

**Protocols for the use of Central Hall at the times when the Hall is not Portered.**

**1 General Limitations of Use**

- 1.1 No smoking throughout this Building. Smoking is to take place 2m away from the edge of the building as per University policy.
- 1.2 No alcohol is allowed in the building except during performances when the licensed bar is open.  
**Note: Abuse of this restriction could result in the loss of the premises license for the building.**
- 1.3 No food or drink in the auditorium or stage area.
- 1.4 The main entrance to be staffed if unlocked/open.
- 1.5 The booking times to be strictly adhered to- any changes after the event form has been signed off, must be agreed with the Facilities Manager before altering the booking with Room Bookings.
- 1.6 The tiered seating, staging blocks and orchestra pit can only be changed by Portering staff and must be part of the booking if changes are required. This must be agreed by the Reception Coordinators.
- 1.7 All H&S regulations, fire exits, risk assessments and restrictions must be adhered too.
- 1.8 No changes can be made to any of the building electrical power outlets or equipment.
- 1.9 Any electrical equipment brought in must be PAT tested to University standards and in date.
- 1.10 No inflammable liquids or gels to be used anywhere in the building.
- 1.11 The facilities must be kept in a clean tidy condition.
- 1.12 The society will be invoiced for all damage to the building fabric, furniture and fittings.
- 1.13 No ad hoc audiences allowed during rehearsals.
- 1.14 The emergency exits must not be used as normal exits.
- 1.15 The emergency exits must not be opened to enhance ventilation.
- 1.16 A qualified first aider must be provided throughout the full term of the building use.
- 1.17 A named responsible person must be provided throughout the full term of the building use. The issued Central Hall keys must remain with the Responsible Person at all times.  
**Note: The named responsible person may be liable for prosecution if there is an accident/incident involving any of the building users.**
- 1.18 **All building users must be aware of the University Emergency Fire Procedures and be specifically familiar with the fire evacuation procedures for Central Hall. All societies will be briefed on emergency procedures and use of space by Claire Drayton-Inman, Facilities Manager.**

- 1.19 Any general maintenance repairs should be reported by the users if noticed by them. Reporting routes are via porter reception's, Security (for out of hours/emergencies), directly to Estates or via Planon (if you have access). Internal contact numbers are as follows:

Vanbrugh Porters – 3200	Wentworth Porters - 3000
James Porters – 3100	Derwent Porters – 3500
Alcuin Porters – 3300	
Security – non emergency – 4444	<b>Emergency – 3333</b>
Estates Helpdesk (open Mon-Thurs 8-5pm, Fri 8-4pm) - 5555	

## 2 Student Societies

### 2.1 Society Responsibilities

- 2.1.1 All usage must be booked via Room Bookings. The society must complete an Events Management form via Health & Safety Department to include a first aider and named responsible person for the full period of use. A risk assessment for all activities must be undertaken and sent to Campus Services.
- 2.1.2 Only named responsible person (s) will be allowed to collect the key, ID will be required.
- 2.1.3 While in use by Student Societies the building security must not be compromised, in order for this to be accomplished the main entrance should be staffed until all users are on site and then locked. Instructions, operating procedures and induction will be given by a Facilities Manager, this must be arranged by the Society with the FM well in advance of the booking commencing.
- 2.1.4 The same principle should be applied to the lift, when not in use it should be isolated within the lift by using the key supplied. Operating instructions will be given by a Reception Coordinator and training must be arranged by the Society well in advance of the booking commencing.
- 2.1.5 If any smoke generators or other heat/smoke equipment are to be used the booking (including rehearsals) must include this advice and sensors can then be changed to accommodate this request for the period of use. Estates must be informed 3 weeks in advance. Please note that 3 hours needs to be left for all smoke to dissipate fully before the alarms can be re-instated.
- 2.1.6 Following use the building must be left completely secure, and all lights turned off. Societies must not leave until Security arrives.

### 2.2 Security Centre Responsibilities

- 2.2.1 Security Centre will issue a set of specific keys including an ONITY card giving access to all area's except the top floor and the various store or equipment cupboards following suitable ID from the named responsible person on the Campus Services booking.
- 2.2.2 The reception who issues the keys will be responsible for disabling the intruder alarms prior to or at the time of the key issuance. Also the setting of the intruder alarm following the return of the keys. Please note Security Centre, Langwith and Vanbrugh (not 24 hrs) can support disable/enabling of the intruder alarm.
- 2.2.3 Following use by Student Societies the Security Centre should, prior to setting the intruder alarm, ensure that CH is secure and report on any incidents, H&S issues and any damage to the building, fixtures and furniture.

### **3      Cleaning, Estates, Audio Visual and Bar Staff**

#### **3.1   Staff Responsibilities**

- 3.1.1    Collect and return specific keys from Security Centre.  
          Note: Two sets available for the use of Cleaning, Audio Visual & Estates staff and one set for the Bar staff.
- 3.1.1    Adhere to H & S regulations.
- 3.1.2    Ensure that the building is kept secure at all times.
- 3.1.3    Report to Security Centre any accident/incidents and building faults.

#### **3.2   Security Centre and Porter Responsibilities**

- 3.2.1    Issue specific keys to staff, ID required.
- 3.2.2    Ensure keys returned at a specified time and investigate if not.
- 3.2.3    Report any issues raised by staff.

Please leave the Building in a clean and tidy state.

Please contact Security Centre if you need any further information or experience any difficulties.