



	SERVICES INCLUDED		FEE-BASED SERVICES	
	internal users (university members)	external users (non-university members)	internal users (university members)	external users (non-university members)
CONCIERGE SERVICE				
STANDARD OPENING AND CLOSING HOURS OF THE HALL (working days and/or during office opening hours)	•	•		
ADDITIONAL OPENING AND CLOSING HOURS OF THE HALL (working days and/or during office opening hours)			•	•
CLEANING SERVICE				
ORDINARY CLEANING OF THE HALL	•	•		
ADDITIONAL CLEANING OF THE HALL (additional cleaning required)			•	•
ORDINARY SANITISATION OF THE HALL	•			•
ADDITIONAL SANITISATION OF THE HALL			•	•
COMFORT				
COOLING / HEATING SYSTEM OF THE HALL	•	•		
ORDINARY LIGHTING / ELECTRICAL SOCKETS	•	•		
SETTING UP				
STANDARD HALL LAYOUT (excluding speakers' desk with water, glasses/cups, etc.)	•	•		
FACILITIES AND TRANSPORT OF ADDITIONAL FURNITURE AND ITEMS (e.g. chairs, tables, blackboards...)	•			•
TECHNICAL SERVICES				
SWITCHING ON STANDARD LAYOUT HALL TECHNICAL EQUIPMENT (PC AND MICROPHONE)	•	•		
STANDARD TECHNICAL ASSISTANCE OF THE HALL (INITIAL SET-UP)	•			•
STANDARD ADDITIONAL LAYOUT TECHNICAL SERVICES * (e.g. additional equipment, audio/video recording, streaming, etc.).			•	•
WI-FI	•	•		
INTERNET CONNECTION	•	•		
SECURITY SERVICE				
SECURITY SERVICE - WORKING DAYS AND/OR DURING OFFICE OPENING HOURS **	•			•
SECURITY SERVICE - WORKING DAYS AND/OR EXTRA OPENINGS OF THE BRANCHES			•	•
SPACE FOR CATERING SERVICES	•			•

* INTERNAL USERS: for a free evaluation of extra technical services, please contact the Computer Services and Telecommunications Area

** The security service is included in the branch as per current legislation. Specific spaces and inflows for each venue must be evaluated. For EXTERNAL USERS some specific spaces must be covered with a security service fee.