

Room Bookings Terms and Conditions

2023/2024 Academic Year

Introduction

When booking a room in either the University of Leicester or the Students' Union, you are agreeing to the Terms and Conditions outlined in this document.

Failure to comply with the below may result in charges, room bookings cancellation or restrictions or a formal investigation into your Society and/or Sports Club in line with the Student Discipline Matrix.

Contacts

- Email: unionactivities@le.ac.uk

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Terms and Conditions

Room Bookings Procedure

1. Room Booking Eligibility

- 1.1. All Committee Members of Societies and Sports Clubs may make room bookings after completing their compulsory committee training as stipulated by the Activities & Volunteering Department unless a one-off arrangement has been agreed.
- 1.2. All Societies and Sports Clubs may book rooms across campus for free **unless** the hire involves additional equipment, security, or use of the O2 Academy stage, etc.

2. Making a Booking

- 2.1. All bookings should be made at least **2 weeks** in advance using the [Event Notification Form](#). Failure to meet this deadline increases the risk of your booking not being facilitated or not having enough time for your promotion.
- 2.2. When making a room booking, Societies and Sports Clubs should fill out relevant accompanying forms as required. This includes but is not limited to External Visitors Form, Charity Donation Form, Master Risk Assessment etc.
- 2.3. All Room Booking requests are not confirmed until you have received a confirmation from the Activities & Volunteering department, and room availability is not guaranteed.

3. Room Booking Allocation

- 3.1. Room Booking allocations are made with the following considerations:
 - 3.1.1. The suitability of the space for the activity
 - 3.1.2. When the request was made
 - 3.1.3. Whether there is already an existing booking in the space

4. Room Booking Alteration

- 4.1. If you would like to alter your room booking request and/or booking, please get in touch with the Activities & Volunteering department as soon as possible at unionactivities@le.ac.uk
- 4.2. Occasionally the Activities & Volunteering department may need to change your booking due to other events going on within the Students' Union. Should this happen, please be patient, and we will work with your group to try to accommodate you elsewhere.

5. Room Booking Cancellation (non-o2 Academy)

- 5.1. If you would like to cancel your booking, please contact the Activities & Volunteering department at unionactivities@le.ac.uk by **12:00 the day before your booking** so it can be re-allocated and the portering request can be cancelled in time. Earlier notification will be appreciated.
- 5.2. Failure to cancel a booking may lead to a **suspension** of your Sports Club/Societies Room Bookings privilege for a month, a term, or the rest of the academic year.

6. O2 Academy Cancellation

- 6.1. If you would like to cancel an O2 Academy Booking where you are using technician, bar and/or security you must contact the Activities & Volunteering department at unionactivities@le.ac.uk at least **two** weeks before.
- 6.2. Failure to cancel a booking may lead to you/your group being responsible for any charges incurred from the technicians, bar and/or security. These will be dealt with on a case-by-case basis and you will need to meet with the Activities & Volunteering department to discuss what you will need to pay.

Treatment of Spaces

1. Fair Space Usage

- 1.1. To ensure that the Students' Union can allocate rooms fairly, all groups must ensure:
 - 1.1.1. That all space is booked for an appropriate amount of time to your needs
 - 1.1.2. Cancel the room booking in line with the guidance given above
 - 1.1.3. Book appropriate spaces for the activity

2. Space Usage Rules (All Rooms)

- 2.1. All bookings must comply with the following
 - 2.1.1. That the regulations set within the Student Group Constitution, Code of Conduct and other governance policies are adhered to
 - 2.1.2. That University regulations are observed at all times
 - 2.1.3. All rooms must be left in a **clean and tidy** condition with all rubbish disposed of appropriately
 - 2.1.4. Do not move items of furniture, other than tables and chairs this includes cupboards, equipment, and pianos.
 - 2.1.5. All furniture must be put back to the same place as at the start of the booking
 - 2.1.6. **No alcohol** is consumed in the room
 - 2.1.7. No damage should be occurred to any equipment, furnishings, fixtures, or fittings or this will incur a charge.
 - 2.1.8. Naked flames e.g., candles, incense sticks, and portable gas stoves, are **not permitted**
 - 2.1.9. Room Capacity must not be exceeded
 - 2.1.10. The normal bookable hours for all the rooms are **09:00 – 22:00** (unless prior arrangements have been made by the Activities & Volunteering department).
 - 2.1.11. Rooms can only be used if they have been booked via the SU Bookings process.
 - 2.1.12. Listen and adhere to all advice and instruction given by SU staff and/or security.

3. O2 Academy

- 3.1. All the rules outlined in '8. Space Usage Rooms (All Rooms) apply to the o2 Academy Spaces
- 3.2. Users of the Academy spaces (Academy 1 and Academy 2 (The Scholar)) must not use the stage unless a tech request form has been submitted to allow them to do so
- 3.3. Users of the Academy spaces (Academy 1 and Academy 2 (The Scholar)) must under no circumstances go behind any of the bars

Health and Safety in Space

1. Health and Safety

- 1.1. Ensure that the regulations set within the training module [‘Events for Student Groups’](#) is followed
- 1.2. Recommend that all organisers download the University of Leicester’s [Safezone App](#) to be able to contact security easily
- 1.3. Ensure a nominated ‘risk assessment coordinator’ has carried out their checks in accordance with your Master Risk Assessment prior to the start of the event, ensuring all controls are in place.
- 1.4. Student Groups should encourage all students to be aware of their behaviours
- 1.5. Student Groups should encourage attendees to wear facemasks if they are feeling unwell.
- 1.6. Student Groups should encourage all attendees to wash and sanitise their hands beforehand or before eating.

Non-compliance to any of these regulations may result in charges to the user or removal of the user’s right to use the SU Bookable spaces as well as Students’ Union or the University of Leicester disciplinary action for both those attending and those organising.

Equipment Hire

1. Regulations

- 1.1. **Collecting and Returning Equipment:** You will need to liaise with the Activities & Volunteering department to collect and return the equipment (e.g. **Card Machine, Hot Water Urn**), please at no point leave equipment unattended. **For audio/video equipment**, you will need to contact AVS at bookav@le.ac.uk or use the AVS booking form which can be found [here](#)
- 1.2. **Operation and handling:** The equipment must be operated and handled according to its needs. Please ensure all those who use the equipment understand how to use it.
- 1.3. **Your responsibility:** Please note that the equipment is the responsibility of your student group throughout the hire period you have requested on your application form.
- 1.4. **Damage:** If the equipment is not returned in the condition the equipment was provided, you/the group are liable for the costs of having the equipment repaired/replaced.

2. Chargeable Services

- 2.1. **In the Students' Union** if set up takes longer than 1 hour or the space is being used outside of operating hours, the hourly rate of the Building Supervisor may be charged
- 2.2. **In the o2 Academy** charges vary according to your tech requirements. You will need to send an email to Activities & Volunteering department at unionactivities@le.ac.uk, O2 will then provide a quote for the event.

The following are examples of resources that are chargeable:

- Stage Access
- Use of a technician/tech operator (for lighting and audio)
- Security for large scale (100+) or alcoholic events
- Bar service

The Activities & Volunteering department reserve the right to reject any room booking request we deem unsuitable or not feasible. Our decision is final.