

University room bookings 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.

Events

You agree to complete an [Events Management Form \(EMF\)](#) before booking space if your event:

- Is a social event - for example a concert, performance, poetry reading or other social event
- Has a high risk of injury
- Involves providing food and drink
- Could be considered a statutory nuisance, e.g. noise pollution
- Is an outdoor event
- Has an outside speaker
- Involves visitors from outside the institution coming onto campus
- Involves large numbers of people.

If you book space for an event and do not complete an EMF you will receive a warning. If your EMF is not approved and you hold the event you will receive a warning.

Facilities

You are entitled to use all facilities provided in University spaces. You agree to take responsibility for any damage incurred during your booking. If damage is found, you will be charged accordingly and receive a warning.

Fire safety

In the interest of fire safety, you agree to adhere to the room capacity stated during the bookings process. If it is found that rooms are filled past capacity, you will receive a warning.

Furniture

You agree to book a room with a layout suitable for your needs. If you have not requested a change to room layout and move furniture during the booking, you must return everything to the original layout as shown on the wall at the end of your session or you will receive a warning.

Noise

You agree to keep noise to a minimum unless specifically stated on your booking. If a complaint is received due to noise, you will receive a warning.

Litter

You agree to leave the room in a clean state and remove all of your litter at the end of your booking. If you leave litter in a room you will receive a warning and risk being charged.

Personal belongings

The University does not accept responsibility for any loss or damage to personal belongings left in rooms.

Reporting problems

If you find damage or mess within a room at the beginning of your booking, you agree to inform Room Bookings as soon as possible. In failing to do so, you risk any charges and warnings being passed onto you.