also up to the organizer to decide how to follow the recommendations given by the Health Board in preventing the spread of the virus and, if necessary, to equip the premises with disinfectants and other means.

When **ordering visual media services** (live broadcast and/or video recording, audio service, photographer, use of spotlights), the fee for using visual media services is added to the rental price of the Assembly Hall. To order visual media services and see the price list, contact Valeri Nuust (phone 517 6185, e-mail: [valeri.nuust@ut.ee](mailto:valeri.nuust@ut.ee)).

**When booking the rooms, the organizer must appoint a contact person who is responsible for the procedure during the event.** It is possible to come together in advance to see the rooms and also discuss all the details related to the event.

### Special requests regarding the use of the hall

- the layout of the hall: classic or so-called Krause arch,
- a lectern,
- podiums 2 x 1 m (heights 20-40-60-80 cm), up to 16 podiums,
- flower pedestals, up to 4,
- flags with holders: up to 4 flags can be used in the hall,
- piano tuning (for a separate fee).

## Description of the Assembly Hall's standard equipment

The hall rent includes the possibility of using the following technology:

1. A lectern containing a local desktop computer with a touch screen, wireless keyboard and mouse, two local microphones, cables for connecting a laptop, an audio cable for transmitting sound without a projector or screen,
2. Projector,
3. Screens: fixed roller screen (used only for classic hall layout) and 85" screen on wheels (used for both classic and so-called Krause arch layouts),
4. Microphones: the lectern has two fixed microphones, plus 8 wireless microphones,
5. Speakers: 6 speakers in the hall, 14 speakers on the balcony. In the classic hall layout, up to 4 speakers can be used in the hall and 14 on the balcony. Up to 2 speakers can be used in the hall and 14 on the balcony in the so-called Krause arch layout,
6. The possibility of using your own sound equipment,
7. The possibility of connecting your own translation booth.

## Responsibilities of the organizer

- The organizer is obliged to ensure the well-being and safety of the users of the building, including fire safety during the use of the building in accordance with the conditions established in legislation and the fire safety instructions of the University of Tartu.
- The organizer is obliged to reimburse for all damages caused to the hall, the auxiliary rooms, the furniture and the building due to the fault of the organizer and his actions or omissions, including the loss of property in full amount of the damage.

## Terms of use

- If you want to change the arrangement of furniture in the Assembly Hall (chairs, tables, podiums, pianos, speaker, flags, etc.), you must notify us no later than 3 working days before the event. Unauthorized movement of furniture is prohibited.
- It is forbidden to affix or stick signs, posters or other objects on the walls without approval.
- It is forbidden to enter the Assembly Hall with food and drink, but by prior arrangement food and drink can be offered in the corridor during events. In this case, the organizer must ensure that no visitor enters the Assembly Hall with food and drink and that the fallen food and drink is cleaned up immediately by the organizers.
- Candles are not allowed in the main building, except for funerals. Candles can be used on the front stairs of the building, provided that fire safety is ensured and that spilled candle grease is removed by the organizer.
- The decoration of the Assembly Hall (e.g. flower arrangements) is organized and paid for by the organizer.
- Tuning of the piano(s) is ordered by prior arrangement, the service is paid for by the organizer.
- The event organizer organizes the advertising of the event independently. Posters of the event can be placed on the stands of the building.
- You can park around the main building according to the [parking regulations](#) of the city of Tartu. **Parking is prohibited on the university territory.** Service transport may use the entrance from the courtyard of the main building to bring things and may park there only during the transport of things.

- The university does not grant the use of their rooms for events or activities which by their nature are not suitable for the room or building, also for political and religious propaganda which might damage the university's reputation.

**All changes and additional requests must be notified to the building manager in a timely manner. In this way, we can do our best to make the event pleasant and stress-free for everyone.**