Rules of Using Buildings and Rooms

Based on clause 15 (2) 16) and 33 (5) of the Statutes of the University of Tartu, clause 10 of the Principles of Acquisition, Encumbering with a Restricted Real Right, Transferring and Giving Into Use of Other Parties of Immovable Property, adopted by the Council of the University of Tartu Regulation no. 2 of 27 February 2012, and clause 16 of the Principles of Spatial Development in the City of Tartu up to 2020 approved by the Council of the University of Tartu Regulation no. 9 of 29 April 2015 and based on clause 15 (3) and 29 of the Statutes of the University of Tartu, adopted by the Senate of the University of Tartu Regulation no. 11 of 21 July 2014 and approved by Council of the University of Tartu decision no. 18 of 29 July 2014, I hereby approve the Rules of Using Buildings and Rooms (hereinafter the rules) at the University of Tartu (hereinafter the university).

I. General provisions

1. These rules
   1.1. regulate the procedure and terms of granting the use of the rooms and parts of rooms (hereinafter room or rooms) in buildings which are in the ownership or possession of the university (hereinafter building or buildings) and changing their use;
   1.2. regulate the procedure and terms of acquiring the use of buildings and rooms for the university;
   1.3. establish the procedure and principles of the work of the rooms committee;
   1.4. provide the rules for establishing recommended surface area norms for rooms used for academic and research work and support work, which are the basis of planning and dividing the use of rooms, and the rules of cost accounting;
   1.5. provide the rules of marking buildings and rooms.

2. The head of the structural unit which possesses the rooms is responsible for maintaining the initial state and prudent use of the rooms granted in their use. For the purposes of these rules, the head of structural unit is the head of institute, director of college, director of a non-faculty institution, head of dean’s office and head of support unit.

3. 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.
II. Surface area norms and cost accounting

4. Planning the room use, compiling the room programme (purpose of use, set and description of rooms) for buildings that are being constructed and renovated and amending the room programme for existing buildings shall take into consideration recommended surface area norms if possible. Recommended surface area norms are established by the directive of the director of administration. The recommended surface area norm is the planned usable surface for one work or study place in square metres.

5. Information about contracts regarding buildings, rooms and their use and cost accounting is done in the Estates Office, unless provided otherwise in these rules. Information about the use of buildings and rooms is managed by the Estates Office in the asset management information system.

5.1. Head of Estates Office is responsible for inserting the costs of administering buildings and rooms (hereinafter administrative costs) in the asset management information system. Structural units that use buildings and rooms which are not administered by the Estates Office organise the administrative cost accounting of these buildings and rooms independently.

5.2. Head of structural unit informs the Estates Office of changes in room use within the structural unit, incl. changing the purpose of use of a room, within 10 work days in a format which can be reproduced in writing.

5.3. During the renovation work of rooms granted in the use of a structural unit, which lasts more than three months as of the date of vacating the rooms for renovation work, for which the head of structural unit and building manager prepare the instrument of delivery and receipt, until the university has received the construction work with the instrument of delivery and receipt between the constructor and university, the renovated rooms are considered as part of the inventory of rooms of the Estates Office and their administrative costs are covered by the Estates Office. The change in covering the administrative costs enters into force on the first date of the month following the date of delivery and receipt of rooms and terminates on the first date of the month following the date of receipt of the construction work.

6. The administrative costs of rooms granted in the use of structural units are covered pursuant to the rules established in the university. Planning administrative costs in budget drafting proceeds from the room use of the structural unit as of 31 August of the year preceding the budget year if there are no known changes in room use.

7. The Estates Office forwards the data in the asset management information system about the areas and costs of the rooms in the use of the structural unit to the Finance Office.

7.1. The change in covering administrative costs enters into force on the first date of the month following the rector’s directive stated in clause 14, unless provided otherwise in the directive or the rules.

7.2. If the directive provides the delivery and receipt of rooms on the basis of an instrument or the delivery of a room is conditional, meaning the room is delivered after it is vacated from former use, an instrument of delivery and receipt is prepared for the actual
delivery of the room. The change in covering administrative costs enters into force on the first date of the month following the date of actual delivery of the room fixed in the legal instrument.

III. Rooms committee

8. The rector approves the members of the rooms committee and appoints its chair. Persons invited by the chair of the rooms committee participate in the work of the rooms committee with the right to speak.

9. The rooms committee is competent to form an opinion on the following matters:
   9.1. granting the use of rooms for structural units, unless provided otherwise in these rules;
   9.2. granting the use of rooms for non-university people and acquiring the use of rooms from, unless provided otherwise in these rules;
   9.3. changing and terminating the use of rooms;
   9.4. determining the rating of investment requests;
   9.5. monitoring the dynamics of administrative costs and evaluating efficiency;
   9.6. matters regarding the acquisition, encumbrance with limited real right and transfer of the university’s immovable property, unless provided otherwise in these rules or other legal acts;
   9.7. other matters regarding the possession and use of rooms which are submitted to the rooms committee for an opinion.

10. Documents of the rooms committee are registered in accordance with the procedure provided in the documentary procedure rules. The chair of the rooms committee decides on adding an application submitted to the rooms committee to the agenda of the meeting or the resolution of the application with simplified procedure. The chair of the rooms committee has the right to decide to hold the meeting electronically. When the meeting is held electronically, the draft decision together with the submitted application is sent to the members of the rooms committee and a deadline is set for voting. An electronic meeting is not held if at least one member of the rooms committee opposes.

11. Applications added to the agenda of the rooms committee meeting are reviewed by the rooms committee within 20 work days as of the date of receiving the proper application. Minutes are taken at all rooms committee meetings.

12. In order to resolve an application with simplified procedure, the chair of the rooms committee submits a proposal to the rector within 10 work days as of receiving the proper application about granting the use of rooms or taking rooms out of use. Applications can be resolved with simplified procedure
   12.1. for granting the use of vacant rooms if there are no competing applications;
   12.2. for taking rooms out of use;
   12.3. for granting the use of rooms to non-university people as a result of a public offer.
13. The rooms committee is qualified to make decisions if more than half of the members of the rooms committee participate in the meeting. The decision of the rooms committee to make a proposal to the rector is considered adopted if more than half of the members present have voted in favour. In case of an electronic meeting, a decision of the committee is adopted if more than half of the members have voted in favour. If the votes are equal, the vote of the chair of the rooms committee is decisive. In the absence of the chair of the rooms committee, the work of the committee is headed by a member of the committee appointed by the chair.

14. On the proposal of the rooms committee or on the proposal of the chair of the rooms committee in case of approving a resolution with simplified procedure, the rector approves granting and acquiring the use of rooms, changing the use of rooms and approving the rooms programme by a directive. The rector’s directive is the basis of amending data in the asset management information system and concluding a contract for use with a non-university person. Head of Estates Office organises the enforcement of the decisions.

15. Structural units are notified of the rector’s directive by the notification system of the document management information system, non-university people are notified in a format which can be reproduced in writing within one week from issuing the directive. If the application is rejected, the Estates Office informs the applicant in a format which can be reproduced in writing.

IV. Granting the use of rooms, changing room use and giving up rooms within the university

16. Rector, vice rector, dean or area director submits an application to the rooms committee to grant the use of rooms and change room use.

17. The planned room use of buildings that are constructed or renovated is submitted to the Estates Office by the future user before initiating the contracting of the building design documentation. On the basis of the submitted proposal the Estates Office compiles terms of reference, taking into consideration recommended surface area norms and the university’s principles of spatial development.

17.1. Head of Estates Office submits the terms of reference of room use, i.e. engineering, to the rooms committee who makes a proposal to the rector to approve the building’s room use (hereinabove and hereinafter room programme).

17.2. If the surface area of rooms changes significantly and/or if there is no information about the actual size of the rooms, the Estates Office organises an inventory in the building or rooms.

17.3. Upon the completion of the building or end of renovation work and in case of inventory of the building or rooms if necessary for reasons stated in clause 17.2 of the rules, the head of Estates Office, on the approval of the head of the structural unit that uses the rooms, also on the approval of the vice rector, dean or area director if there is reasoned need, submits a detailed room programme to the rooms committee.
18. When the building is completed and the occupancy permit has been issued or the renovation works are finished and the construction work has been received by the university and the rooms have been furnished, the structural unit stated in the room programme approved by the rector’s directive covers the administrative costs.

19. Rector, vice rector, dean or area director submits an application to the rooms committee to give up rooms. A structural unit can give up rooms granted in their use on the following conditions.

19.1. The premises given up are vacant during the time of submitting the application, i.e. not used as work or study rooms or for storage of assets in the possession of the structural unit or any other purpose, or can be vacated within the term noted in the application.

19.2. If rooms are given up upon moving to a new or renovated building, all the premises given up are excluded from the structural unit’s use after the rooms have been completely vacated.

19.3. A structural unit can give up rooms that have been specifically built or renovated to perform the tasks of the structural unit after five years starting from taking the new or renovated rooms into use.

19.4. Rooms that remain in the use of a structural unit shall comply with the principle of spatial integrity, i.e. a structural unit cannot give up single rooms if giving up these rooms would break the integral defined set of rooms in the use of the structural unit and if finding a new user or function to the rooms would be impracticable due to their location.

19.5. If a structural unit does not vacate the room by the term provided in the directive stated in clause 14 of the rules, the structural unit covers the administrative costs until the room is vacated. The change in covering the administrative costs enters into force on the first date of the month following the date when the room is actually vacated.

20. The rooms committee can make a proposal to the rector to

20.1. take a room from the use of a structural unit if
   20.1.1. the structural unit uses the room below capacity, temporarily or has not used the room in three months;
   20.1.2. the structural unit does not use the room according to its purpose of use or good practice;
   20.1.3. the room needs to be used for another purpose proceeding from the university’s needs and spatial development;
   20.1.4. the engineering or sanitary state of the room or building where the room is located makes using the room dangerous or impossible;

20.2. grant the use of a room to a structural unit if
   20.2.1. granting the use of the room derives from the need to optimise room use;
   20.2.2. granting the use of the room improves the efficiency of university’s work or supports the university’s image.
21. In the occurrence of circumstances stated in clause 20.1 of the rules, the head of Estates Office submits a respective application to the rooms committee. If circumstances stated in clauses 20.1.3 or 20.1.4 are the reason for taking the rooms from use, the head of Estates Office makes a proposal to the rooms committee to grant the user of the room a temporary substitute room or if necessary a room for permanent use. The application shall include the opinion of the vice rector, dean or area director. Granting the use of rooms takes into consideration the recommended surface area norms established by the director of administration if possible. The substitute room does not need to be the same size or in the same location as the room taken from use, but it must enable the structural unit to perform its tasks. A substitute room is granted in the use of a structural unit for a fixed term or conditionally.

22. In the occurrence of the need stated in clause 20.2 of the rules, the head of Estates Office submits a respective application to the rooms committee who makes a decision about submitting a proposal to the rector to grant the use of the room. The application shall include the opinion of the vice rector, dean or area director.

V. Informing of vacated rooms

23. The Estates Office informs structural units of rooms vacated by the university’s structural units or non-university people in the university’s e-mail list or the intranet within 10 work days. Within 15 work days from the notification, structural units can submit an application to use the room in accordance with clause 16 of the rules. The head of Estates Office has the right to extend the term for applying.

24. In reasoned cases the head of Estates Office has the right to apply terms different from those stated in clause 23 of the rules, e.g. for rooms of a catering complex.

25. Until being delivered to a new user, a room located in Tartu is in the Estates Office’s register of vacant rooms (hereinafter: reserve premises).

VI. Granting the use of rooms to non-university people

26. Rooms which are temporarily not needed by the university can be granted in the use of people outside the university.

27. If by the deadlines provided in clauses 23 and 24 of the rules no structural unit has requested to use the room, the head of Estates Office has the right to announce a public offer to grant the use of the rooms or find a user through negotiations.

27.1. Public offers of rooms are announced on the university website and if necessary through other information channels, e.g. real estate portals, real estate companies and/or
agents. The Estates Office organises the communication of information on the university website.

27.2. Head of Estates Office submits the application of the best or most suitable offer from the public offer and of the user found through negotiations to the rooms committee who makes a decision about submitting a proposal to the rector to grant the use of the room, except for in cases provided in clause 29.

28. The use of a room is granted to a non-university person on the basis of their application, except for when the use is granted through a public offer and in case of short-term use of the room. The application is submitted to the Estates Office. The head of Estates Office forwards the application to the rooms committee, unless provided otherwise in the rules.

VII. Granting and acquiring the short-term use of rooms

29. The short-term use of rooms can be granted to and acquired from structural units and non-university people for organising a one-time event, e.g. seminar, workshop, conference, lecture, or event series.

30. The prices of granting the short-term use of rooms to other structural units and non-university people are established by a directive of the rector, vice rector, area director, dean, head of institute or college and director of non-faculty institution with prior approval by the chief accountant. Fixing prices shall proceed from the rules of fixing prices and if possible take into consideration the recommended prices for granting the short-term use of rooms drawn up by the Estates Office. The revenue from granting the short-term use of a room comes to the account of the structural unit possessing the room after the deduction of the overhead provision rates, unless established otherwise in the university.

31. The use of a room is granted to a non-university person on the basis of their application. The application is submitted to the structural unit which possesses the rooms. The head of structural unit reviews the application within a reasonable time. The written consent of the head of structural unit on the application is the basis for compiling the invoice proposal.

32. Vice rector, dean, area director, head of institute or college and director of a non-faculty institution have the right to exempt a non-university applicant whose activity is related to the university’s interests from paying the fixed price on the basis of a written application by the head of the structural unit which possesses the rooms, provided that the structural unit which possesses the rooms or is interested in the matter covers the costs related to using the room.

33. Rooms are granted into the use of a structural unit on the following terms.

33.1. The head of the structural unit that wants to use the rooms for a short term forwards the request to the head of the structural unit that possesses the rooms.
33.2. Upon granting the short-term use of rooms, the structural unit which grants the use issues an internal invoice to the user, except for when the use is granted for in-faculty or inter-faculty studies in the same town.

33.3. The internal invoices for the preceding month for rooms granted into use by structural units are issued to the customer by the fifth date of the following month.

34. Acquiring the short-term use of a room from a non-university person is paid for by the structural unit on the basis of an invoice issued by the non-university person or a lease contract.

35. The head of the structural unit is responsible for communicating the short-term use of academic rooms in the study information system.

VIII. Acquiring the use of rooms from non-university people

36. In order to acquire the use of rooms from non-university people, except for short-term use for a one-time event or event series, the rector, vice rector, dean or area director submits an application to the rooms committee together with the conditions of using the rooms, including the payment for using the rooms, size of administrative costs and terms of payment, the deadline of acquiring the use, conditions regarding the termination of use etc.

37. If the structural unit wants to partially give up the rooms taken into use from a non-university person or cancel the lease contract early, the structural unit that uses the rooms shall take into consideration the terms provided in the lease contract concluded with the non-university person. If amendment or early cancellation of the lease contract with a non-university person is not possible or is limited, the structural unit that used the rooms pays the rent agreed in the contract and covers the contractual accessory expenses.

IX. Concluding a lease contract

38. Director of administration concludes contracts for the use of buildings, rooms or parts of these (hereinafter lease contract), unless provided otherwise in the rules.

39. Head of Estates Office concludes lease contracts
   39.1. for granting the use of reserve premises to a non-university person for an unspecified term or a term of up to two years, provided that the university can cancel the lease contract with a maximum three month period of notice;
   39.2. for leasing a room, part of a room or other premises, e.g. attic or roof, for the installation of technical or other devices, e.g. mobile communication base stations.

40. Head of a structural unit concludes lease contracts for acquiring and granting the short-term use of rooms for organising one-time events and event series. If necessary the Estates Office advises on concluding the lease contract for short-term use.
41. The rooms committee can at its meeting determine the terms of the lease contract to be signed with a non-university person.

X. Marking buildings and rooms

42. Marking rooms includes numbering and signposting. Marking is organised by the head of Estates Office.

43. Marking the building and the content and design of the introductory house guide is approved by the person(s) appointed by the director of administration with the head(s) of structural unit(s) in possession of the building.

44. The principles of numbering rooms are established by the directive of the director of administration.

45. Timetables are placed on the wall next to the door of a studies room. This is organised by the structural unit that possesses the rooms or organises the use of the rooms.

XI. Implementing provisions

46. The Estates Office draws up the forms of applications stated in the rules and the recommended prices of granting the short-term use of rooms, also the general terms of lease contracts, and makes these available on the intranet.

47. The principle provided in clause 19.3 of the rules also applies to the room programmes approved by the rector’s directive before these rules enter into force.


49. I make director of administration responsible for adhering to these rules.

50. These statutes take effect retroactively as of 1 January 2016.