

## STANDARD CONDITIONS FOR ROOM BOOKING

It is a condition of acceptance of the booking of a room, for any meeting or activity that the Principle Organizer shall agree, at the time of signing the booking form, to abide by the standard conditions set out below, together with any special conditions imposed by the Room Booking Office.

1. The Principal Organizer of all events, public or private, is required to accept responsibility for:
  - 1.1 Including in the Declaration on the Booking Form all facts pertinent to the booking and ensuring these are correct.
  - 1.2 Observing the requirements of Room Booking as follows:
    - a) For each function taking place a responsible person shall be in charge.
    - b) For events attended by fewer than 250 persons the Responsible Person may be the principle organizer of the event.
    - c) For events attended by 250 persons or more, the Responsible Person shall be a full time member of staff from the University or someone approved of by the room booking office.
    - d) Requirements for stewarding the event shall be determined by the Room Booking Office and/or The Union.
    - e) Where electrical equipment is used additional to that supplied and maintained by Room Booking or other than normal domestic equipment using 230/250 volt AC on a single phase with 13 amp fused plugs, an electrician approved by the Room Booking office or The Union is required to check the equipment at the start of the event.
  - 1.3. Observing the requirements of the University's Code of Practice relating to Freedom of Speech. (Copies of the Code are available from Room Booking Office)
  - 1.4. Paying for any extraordinary cleaning of the premises or grounds.
  - 1.5. Paying all charges for damages to the furniture or fabric of the premises, false fire alarms, damage by gatecrashers, and for any occurrence that in view of the Room Booking Office and/or The Union constitutes misuse of the rooms concerned.
  - 1.6. Preventing any disturbance on the premises.
  - 1.7. Observing the terms of any license (for example, Public Entertainments, Liquor or Cinematography) as may be in force for the premises booked. Please note: no live performances are permitted in UEA rooms. Requests for this type of event need to go through The Union.
  - 1.8. Events in UEA rooms where entry is by sale of tickets need to be cleared by the Conference Office as there will be a charge for this type of event.
  - 1.9. Booking requests for meetings of religious groups of any nature should initially be made and granted permission via The Multifaith Centre unless you are a fully registered UEA student society.
2. Any proposed meeting or other activity to be held on the University Premises, where there is real likelihood that, unless special arrangements are made, the speaker may not be able to enter or leave the building safely and/or deliver his or her address, will be deemed to be a designated event falling within the requirements of the University's Code of Practice relating to Freedom of Speech. It will also fall under The Union's policy on external speakers and "referred" speakers. In exceptional circumstances, events other than those so specified may be deemed to be designated events. The following conditions apply to designated events:
  1. At least 15 clear working days' notice of the proposed event shall be given by the Principle Organizer by completing the Declaration on the Room Booking form.
  2. Room Booking shall either grant or withhold permission for the use of the University premises as proposed within 5 working days of receiving such notice.
  3. Permission so granted may be subject to special conditions as are reasonably necessary to secure fulfillment of the University's statutory responsibilities.
  4. Such special conditions will supplement the standard conditions set out on the Room Booking Form, which must be accepted in writing by the Principle Organizer when giving notice of proposed event.
  5. Only when written agreement to any special conditions has been received from the Principle Organizer will the booking be confirmed.
  6. The Principle Organizer and every other person concerned with the organization of an event for which such permission is granted shall be required to comply with any and every condition laid down by The Union and UEA under the provisions of their Codes of Practice.

Principle Organizers in any doubt about whether a proposed meeting falls into this category of event shall consult with The Union in the first instance if they are a Union club or Society, or UEA if they are not.

3. The Principle Organizer must note that s/he is accepting liability under the above conditions even though the booking is made by him/her on behalf of a recognized student union group or society. The organizer must satisfy him/herself that his/her group or society has sufficient funds to cover any likely charges.
4. The Union carries a Public Liability Insurance.
5. UEA and/or The Union reserves the right to alter these conditions or cancel the use of booked premises if necessary.

## **ALCOHOL IS NOT PERMITTED in UEA rooms:**

Generally alcohol will be prohibited; if you do intend to consume, use or supply alcohol as an ancillary part of your meeting or event please indicate as such on your booking. The Union will discuss the requirement with you to determine if your request can be accommodated.

Please note that anyone in breach of these rules may be subject to disciplinary action.

**No alcohol can be brought in to Union House by students for events due to licensing regulations, as we hold our own licence for alcohol.**