**Room Bookings Regulations - May 2025**

* There are important rules and regulations regarding student use of these rooms, including alcohol and health and safety regulations. This includes:
  + All UEA rooms can only be used between 09:00-22:00.
  + All UEA rooms must be returned to the state it was found in, there will be a table plan on the wall to help you return the room to the same state.
  + Only cold food can be taken into a UEA room (hot food can be consumed in Union House but this will need to be pre-approved).
  + No alcohol in any UEA rooms.
  + No external electrical equipment to be used in UEA rooms unless pre-approved.
  + Any external speakers must be approved by the SU and the UEA.

* To book a room, please read the information below and submit the online room bookings form. You will also need to submit your centralized risk assessment (that can be found in your one drive) by uploading it when you make your room booking request. If the activity in the room is not covered by your centralized risk assessment, then you will need to create one. A template and cheat sheet to help create a risk assessment can be found on the room & hive bookings page.
* Only when the form has been submitted can we go ahead with booking you a room.
* The Club/Society or Peer Support Group listed below are responsible for all cleaning, monitoring of noise and damage costs for the timeframe of room booked. Cleaning materials will be available in all rooms. Please report all damages to [jobdone@uea.ac.uk](mailto:jobdone@uea.ac.uk).
* For simple events such as meetings we require **2 weeks’ notice**.
* For events with external speakers or larger events we require a minimum of **4 weeks’ notice**. Once you have read through all the necessary documents, use the online booking form on the website.
* If a Student Group wishes to show films, the studio needs to be covered by our PSL License. The list currently covered under our license include: Warner Bros, Sony Pictures, 20th Century Fox, Disney, Entertainment Film, Arrow Films, Icon Film, Pathé, StudioCanal, Eros International, Kaleidoscope Film Distribution, Miramax, Paramount Pictures and Universal Pictures (inc. DreamWorks Animation). Excluding the following: [Holdbacks & Special Permission Titles](https://www.filmbankmedia.com/about/holdbacks-special-permission-titles/)