



## **Terms and Conditions of Booking and Using Richmond Building Rooms**

### **1.0 Booking a room**

- 1.1 Bristol SU's affiliated student groups can book designated rooms within The Richmond Building using the regular room booking and special events booking processes, details of which are available from Bristol SU's Student Services team. In exceptional cases students can request a last minute booking at the Estates Assistants' Lodge, which will be granted at the discretion of the Estates Assistants, subject to availability.
- 1.2 The person booking the room must provide a name and email address.
- 1.3 The person booking the room must ensure that the activity taking place is covered by an up to date risk assessment. All student groups are required to submit risk assessments covering typical regular activity annually, and on a case-by-case basis for one-off special events.
- 1.4 The person booking the room must ensure that an External Speaker request has been submitted and approved for any non-University of Bristol speaker.
- 1.5 Bristol SU reserve the right to alter the time and/or room booked where exceptional circumstances apply e.g. for the safety of building users, due to interference with other activities, or to meet essential business needs.
- 1.6 Bristol SU reserve the right to refuse, amend or cancel a booking, including for the following reasons:
  - 1.6.1 The activity is deemed to be unsafe.
  - 1.6.2 The activity contravenes Bristol SU's policies, University of Bristol rules and any other premises-related regulations.
  - 1.6.3 The activity is deemed to breach Bristol SU's External Speakers' process.
  - 1.6.4 The booking has been made in the interests of a commercial or non-student group.

### **2.0 External speakers**

- 2.1 All events with an external speaker must be approved through Bristol SU's external speaker process. Any booked event that does not disclose full speaker details, or give sufficient notice, may result in the booking being cancelled. Bristol SU reserves the right to refuse a booking if the activity is deemed to breach Bristol SU's External Speakers' process.

### **3.0 Cancellations**

- 3.1 On weekdays, the person who booked the room should notify Bristol SU's Student Services team at least 24 hours in advance of the booking if it is no longer required, so that the room can be reallocated to another student group.
- 3.2 In the event of last minute cancellations over the weekend, the person who booked the room should inform the Estates Assistants by 01173318506.

- 3.3 If student groups are going to be more than 30 min late, they should inform estate assistants to prevent their room being given to another group.

#### **4.0 Health, Safety and Fire**

- 4.1 The person responsible for the activity must ensure that all attendees are aware of local Health & Safety arrangements (such as fire emergency procedures) at the start of the meeting. In the case of building evacuation this person is responsible for ensuring all attendees proceed to the muster point.
- 4.2 Please refer to the Room Use Charter
- 4.3 For First Aid issues room users must report to Estates Assistants Lodge (foyer of the building) and ensure an accident/incident form is completed.

#### **5.0 Arrival**

- 5.1 The person responsible for the activity must sign-in at the Estates Assistants' Lodge and collect the access card prior to the booked time.
- 5.2 The person responsible for the activity can leave feedback with the Estates Assistants if the room has not been set-up as previously agreed with Student Services.
- 5.3 The person responsible for the activity must report any damage in the room. Reports of damages will be recorded by the Estates Assistants, and the cost of repairs will be passed onto the group who used the room most recently.
- 5.4 The person responsible for the activity must check and adhere to the Room Use Charter, which will be visible within the room.

#### **6.0 Room Use**

- 6.1 The person responsible for the activity must ensure that children under the age of 16 years are supervised by a responsible adult over 18 years. It is the adult's responsibility to ensure the safety and wellbeing of the child they are supervising.
- 6.2 Furniture and equipment must not be removed for the room unless by prior agreement with Bristol SU's Student Services team.
- 6.3 The person responsible for the activity must ensure that if the room layout is altered it is returned to the expected layout by the end of the booked period. This will be denoted by a photograph/diagram on the wall. If there is no photograph/diagram, then the room layout should be the same as at the start of the session.
- 6.4 The person responsible for the activity must ensure that all attendees vacate the room by the end of the booked time.
- 6.5 The person responsible for the activity must ensure that the room is used only for activities considered on the corresponding risk assessment.
- 6.6 Room users must not play amplified music or instruments whilst windows or doors to the room are open. It is all our responsibility to respect the local environment, our neighbours and fellow building users.
- 6.7 Room users wishing to use their own electrical equipment are restricted to laptops, chargers and musical devices.

- 6.8 Room users may bring in food for consumption by the group and its members (including visitors). This includes food that is home prepared or shop bought, including takeaways. The responsibility for ensuring it is fit for consumption is with the room user. Should an event be open to the general public, catering should be provided through a reputable caterer/organisation and Bristol SU notified in advance who may request evidence of their food safety procedures.
- 6.9 Room users are not permitted to consume alcohol purchased off site.
- 6.10 Room users must not smoke or use cigarettes or E-cigarettes within this building. Smoking is only permitted in designated areas.
- 6.11 Room users are not permitted to affix materials to the walls, doors, windows etc. of the room.

## **7.0 Departure**

- 7.1 The person responsible for the activity must ensure that the room is left in a clean and tidy state, with all waste responsibly disposed of. Recycling and waste bins are located on every floor. Spillages and marks must be cleaned – cleaning materials are available from the Estates Assistants.
- 7.2 The person responsible for booking a room/s must ensure that any remaining literature, publicity or marketing materials promoting the event are removed and disposed of after the event.
- 7.3 The person responsible for the activity must ensure that the room key is returned to the Estates Assistants Lodge at the end of the booked period.

## **8.0 Breaching this Policy**

- 8.1 Bristol SU reserves the right to pass on any costs for loss or damage caused by the student group.
- 8.2 Bristol SU operates a “three strike” system. Failure to adhere to the any of the terms above will result in a warning and may result in room booking privileges being revoked and any bookings already in place being cancelled.