

Terms and Conditions

Please read these terms and conditions before booking a room. By booking a room at the University you agree to comply to the following terms and may risk charges and removal of your room booking rights by not doing so

1. Event Management Form (EMF)

If you are a student, and your booking is for any type of social activity, you must also complete an [Event Management Form](#) (EMF) by visiting:

<https://www.york.ac.uk/admin/hsas/safetynet/Event%20Management/eventmanagementonline.htm>

2. Fire Safety

As the Responsible Person, it is your job to ensure that in the event of a fire alarm, all persons attending your activity are instructed to evacuate the building to the designated fire assembly point.

Any person who cannot self-evacuate should be assisted to the nearest safe fire refuge area, and make contact with the security centre following the instructions posted.

At the fire assembly point you will see a fire marshal. You must tell the marshal about the evacuation status of your room.

3. Maximum number of guests

To stay safe, you agree to not exceed the room capacity confirmed during the booking process. Make sure that the number of people is below the room capacity at all times during your activity.

4. Facilities

You can find out more about the facilities in your room by visiting <https://www.york.ac.uk/campuservices/avcentre/room/>

You and your guests are entitled to use these facilities, but remember that as Responsible Person you are liable for any damaged or missing items.

5. Furniture

The furniture in the room must not be moved.

6. Food and drink

You can consume food and drink in your room. As Responsible Person, you must make sure that you and your guests leave the room clean, tidy and clear of food at the end of your activity.

7. Litter

You and your guests must leave the room in a clean state, and must remove all litter that does not fit in the bin at the end of your activity.

8. Noise

You and your guests agree to keep noise to a minimum, unless specifically stated on your booking.

9. Personal belongings

The University does not accept responsibility for any loss or damage to personal belongings left in rooms. Check at the end of your activity that no-one has left anything behind.

10. Reporting problems

If you find damage or mess within a room, you must tell us as soon as possible. We will then make sure that this is sorted out.

11. Penalties

If we need to clean up for you, we will ask you to contribute to the additional costs we will incur. If you damage the room, furniture or equipment, we will ask you to contribute to the costs of fixing this. We may also withdraw your privilege to book rooms.

You can also see these terms and conditions by visiting

<https://www.york.ac.uk/about/departments/support-and-admin/estates-and-campus-services/timetablingandroombookings/>