



Room Booking & Use Terms and Conditions

IMPORTANT CONTACTS

SU Room Booking Email:	reception@cambridgesu.co.uk
SU Reception Phone:	0808 1641 222
University Centre phone:	01223 337766

It is the Hirer or Event Leader's responsibility to ensure that they, and those attending the event, comply with the terms and conditions of booking outlined below.

All bookings are provisional until an induction has been completed. Inductions will be arranged with you in advance by the bookings team.

1. DETAILS OF THE LOUNGE

Perfect for	Meetings, training, presentations, rehearsals
Capacity	50 people
Facilities	Sofas, and coffee tables, café-style tables and chairs
Availability	Monday- Friday: 17:00 – 20:30 (within term time) Saturday, Sunday: 12:30 - 20:30 (within term time)
Exceptions	Bank Holidays and Seasonal closures (such as across the Christmas / New Year period)

2. FREQUENCY OF BOOKING

Due to the demand for rooms, the maximum number of bookings permitted to each person, society and faculty/department is: 2 per term.

You are limited to only one weekend booking in a single month. A weekend booking is one that occurs on a Friday evening, Saturday or Sunday.

3. ARRIVAL AND DEPARTURE TIMES

You must not access the room/premises any earlier than the arrival time agreed with the Bookings Team.

You must vacate the room/premises no later than the leave by time agreed with the Bookings team.

4. NUMBERS ATTENDING

When booking the event, please confirm on the booking form the maximum number of persons that you anticipate will attend the event. Once the numbers attending have been agreed by the bookings team you must not exceed the number agreed at the event.

Due to Health and Safety reasons and the capacity of the space the maximum number of persons allowed in the lounge at any time is 50, and this includes all event organizers, performers, speakers and guests. This must not be exceeded at any time.

5. FURNITURE

You must return any furniture moved to its original position before you leave.

Furniture set up can be found: [here](#)

Please ensure all Cambridge SU equipment within the room booked (Lounge), such as upon the Reception desk, are left as found and are not used by attendees. Any damage to or loss of this equipment will incur a fee and will be reported to the University.

6. FOOD AND DRINK

Within the lounge, you may provide your own food but you must not charge those attending the event for it (i.e. it must be given away for free)

You may provide and consume your own non-alcoholic beverages but you must not charge those attending the event for them (i.e. they must be given away for free)

All rubbish must be placed within the appropriate bins taking heed of the recycling available, tables and surfaces wiped, crumbs and spillages cleared up, and leftover food removed from the premises before you leave.

The vending machines in the Lounge are available for use, but the kitchen is only available for staff use.

You may use the hot desks and chairs in the reception area but the reception desk and counter are not part of the bookable space, please ensure the Reception desk, counter, and all equipment on or behind the desk are left as found and are not used by attendees.

7. SELLING ITEMS

The selling of goods is strictly prohibited and anyone found selling in any form during the event will receive an automatic ban. This includes tickets or deposits prior to your event.

Any ban may be appealed by emailing reception@cambridgesu.co.uk

8. CONSENT

You must obtain the necessary licences, permissions, or consent, prior to the event, if it involves the performance of literary or dramatic works, or the playing or showing of copyright sound recordings. The SU has permission to broadcast films within the Lounge space but all other performances require additional licence/consent.

Any fees incurred as of a breach or lack of these licences/consents/permissions will be passed to the Hirer and held accountable to them.

9. SMOKING

Smoking is not permitted within the Cambridge SU premises or any other part of the University Centre.

10. ALTERATIONS & DAMAGE

Alterations or additions cannot be made to the premises, or to the fixtures and fittings at the premises, and nothing whatsoever may be affixed to the floors, ceilings, walls, or columns of the premises.

The Hirer will agree with the bookings team the state of repair of the premises, and will reimburse the SU for the cost of all repair work in respect of any damage caused to the premises by the Hirer, Event Leader, and/or those attending the event.

11. CONDUCT AND SPOT CHECKS

All events are subject to random spot checks, which are conducted by Cambridge SU and/or University Centre staff, to ensure that the terms and conditions of booking are being complied with. If the person/s conducting the spot check determines that the terms and conditions are not being complied with, they reserve the right to terminate the event immediately and without notice, and the bookings team will decide the appropriate course of action.

You must afford access to the premises and/or room/s used during the event to Cambridge SU and/or University Centre staff.

You must not use the premises for any purposes other than for the event specified on the booking form and agreed with the bookings team.

You must ensure that the conduct of the event does not cause any nuisance or offence to other persons or guests visiting the premises.

The Cambridge SU and/or University Centre team reserves the right to exclude or eject from the premises any persons attending the event whose behaviour or appearance it considers objectionable, disruptive or otherwise unacceptable, including any persons engaged by the Hirer and Event Leader to provide entertainment or perform any other duties.

Nothing can be done or omitted to be done, that will cause a breach of the University's fire regulations, or would reasonably be deemed to cause an increased risk of the occurrence of a fire, or otherwise affect the safety of persons in or about the premises.

12. CLEARING UP AND CLEANING, SECURING THE PREMISES

The premises must be left clean, tidy and secure after the event. Before leaving you must:

- Carefully switch off all equipment used.
- Carefully remove your own equipment.

- Bin all rubbish, using the marked recycling bins for recyclable items and the marked landfill bins for all other items. Use clear bin liners in the recycling bins and black bin liners in the landfill bins.
- Wipe tables, surfaces and ledges. Cleaning supplies are available for your use in the cleaning locker located near the toilets.
- Return furniture to its original position, as per the [furniture plan](#).
- Close windows. Any windows left open are seen as a serious breach of University security procedures.
- Check the premises are vacated.
- Turn off lights in the Lounge

13. ACCESSIBILITY

- Accessible & Gender-neutral bathroom is located on the 3rd floor, please note that this bathroom is locked, radar keys are available in the Lounge area (bookshelf) and at the reception. Please ensure you lock this bathroom before you leave and return the key for others to use. If this bathroom is out of order there is another accessible gender-neutral bathroom on the ground floor which is not locked.
- **PEEP (Personal Emergency Evacuation Plan)** is a plan for a person who may need assistance to evacuate a building or reach a place of safety in the event of an emergency.
- Members or guests of the club/society might require additional assistance to ensure their safety in case of evacuation. These people may need a personal evacuation plan (PEEP) and have to complete [the PEEP form](#).

A PEEP may be needed for someone with an impairment or disability such as:

- Mobility impairment
- Sight impairment
- Hearing impairment
- Cognitive impairment
- A medical condition or injury which might cause them to need assistance to evacuate safely.

The electronic and printed version of the PEEP form is available and can be collected from the Cambridge SU Reception, if you have any questions please ask a member of staff. It is the event coordinator's responsibility to circulate the form among the attendees before the event and collect the completed forms and send or drop them off at the University Centre Main reception, before the event. Please make sure you send the form to the UC main reception (universitycentrefmteam@admin.cam.ac.uk) and not to the Cambridge SU Reception team as during out-of-hour events they will be present in the building and will require this information.

- Portable Induction Loop is available, please ask a member of the reception team

14. CANCELLATION

All bookings are provisional until an induction has been completed. Inductions will be arranged with you in advance by the bookings team.

Please email reception@cambridgesu.co.uk at least 24 hours before your booking should you wish to cancel.

In rare and unavoidable circumstances, it may be necessary for the SU or the University Centre to amend or cancel your booking.

Repeated failure to comply with the Terms and Conditions will result in a ban. Please email the bookings team on reception@cambridgesu.co.uk if you would like clarification on this.

Signed _____

Name

Date