



Room Booking & Use Terms and Conditions

IMPORTANT CONTACTS

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| SU Room Booking Email: | reception@cambridgesu.co.uk |
| SU Reception Phone (9am-5pm) | 01223 333 313 |
| Cambridge University Security Control Centre | 01223 331 818 or 01223 767 444 |

It is the Hirer or Event Leader's responsibilities to ensure that they, and those attending the event, comply with the terms and conditions of booking outlined below.

All bookings are provisional until the full deposit has been paid and an induction has been completed. Inductions will be arranged with you in advance by the bookings team

IMPORTANT COVID-19 RESTRICTIONS

Extra precautions and changes due to COVID-19 – the following points apply to all bookings taking place after 1st of November 2021

- The Lounge is the only room available for bookings and can accommodate a maximum of 40 people.
- All Windows in the lounge must be left open during the event. It is the hirer's responsibility to ensure that all windows are opened before the event and closed securely after the event ends.
- Mask should be worn when entering the building and walking to the Lounge area, unless you are exempt.
- There will be hand sanitising facilities available at the entrance to the lounge

The above COVID-19 related points remain in place until further notice and are subject to change at any time. Students with any bookings subject to changes will be contacted.

1. DETAILS OF THE LOUNGE

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| Perfect for | Meetings, training, presentations, film nights, rehearsals. |
| Capacity | 40 capacity |
| Facilities | Sofas, and coffee tables, café-style tables and chairs, projector with large screen. |
| Availability | Monday- Friday: 17:00pm – 22:00 pm (within term time and holidays) Saturday, Sunday: on request |
| Exceptions | Bank Holidays and Seasonal closures (such as across the Christmas / New Year period) |

2. FREQUENCY OF BOOKING

Due to the demand for rooms, the maximum number of bookings permitted to each person, society and faculty/department is: 2 per term.

You are limited to only one weekend booking in a single month. A weekend booking is one that occurs on a Friday evening, Saturday or Sunday.

3. DEPOSIT

For meetings\talks\discussions\workshops that will not be serving alcohol a deposit of £100 is required at the time of booking.

The deposit amount will be confirmed to you before you attend your induction.

- The deposit must be paid through the [Cambridge SU Website](#) prior to your event.
- The deposit will be refunded to you provided all these Terms and Conditions have been adhered to.

4. FEES

You may incur an extra fee if any of the Terms and Conditions have not been met. Please see below for the list of fees:

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| Cleaning | If the lounge space is left in a dirty or untidy manner. | From £35 |
| Building Locks | Security is breached. Any doors left unlocked, on the latch or open. Windows left open. | From £100 |
| Invoicing Fee | If applicable | £5 |
| Damage to the building, furniture or fittings | Any damage or alteration to building, furniture or fittings | From £100 |
| Damage or Loss of Equipment/Access card | Any damage or loss of equipment or belongings upon the Reception desk or Lounge spaces including access card | From £100 |

- You will be advised at the end of booking of the fee/s accrued and whether these are above the deposit retained. Fees must be paid within 30 days of notice.
- You may appeal the applied fees by emailing reception@cambridgesu.co.uk
- Repeated failure to comply with the Terms and Conditions will result in a ban. Please email the bookings team on reception@cambridgesu.co.uk if you would like clarification on this.

5. ARRIVAL AND DEPARTURE TIMES

You must not access the room/premises any earlier than the arrival time agreed with the Bookings Team.

You must vacate the room/premises no later than the leave by time agreed with the Bookings team.

6. NUMBERS ATTENDING

When booking the event, please confirm on the booking form the maximum number of persons that you anticipate will attend the event. Once the numbers attending have been agreed by the bookings team you must not exceed the number agreed at the event.

Due to Covid restriction the maximum number of persons allowed in the lounge at any time is 40, and this includes all event organisers, performers, speakers and guests. This must not be exceeded at any time.

7. EQUIPMENT

No mechanical, electrical, or other equipment can be installed or left on the premises without the prior consent of the bookings team. Where such equipment is installed on the premises with the bookings teams' consent, the Hirer and Event Leader will ensure that such equipment is visually inspected and compatible with the SU power supply, and with other equipment or appliances of the premises, and is installed and operated in accordance with the manufacturer's instructions. The Students' Unions will not provide technical support for any such equipment.

No equipment, or appliances, or other items, can be left on the premises after the event. The SU will be entitled to remove such items.

You will need to provide your own laptop, if one is required.

Connector cables are provided in order to connect your laptop to the projector screen and speakers, or you can use your own.

It is advisable to check your laptop's compatibility with the projector in advance of your event. Please email reception@cambridgesu.co.uk to arrange this, giving as much notice as possible.

8. FURNITURE

You must return any furniture moved to its original position before you leave.

Any damage to or loss of furniture or fittings will result in your deposit being withheld plus fees.

9. FOOD AND DRINK

Food is now allowed in the Lounge. It must be cold, already cooked, or brought from somewhere else, it cannot be cooked on the premises.

All rubbish must be placed within the appropriate bins taking heed of the recycling available, tables and surfaces wiped.

Hot and cold water can be obtained via the water fountain in the Lounge.

The Kitchen is not available for use.

10. SELLING ITEMS

The selling of goods is strictly prohibited and anyone found selling in any form during the event will receive an automatic ban. This includes tickets or deposits prior to your event.

Any ban may be appealed by emailing reception@cambridgesu.co.uk

11. CONSENT

You must obtain the necessary licences, permissions, or consent, prior to the event, if it involves the performance of a literary or dramatic works, or the playing or showing of copyright sound recordings. The SU has permission to broadcast films within the Lounge space but all other performances require additional licence / consent.

Any fees incurred as of a breach or lack of these licences / consents / permissions will be passed to the Hirer and held accountable to them.

12. SMOKING

Smoking is not permitted within the Students' Unions premises or any building upon the Mill Lane complex.

13. ALTERATIONS & DAMAGE

Alterations or additions cannot be made to the premises, or to the fixtures and fittings at the premises, and nothing whatsoever may be affixed to the floors, ceilings, walls, or columns of the premises.

The Hirer will agree with the bookings team the state of repair of the premises, and will reimburse the SU for the cost of all repair work in respect of any damage caused to the premises by the Hirer, Event Leader, and/or those attending the event.

14. CONDUCT AND SPOT CHECKS

All events are subject to random spot checks, which are conducted by SU staff, to ensure that the terms and conditions of booking are being complied with. If the person/s conducting the spot check determines that the terms and conditions are not being complied with, they reserve the right to terminate the event immediately and without notice, and the bookings team will decide the appropriate course of action.

You must afford access to the premises and/or room/s used during the event to SU staff. You may request from the bookings team at the time of booking a list of SU staff.

You must not use the premises for any purposes other than for the event specified on the booking form and agreed with the bookings team.

You must ensure that the conduct of the event does not cause any nuisance or offence to other persons or guests visiting the premises.

The SU reserves the right to exclude or eject from the premises any persons attending the event whose behaviour or appearance it considers objectionable, disruptive or otherwise unacceptable, including any persons engaged by the Hirer and Event Leader to provide entertainment, or perform any other duties.

Nothing can be done, or omitted to be done, that will cause a breach of the University's fire regulations, or would reasonably be deemed to cause an increased risk of the occurrence of a fire, or otherwise affect the safety of persons in or about the premises.

15. NOISE

We have neighbours so please be considerate and ensure that you and attendees leave the premises quietly.

The Hirer will need to provide notices asking attendees to leave the premises quietly, which must be clearly displayed at the exit to the SU.

16. CLEARING UP AND CLEANING, SECURING THE PREMISES

The premises must be left clean, tidy and secure after the event. Before leaving you must:

- Carefully switch off all equipment used.
- Carefully remove your own equipment.
- Return any items you have borrowed (e.g. laptop connector cables, remote controls) from whence they came.
- Bin all rubbish, using the marked recycling bins for recyclable items and the marked landfill bins for all other items. Used bin bags must be removed from the bins and placed in the large dustbins in the car park at the rear of the building, as directed during your tour of the premises. Please then line the emptied bins with new bin liners, which you should find within each bin and also in the cleaning locker. Use clear bin liners in the recycling bins and black bin liners in the landfill bins.
- Wipe tables, surfaces and ledges. Cleaning supplies are available for your use in the cleaning locker located near the toilets.
- Return any cleaning supplies used to the cleaning locker and lock it.
- Check all three toilets and bin/remove any rubbish from them.
- Return furniture to its original position, as per the furniture plan.
- Close windows. Any windows left open are seen as a serious breach of University security procedures.
- Check the premises are vacated.
- Turn off lights in the Lounge and foyer.
- Ensure that all external doors have closed fully and are locked. Any doors left open are seen as a serious breach of University security procedures.

17. CANCELLATION

All bookings are provisional until the full deposit has been paid and an induction has been completed. Inductions will be arranged with you in advance by the bookings team

Please email to reception@cambridgesu.co.uk at least 24 hours before your booking should you wish to cancel.

If you do not meet the Receptionist or Administration Coordinator at the scheduled date and time to hand in deposit/s, we will assume you wish to cancel the booking with immediate effect and will offer the room to other users.

In rare and unavoidable circumstances, it may be necessary for the SU to amend or cancel your booking.

Signed

Name

Date

COVID SAFETY AGREEMENT

Cambridge SU Is dedicated to creating a safe environment for all that use our spaces. It Is very Important that these rules and guidance are adhered to by all.

The following are In accordance with the government COVID guidelines.

1. Masks must me worn when moving around the building unless you are exempt
2. 1 meter distance should be kept from others
3. Hand sanitiser should be used on entry to the space and when leaving
4. The Lounge has a 40-person max capacity
5. A NHS COVID Pass or proof of a negative lateral flow test taken no more than 24 hours prior to the event should be shown to the event organiser on entry to the Lounge
6. Entry to the Lounge should not be made outside of your event times
7. Windows must be open throughout your event and closed again before exiting the building

Signed

Name

Date