

## STANDARD CONDITIONS FOR ROOM BOOKING

It is a condition of acceptance of the booking of a room, for any meeting or activity that the Principle Organizer shall agree, at the time of signing the booking form, to abide by the standard conditions set out below, together with any special conditions imposed by the Room Booking Office.

1. The Principal Organizer of all events, public or private, is required to accept responsibility for:
  - 1.1 Including in the Declaration on the Booking Form all facts pertinent to the booking and ensuring these are correct.
  - 1.2 Observing the requirements of Room Booking as follows:
    - a) For each function taking place a responsible person shall be in charge.
    - b) For events attended by fewer than 250 persons the Responsible Person may be the principle organizer of the event.
    - c) For events attended by 250 persons or more, the Responsible Person shall be a full time member of staff from the University or someone approved of by the room booking office.
    - d) Requirements for stewarding the event shall be determined by the Room Booking Office and/or The Union.
    - e) Where electrical equipment is used additional to that supplied and maintained by Room Booking or other than normal domestic equipment using 230/250 volt AC on a single phase with 13 amp fused plugs, an electrician approved by the Room Booking office or The Union is required to check the equipment at the start of the event.
  - 1.3. Observing the requirements of the University's Code of Practice relating to Freedom of Speech. (Copies of the Code are available from Room Booking Office)
  - 1.4. Paying for any extraordinary cleaning of the premises or grounds.
  - 1.5. Paying all charges for damages to the furniture or fabric of the premises, false fire alarms, damage by gatecrashers, and for any occurrence that in view of the Room Booking Office and/or The Union constitutes misuse of the rooms concerned.
  - 1.6. Preventing any disturbance on the premises.
  - 1.7. Observing the terms of any license (for example, Public Entertainments, Liquor or Cinematography) as may be in force for the premises booked. Please note: no live performances are permitted in UEA rooms. Requests for this type of event need to go through The Union.
  - 1.8. Events in UEA rooms where entry is by sale of tickets need to be cleared by the Conference Office as there will be a charge for this type of event.
  - 1.9. Booking requests for meetings of religious groups of any nature should initially be made and granted permission via The Multifaith Centre unless you are a fully registered UEA student society.
2. Any proposed meeting or other activity to be held on the University Premises, where there is real likelihood that, unless special arrangements are made, the speaker may not be able to enter or leave the building safely and/or deliver his or her address, will be deemed to be a designated event falling within the requirements of the University's Code of Practice relating to Freedom of Speech. It will also fall under The Union's policy on external speakers and "referred" speakers. In exceptional circumstances, events other than those so specified may be deemed to be designated events. The following conditions apply to designated events:
  1. At least 15 clear working days' notice of the proposed event shall be given by the Principle Organizer by completing the Declaration on the Room Booking form.
  2. Room Booking shall either grant or withhold permission for the use of the University premises as proposed within 5 working days of receiving such notice.
  3. Permission so granted may be subject to special conditions as are reasonably necessary to secure fulfillment of the University's statutory responsibilities.
  4. Such special conditions will supplement the standard conditions set out on the Room Booking Form, which must be accepted in writing by the Principle Organizer when giving notice of proposed event.
  5. Only when written agreement to any special conditions has been received from the Principle Organizer will the booking be confirmed.
  6. The Principle Organizer and every other person concerned with the organization of an event for which such permission is granted shall be required to comply with any and every condition laid down by The Union and UEA under the provisions of their Codes of Practice.

Principle Organizers in any doubt about whether a proposed meeting falls into this category of event shall consult with The Union in the first instance if they are a Union club or Society, or UEA if they are not.

3. The Principle Organizer must note that s/he is accepting liability under the above conditions even though the booking is made by him/her on behalf of a recognized student union group or society. The organizer must satisfy him/herself that his/her group or society has sufficient funds to cover any likely charges.
4. The Union carries a Public Liability Insurance.
5. UEA and/or The Union reserves the right to alter these conditions or cancel the use of booked premises if necessary.

## **ALCOHOL IS NOT PERMITTED in UEA rooms:**

Generally alcohol will be prohibited; if you do intend to consume, use or supply alcohol as an ancillary part of your meeting or event please indicate as such on your booking. The Union will discuss the requirement with you to determine if your request can be accommodated.

Please note that anyone in breach of these rules may be subject to disciplinary action.

**No alcohol can be brought in to Union House by students for events due to licensing regulations, as we hold our own licence for alcohol.**

## Important information for Student Room Bookings

- Student clubs/societies and peer support groups wishing to make room bookings are required to fill out a Room Booking Form at the beginning of each academic semester.
- Registered clubs/societies are allowed to make block bookings throughout a term.
- Clubs and societies must nominate 2 committee members to make bookings for their club/society to avoid and duplicate booking requests.
- Non-registered clubs/societies or individuals can only make two bookings at a time.
- Bookings by telephone are not permitted.
- All events must be covered by a risk assessment. The form can be picked up from UUEAS reception or <http://www.ueastudent.com/main-menu/student-opportunities/room-booking> Please return to UUEAS reception, [union.info@uea.ac.uk](mailto:union.info@uea.ac.uk) or [f.abbott@uea.ac.uk](mailto:f.abbott@uea.ac.uk).
- Rooms are allocated on a 'first come-first served' basis. However registered clubs/societies/peer support groups have priority.
- Students are only allowed to book Common Room Constable Terrace from 1700-2300 on weekdays and Congregation Hall from 1900-2300 on weekdays – *teaching takes priority before these hours*. At weekends the hours are 0900-2300. If a Society or student has stipulated a good reason for wishing to book outside of these hours, Nigel Shed and Security must be consulted and agree to the booking being made before confirmation is given. Any other rooms must be for a special reason and only permission from Nigel Shed and Security.
- Students can only book Congregation Hall 01.19, 01.20 and Constable Terrace for a maximum of 1 night per week. Nigel Shed must be consulted and agree to extra nights in these rooms.
- The entrance/exit to Congregation Hall will be automatically closed from 21:30 every night. To leave the building after this time, use the back exit on the lower ground floor. In the event of an emergency, all fire exit doors will automatically unlock.
- Students cannot make overnight bookings.
- Booking requests for meetings of religious groups of any nature should initially be made and granted permission via The Multifaith Centre unless you are a fully registered UEA student society. However, even if you are a fully registered society and you intend to invite non-UEA people to your event you will still need to speak to The Multifaith Centre. Acts of Worship are not allowed on UEA premises unless you are using the Multifaith Centre.
- Events where entry is by sale of tickets are not permitted in UEA rooms, but may be permitted in Union House.
- Students who use Congregation Hall must ensure that tables and chairs are returned to teaching room layout before the end of their booking. Failure to do so could result in permission being withdrawn for the use of these rooms. A photo of the layout is usually by the door in all rooms.
- If the rooms are left in a condition that require follow-up cleaning by cleaning services then the Club/Society/Peer Support Group will be charged for this and it could result in permission being withdrawn for the use of these rooms.
- Events at which a visiting speaker will be in attendance will need to be agreed by UEA and The Union.
- There are strict regulations governing film showings on campus and will need to be agreed by UEA and The Union.
- Please note: No live performances are permitted in UEA rooms. All requests for this type of event need to go through the Student Union.

- Information sheets for Rules and Regulations of student room bookings, are available from the Room Bookings Office and The Union website.
- The UEA Room Bookings Office and The Union have the right to refuse permission, cancel or change a booking at their discretion.

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