**Hull University Union**

**Room Booking and Usage Guide**

The Room Bookings and Usage Guide applies across the University and Hull University Union, hereafter referred to as HUU. Its purpose is to ensure that the process for the booking and use of HUU rooms and University teaching space for activities outside the teaching timetable is undertaken in a way that ensures the most effective use of space while meeting the needs of the wide range of University stakeholders.

**1. Room Bookings:** For the purposes of this guide, activities that do not fall within the definition of teaching are considered to be ad hoc room bookings (hereafter “room bookings”). This guide also covers ad hoc bookings of foyers, alcoves and other spaces within the Union and University that may be used for University functions or events.

1.1 Rooms not required for teaching may be booked by HUU staff and Students’ Union Student Groups, validated by HUU. Room bookings can only be made in line with the published procedure using the appropriate booking form and process, as determined by HUU.

1.2 No room bookings are made in any teaching space until the final teaching timetable has been published in accordance with the Timetabling office.

1.3 All events involving external speakers are required to adhere to the External Speakers Policy. It is the responsibility of anyone booking a room to familiarise themselves with relevant policies and procedures in order to meet these requirements.

1.4 Rooms are allocated on the basis of the expected attendance provided at the time of booking, nature of event and room capacity.

1.5 Although every effort is made to ensure all needs are met as far as possible, requests for specific named individual rooms cannot be guaranteed.

1.6 In order to manage space effectively and ensure requirements are balanced as far as possible, HUU reserves the right to move or amend a booking following confirmation of the original booking, taking into account any specialist requirements.

1.7 Rooms must be vacated by the times specified in the room booking confirmation, allowing ten minutes before the end of the booked time, for changeover at the end of the session. If your booking is in a University building on an evening or weekend this must be vacated before 21:30hrs, with the exception to the Library rooms which can be booked up to midnight.

**2. Students’ Union Student Groups:** All provision of this guide applies to Students’ Union Student Groups validated by HUU.

2.1 Room booking requests are not accepted from individual students unless being made on behalf of a Students’ Union Student Groups validated by HUU. The president or registered official (as determined by the HUU) of a recognised Students’ Union Student Group or other representative may request a room in accordance with the published procedure and by giving at least two working days’ notice.

2.2 Students’ Union Student Groups inviting an external speaker or attracting an audience that will include individuals from outside the University’s staff or students are required to (i) give at least 2 weeks’; and (ii) receive clearance, in accordance with the published External Speak Policy. In this context, an external speaker should be present to speak on the business of the Students’ Union Student Group and requires approval from HUU. All events involving external speakers are required to adhere to the provisions described in paragraph 1.3. While every effort is made to support requests that are not able to provide the full 2 week requirements, the booking may not be possible if 2 weeks’ notice is not given.

**3. Responsible Room Usage:** The following paragraphs describe HUU and the University’s expectations in relation to responsible room usage for all room bookings made in accordance with this guide. HUU reserves the right to restrict or refuse future bookings from anyone in breach of this guide.

3.1 A room must only be used for the purpose for which it has been booked, as specified at the time of booking.

3.2 A room must be vacated by the time specified at the confirmation of booking.

3.3 The event organiser is responsible for ensuring the appropriate risk assessments have been carried out in accordance with HUU procedures.

3.4 Where a large scale event is planned, it is the responsibility of the event organiser to ensure the appropriate security risk assessments have been carried out. ie: if collecting money, 24hr events etc.

3.5 In order to protect the health and safety of University students, staff and visitors, no rooms may be locked at any time during the period of a booking.

3.6 The number of people permitted to attend must not exceed the stated capacity of the room. Where the number of attendees for an event exceeds the room capacity after a booking has been made, the booking must be amended accordingly.

3.7 Noise levels must be kept to a minimum at all times, especially during teaching/working hours. Events in neighbouring rooms and offices must be considered and respected at all times. If you are a Performance Group that uses music or loud speaking, you cannot book rooms that are within close proximity to offices or teaching rooms during working hours. Those involved in activities in rooms booked after 18.00 are required to consider the impact on any teaching or other events that may be taking place nearby.

3.8 No food or drink, including alcohol, may be consumed in rooms with the exception of bottled water and events serviced by the University in any of the University building rooms, although students are permitted to have food and drink in any HUU rooms except alcohol.

3.9 At the end of the booked session, rooms must be left clean, tidy, free of rubbish and in a condition suitable for the primary function as teaching space. All catering equipment must either (i) be cleared, removed from the room and left outside after the event in order to be enable collection by the University or HUU services; or (ii) left in the room in as tidy a state as possible and in a manner that minimises disruption for any events taking place in the room subsequently.

3.10 Anyone making a room booking is responsible for ensuring that, where the standard layout is published in the room, it is returned to that layout if changes have been made during the booked period. If a special layout is required, this must be arranged with the room booking team after receiving confirmation of a booking. It is the responsibility of the person undertaking the booking to ensure there is adequate time within the booking to organise an appropriate layout and return the room to its original state. Failure to comply may result in porterage charges or restrictions on further room bookings.

3.11 Furniture, equipment and other property owned by the University or HUU must not be moved within any building to another room or removed from any building/room.

3.12 Any faults or damage must be reported immediately to enable the appropriate room booking team to resolve the matter.

Any breaches of this guide will result in an investigation by the room booking team which could result in a potential ban or restrictions on future bookings for the remainder of the academic year in which the ban is imposed. Once the investigation is completed the Facilities Manager will decide along with the management team of HUU on their decision. Anyone subject to a ban/restriction may appeal to the Facilities Manager in writing, who will determine whether the ban should remain in place. The Facilities Manager decision is final.