

Important information for Student Room Bookings

- Student clubs/societies and peer support groups wishing to make room bookings are required to fill out a Room Booking Form.
- Registered Clubs/Societies are currently allowed to make block bookings to the 18th December 2020.
- Clubs and Societies must nominate 2 committee members to make bookings for their club/society to avoid and duplicate booking requests.
- Non-registered clubs/societies or individuals can only make two bookings at a time.
- **Bookings by telephone or in person are not permitted.**
- All events must be covered by a Risk Assessment. The form can be found at: <http://www.ueastudent.com/main-menu/student-opportunities/room-booking>.
- Once completed these should be returned with the booking form to union.info@uea.ac.uk who will then seek to find a suitable room for you.
- Rooms are allocated on a 'first come-first served' basis. However registered clubs/societies/peer support groups have priority.
- Students who use any meeting room must ensure that tables and chairs are returned to the room layout before the end of their booking. Failure to do so could result in permission being withdrawn for the use of these rooms. A photo of the layout is usually by the door in all rooms.
- All rooms must be cleaned after use. Appropriate sanitising and cleaning materials are available in all rooms. If the rooms are left in a condition that require follow-up cleaning by cleaning services then the Club/Society/Peer Support Group will be charged for this and it could result in permission being withdrawn for the use of these rooms.
- If you book a UEA or SU room for an event, it is mandatory that the event lead completes an attendance register for Track and Trace purposes.
- Track and trace - The easing of social and economic lockdown measures following the coronavirus (COVID-19) outbreak is being supported by NHS Test and Trace. The Department of Health and Social Care has asked any organisation that provides an on-site service and puts on any face to face activity, to support this service by keeping a temporary record of our visitors/attendees at events.

In the event of a local outbreak of the virus this data may be used to assist NHS Test and Trace as needed.

This could help contain clusters or outbreaks.

The accuracy of the information provided will be the responsibility of the individual who provides it. We will not verify any visitor's identity for NHS Test and Trace purposes.

For more information on Track and Trace, please see Track and trace document found via the room bookings section of the website: COVID-19 Privacy Notice to support NHS Test and Trace & event attendance register

- Events at which a visiting speaker will be in attendance will need to be agreed by UEA and The Union. There are strict regulations governing film showings on campus and will need to be agreed by UEA and The Union.
- Students are only allowed to book Common Room Constable Terrace from 1700-2300 on weekdays and Congregation Hall from 1900-2300 on weekdays – teaching takes priority before these hours. At weekends the hours are 0900-2300. If a Society or student 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 permission from Nigel Shed and Security.
- Students can only book Congregation Hall 01.19, 01.20 and Constable Terrace for a maximum of 1 night per week. Nigel Shed must be consulted and agree to extra nights in these rooms.
- The entrance/exit to Congregation Hall will be automatically closed from 21:30 every night. To leave the building after this time, use the back exit on the lower ground floor. In the event of an emergency, all fire exit doors will automatically unlock.
- Students cannot make overnight bookings.
- 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. However, even if you are a fully registered society and you intend to invite non-UEA individuals to your event you will still need to speak to The Multifaith Centre. Acts of Worship are not allowed on UEA premises unless you are using the Multifaith Centre.
- Events where entry is by sale of tickets are not permitted in UEA rooms.
- Please note: No live performances are permitted in UEA rooms. All requests for this type of event need to go through the Student Union.
- Information sheets for Rules and Regulations of student room bookings, are available from the Room Bookings Office and The Union website.
- The UEA Room Bookings Office and The Union have the right to refuse permission, cancel or change a booking at their discretion.
- **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.)