

Room Bookings Regulations - Basic

- Student societies and individual students are able to book some rooms around campus.
- There are important rules and regulations regarding student use of these rooms, including alcohol and health and safety regulations.
- To book a room, please read the information below and submit the online room bookings form. You will also need to submit a risk assessment form and email both to Union House Reception at union.info@uea.ac.uk.
- Only when both of these have been submitted can we go ahead with booking you a room. Please ensure Room Booking Regulations have been read and understood at time of booking.
- 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. The point of contact for the booking will be required to sign off a form in the meeting room to confirm it has been cleaned after use. Sanitisers and cleaning materials will be available in all rooms.
- For simple events such as meetings we require **72hrs notice** (excluding weekends).
- For events with external speakers or larger events we require a minimum of 4 weeks' notice. Once you have read through all necessary documents, use the online booking form on the website.
- Students are only allowed to book Common Room Constable Terrace from 1700-2300 on weekdays and Congregation Hall/CD Annex rooms from 1900-2300 on weekdays – teaching takes priority before these hours. At weekends the hours are 0900-2300. If a Club/Society or Peer Support Group has stipulated a good reason for wishing to book outside of these hours, Nigel Shed and Security must be consulted and agree to the booking being made before confirmation is given.
- Any other rooms must be for a special reason and only after permission from Nigel Shed and Security. Students can also book rooms in Union House.
- If a Student Group wishes to show films, the studio needs to be covered by our PSL License. The list currently covered under our licence 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). There is more info on the website here: <https://www.filmbankmedia.com/licences/pvsl/pvsl-participatingstudios/other>
- Please note that the Blue Bar and LCR are currently not available to book. We may revise this if guidance around Covid-19 changes.