

Room Booking Terms of Use

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1. Overview

- 1.1 The Students' Union is allocated a set of rooms to be used by student groups for out of hour's bookings. Bookings will be made on the College's room booking system. The set of rooms, times and dates will be agreed annually.
- 1.2 This document outlines the terms of use for booking one of these allocated rooms that must be adhered to. In cases where the below terms are not adhered to, it could result in the cancellation of all future bookings and the withdrawal of the privilege to book rooms for the remainder of the year.

2. Terms of Use

- 2.1 Only Presidents and Secretaries have access to the booking system. In cases where the group does not have one of these positions, another committee member will be granted access to the system.
- 2.2 The committee members granted access are responsible for ensuring rooms are only booked for student group purposes and the activity fits the room.
- 2.3 Rooms must be vacated by the times specified in the room booking confirmation allowing ten minutes for change over at the end of session. Booking times must allow for set-up and set-down.
- 2.4 If an event is cancelled for any reason, the room booking should be cancelled at the earliest opportunity so another group is able to utilise the room and for any associated resource and security implication.
- 2.5 Submitting a booking request does not guarantee a booking. An event should not be advertised before a booking is confirmed, and the room should not be used without receiving confirmation first.
- 2.6 Those booking the room must declare the intended use of the room at the time of booking. Any changes to the nature of the event must be communicated in advance of the event.
- 2.7 For events featuring a guest speaker, the committee member is responsible for ensuring that the guest speaker policy is adhered to and that the Student Opportunities team is notified far in advance as controversial or high profile guests or subject matters need to be approved by the College in accordance with the Freedom of Speech Code of Practice.
- 2.8 The event lead is responsible for ensuring that the number of people attending does not exceed the stated capacity of the room.
- 2.9 The person booking the room must inform the Student Opportunities team if any other services are required e.g. Porters, Audio Visual at least two working days before the booking commences..
- 2.10 If furniture is moved, it must be restored to its original layout after the event. Furniture must not be removed from rooms or block fire escapes. If furniture is needed to be moved, then please request this via submitting a ticket to Freshdesk with at least two working days' notice. The Student Opportunities team will liaise with the Porters team.

- 2.11 It is the event lead's responsibility to ensure they and the other room users are familiar with the emergency evacuation procedure for the room.
- 2.12 The event lead must check the room at the beginning of the room and report any damages to Student Opportunities to avoid being named responsible for any damages made prior to booking. Any damages found which were not reported, will be assumed to be the responsibility of the student group using the room.
- 2.13 The event lead is responsible for ensuring that no equipment is used or tampered with without prior approval from the Student Opportunities team. This includes the moving of lecterns or Audio Visual equipment. If a lectern needs to be moved for whatever reason, contact the Student Opportunities team, with at least two working days' notice, who will liaise with the Audio Visual team.
- 2.14 The event lead is responsible for ensuring that the room is left in a clean and tidy state. Bookings in premium rooms such as Founders' Dining Hall must be cleaned using the materials provided, and it is the responsibility of the group to ensure this is done to an acceptable standard.
- 2.15 Alcohol must not be consumed within any room booked on campus. Food and drinks, other than water must not be consumed in the rooms.