

# Guidelines for volunteers' access to the Guild's premises

## Purpose

The access rules govern which volunteers have access to what.

The guild has a number of spaces that are lockable with so-called salto-, trac- or ordinary padlocks. Salto and trac locks are locks that you open with your LU card, while padlocks require a key. The main difference between the salto and trac locks is that the former is not connected to a database but requires a manual loading of the card to be used. Salto can also not be time-limited and requires manual handling while timelox can do this.

The Head of Facilities manages salto and padlock accesses as well as safe keys, the President manages trac for the section.

The purpose of restricting access to the guild's premises is to

- limit the risk of theft and vandalism.
- limit the risk of unauthorized use of guild equipment.
- limit the risk of obstructing or disrupting the daily operations of the guild and in the building.

## Rules

- If the volunteer misuses access to the guild's facilities, access may be revoked.
- The person who admits someone into a room, to which the person admitted does not have access, is responsible for ensuring that the room and the materials in the room are not misused.

Guild Official	Embassy	Archives	Café	Café storage	Container	Basement	The Lands of Management and Operatives (LC)	Pub storage	Festivities storage	SK
Archivist		X				X				
Baked			X	X	X					X
Car Supervisor	X						X			X
Accounting Analyst							X			X
Accounting Manager				X			X			X
Managing Director of Hilbert Café	X		X	X	X	X	X			X
Cofös	X		X	X	X	X	X			X
Cofös with accounting responsibilities	X		X	X	X	X	X			X
DJ[F]				X		X			X	X
Standard-bearer		X				X				X
Cinematographer		X				X	X			
Caretaker	X			X		X(1)				
Her-Tech-Future-Responsible										X
Head Waiter	X		X	X	X	X	X	X	X	X
Sustainability coordinator										X
Sports foreman	X			X	X		X			X
Head of Anniversary	X	X	X	X	X	X	X			X
Cardinal Beetle			X	X	X					X
Treasurer		X	X	X	X	X	X			X
Minister of Culture	X		X	X	X	X	X	X	X	X
Chef			X	X	X	X	X	X	X	X
President of the Committee for Student Equality			X	X	X		X			X
Snack Mule			X	X			X			X
Middle manager				X			X			X
Merch designer							X			
LaBamba			X	X	X					X
Ladybug			X	X	X					X
Head of Corporate Relations	X		X	X	X	X	X			X
President	X	X	X	X	X	X	X	X	X	X
Persuivant		X				X				
Project Manager FARAD	X		X	X	X	X	X			X
Member of the FARAD Team							X(3)			X(2,3)
Head of Facilities	X	X	X	X	X	X	X			X
Pub Manager			X	X	X	X	X	X	X	X
Reisemeister	X		X	X	X		X			X
Auditor		X		X		X	X			X
Convenor of @1337				X			X			X
Convenor of Guild Photographer		X		X		X	X			X
Convenor of the Nomination Committee			X	X			X			X
Master of the Conscience	X		X	X	X	X	X			X
Minister of Truth		X	X	X	X	X	X			X
Minion of Truth							X			X
Secretary	X	X	X	X	X	X	X			X
Guild Photographer		X				X	X			X
Cheif Herald		X				X	X			X
Head of Festivities	X		X	X	X	X	X	X	X	X
Spider master			X	X			X			X
Webmaster										X
President of the Educational Council (F, pi, n)							X			X
Board member	X	X	X	X	X	X	X			X
Chair of the Board	X	X	X	X	X	X	X			X
Semiconductor FARAD				X			X			X
Su-perman							X			X
Song Contest Team Leader	X(1,2)		X(1,2)	X(1,2)			X(1,2)			X(1,2)
Tandem Relay Team Leader	X(4)									
Trumpeter		X				X				
Minister for Eduction	X		X	X	X	X	X			X
Member of the Nominations Committee							X			X
Operating Director of Hilbert Café	X		X	X	X	X	X			X
Vice President	X	X	X	X	X	X	X			X
Vice Head of Festivities	X		X	X	X	X	X	X	X	X
Member of the Editorial Staff of von Tänen				X			X			X
Editor of von Tänen				X			X			X
Overfös	X	X	X	X	X	X	X			X
	Embassy	Archives	Café	Café storage	Container	Basement	The Lands of Management and Operatives	Pub storage	Festivities storage	SK

In addition to the access governed by the above table, also assigned:

- Four (4) Athletes of the Ministry of Culture, selected by the Committee Chairman, have access to the Embassy. This access is assigned to the Athletes in charge of the racket sports, sports with E, the football team and the volleyball team.
- Two (2), athletes selected by the committee chairman within the Ministry of Culture, access to SK. This access is awarded to the athletes responsible for running
- One (1) FNU member within the FNU access to the Embassy. This access is assigned to the FNU member responsible for the standing table.

- One (1), selected by the Committee Chair, Minion of Truth within the Ministry of Truth, access to the Archives and the Cellar. This access is assigned to the Minion of Truth in charge of the guild's podcast.
- One (1), chosen by the committee chairman, merchandising manager within the gadget mastery, access to the Embassy and SK.
- One (1), by the överfös chosen Cofös within Föset, access to the archive.
- In collaboration with the board, distribute access to chosen temporary volunteers of the fös to the facilities which the volunteer position needs.