Terms & Conditions for Societies & Committees (Room Bookings within the Students’ Union)

Any student group (e.g. Society, Committee or Club) booking a room within the Students’ Union is required to adhere to the following terms and conditions.

Please note that if you wish to book a room for an event, you must not book a room through this system. Please contact su-events@sheffield.ac.uk to discuss your requirements.

Fair Space Usage

The Students’ Union supports hundreds of student groups - and room availability is limited. On behalf of the group making the booking I undertake:

1. To book space for an appropriate amount of time to our needs (e.g. not ‘over book’ space).
2. To cancel my room booking, via the online system, if we no longer require the space (e.g. if our activity is cancelled).
3. To book a space that is appropriate to our needs (e.g. only booking a larger ‘venue’ space for a rehearsal – not a meeting).

Rules of Space Usage

On behalf of the group making the booking I undertake:

1. To ensure that the regulations set within the Rules & Safety Handbook are observed (or, in the case of sport clubs, Sport Sheffield rules).
2. To ensure that University Regulations are observed, in particular with regard to misconduct
3. To ensure room(s) is/are left in a clean and tidy condition and all rubbish put in the appropriate bins
4. To ensure that room capacity is not exceeded
5. To complete an External Speaker Form three weeks in advance, for any event involving an external speaker: www.sheffieldsu.com/zoneonline

Safety of Space Usage

On behalf of the group making the booking I accept my understanding of the following safety procedures:

1. If emergency services are required, dial 0114 222 4444 (University Emergency Control Centre). The staff there will alert the appropriate services.
2. On arrival to the room, please be aware of the location of the various escape routes, the nearest telephone and fire extinguisher. On discovering a fire, raise the alarm by breaking a call-point (or shouting ‘Fire’) and dial 0114 222 4444. Only if it safe to do so should the fire be tackled with an appropriate portable extinguisher. A continuously sounding fire alarm warns you to leave the building immediately - ALL occupants MUST evacuate the building immediately by the nearest available exit and proceed to the designated evacuation assembly point. Lifts must not be used.
3. In the event of an accident or medical emergency, please call a qualified First Aider or Appointed person to the as soon as possible. If you’re in the Students’ Union, dial 0114 222 8500 (when Welcome Desk is open), or at other times or in University venues dial 0114 222 4444 (University Emergency Control Centre).