

# **ROOM BOOKING POLICY**

## Booking Procedure

A room booking policy has been created to enable a consistent and effective system of management for the booking of external events, speakers meeting and function rooms within NUSU facilities. The policy clarifies which groups can make bookings and which venues are available and states any conditions/procedures associated with arranging a booking.

All room bookings for clubs and societies will be managed via NUSU reception or General Office with the exception of University managed facilities.

All room bookings for external organisations will be managed via the NUSU events team who are contactable on [events.union@ncl.ac.uk](mailto:events.union@ncl.ac.uk) with the exception of University managed facilities.

Whilst NUSU will endeavour to always allocate a room for our enquirers we cannot guarantee all bookings, whilst most bookings are free of charge, there are some circumstances where NUSU reserves the right to charge; details of which are included in NUSU room bookings price list.

All bookings are managed through NUSU electronic room bookings system which includes the requirement of detailing the attendance of an external speaker and escalates this information via email to general office for distribution.

## TERMS AND CONDITIONS

These are the Terms and Conditions of hiring any of the rooms or venue's available at Newcastle University Students' Union. All Terms and Conditions must be adhered to. Anyone/Group/Society or Hirer found breaking any of the following will be liable for a fine or barred from using the rooms. Persons responsible for hiring must comply with any instructions issued by NUSU relating to Safety Policy, Fire Policy and Premises License. These policies are available upon request.

With the exception of ratified Societies, the Hirer is expected to provide Public/Employers Liability Insurances.

The Hirer must comply with the Disability Discrimination Act 2005.

The Hirer must not suffer or permit any contravention of the Equal Opportunities Policy.

The Hirer must not be found to be conducting any meetings and or events that are against NUSU Ethics. Failure to do so will result in offending parties being barred from future use of NUSU.

If required the hirer must complete the NUSU external speaker form. As the hirer of facilities within NUSU who is arranging a room for an external speaker you are responsible for answering the questions as accurately as possible.

NUSU reserves the right to vet all external hires for suitability prior to confirming any bookings.

**NUSU reserves the right to cancel or amend Bookings and Terms and Conditions at any time without prior warning.**

## **Capacities:**

These are the following capacities of the rooms at NUSU. Capacities must not be exceeded under any circumstances.

### **The Kate Adie Suite**

- 10 people in a Boardroom style

### **The Rowan Atkinson Room**

- 10 people in a Boardroom

### **The Martin Luther King Suite**

- 25 people in a Boardroom style
- 25 people in a Classroom Style

### **The Constance Briscoe Suite**

- 25 people in a Boardroom style
- 25 people in a Classroom style
- 50 people standing

### **The History Room**

- 50 people in a Boardroom style
- 50 people in a Classroom style
- 150 people standing

## **The Venue**

### **Section 1**

- 80 Theatre
- 100 Standing
- 50 Cabaret

### **Section 2**

- 150 Theatre
- 500 Standing
- 80 Cabaret

### **Section 3**

- 40 Theatre
- 50 Standing
- 20 Cabaret

### **Section 4**

- 50 Theatre
- 75 Standing
- 30 Cabaret

(Section 3 and 4 can be used together)

### **Full Venue**

- 1500 Standing
- 500 Theatre
- 200 Cabaret

### **Fire Safety**

The Hirer is expected to be familiar with the location of relevant fire exits and the designated assembly point before the start of the event.

The Hirer shall take all precautions possible to prevent danger or damage by fire. Any decorations must be discussed in advance with the Operations Coordinator and should be fireproofed. The Hirer shall leave all fire exits and fire-fighting equipment unobstructed.

Any electrical equipment brought into the building must have passed a recent Portable Appliance Test and must pass a Visual Inspection by the Operations Coordinator.

Any damage caused, other than by accidental fire, is the responsibility of the hirer; the union will pursue claims for damages in full.

### **Health and Safety**

NUSU may require a full Risk Assessment as a condition of your hire, if this is requested; a full Risk Assessment must be completed by the Hirer and given to the Operations Coordinator two (2) weeks prior to the event.

In the case that this Risk Assessment is not completed, NUSU have the right to cancel the event and no refunds will be given and the full cancellation policy will apply.

The hirer must take full responsibility for any personnel they bring into the building to work on an event. If the personnel are required to work at height, use PPE or any other Health and Safety features then these must be supplied by the Hirer.

### **Disability and accessibility**

When scheduling a meeting, workshop or seminar all staff should follow the A, B, C guide to disability and accessibility. Some locations within NUSU may not be wheelchair accessible, available outside of normal operating hours or fitted with an induction loop or meet the needs of all the attendees, so when preparing for an event:

**A**sk about individual needs - if no one has any specific requirements you can book any space, but you need to ask to find out.

Please advise us of any access requirements e.g. if you are a wheelchair user, require information in an alternative format, require audio amplification/hearing loop or visual equipment, require a BSL/English interpreter, or have any dietary requirements.

**B**ook a suitable space – if informed of a specific need, check the room you provisionally selected has the necessary facilities and available after normal operating hours. If not, you need to find a new suitable space.

Always use microphones where they are available in a room a routine practice in case people in attendance have hearing difficulties.

When booking a room on campus and in particular when using e-bookings, accessibility requirements e.g. Wheelchair access, should be added in step 1 of the requirements page to ensure a suitable location is booked

**C**heck requirements for additional amplification and magnification equipment and book them from hardware loans. Available equipment includes:

- Portable induction loops,
- Personal radio aids
- Digital magnifiers.

### **Cancellations**

For the Committee Rooms: NUSU must receive a written cancellation 48 Hours before the date of the event to NUSU Reception and the Operations Coordinator. Failure to do so will result in a full day's hire fine.

For the Venue: NUSU must receive a written cancellation two (2) weeks before the date of the event to NUSU Reception and the Operations Coordinator. Failure to do so will result in a full day's hire fee. If the event is cancelled with less than 48 hours' notice the hirer will be liable to pay full hire fee

and all associated costs of the event including but not limited to; Security, Bar Staff, First Aid and Technicians

NUSU reserves the right to cancel a booking in the case of no-rate student bookings, should there be a sound commercial reason for doing so. Hirer's will be notified in advance if this is the case and alternative will be sort where possible.

### **Rooms, Fixtures and Fittings**

Not under any circumstances can a hirer use pins, nails, screws, bolts, sticky tape or Blu Tac to display in any rooms or any other part of the building.

All rooms are set up in a default mode. The Hirer may not change the setup of the room or the amount of furniture without prior consent from the Operations Coordinator. Rooms must always be left the way they were found with all rubbish being disposed of and all furniture being put back in place. Failure to do so will result in a fine or being barred from using the facilities in future.

### **Marketing and Advertising**

NUSU is a poster and flyer free building. The Hirer shall not place any advertisement inside the premises except as may be approved by the Marketing Manager using the Plasma screens. Outside the building, all publicity must be cleared with the local authority and comply with the University's policy.

### **Selling**

The Hirer shall not, without the previous consent (in writing) of the Operations Coordinator sell or supply any items on the premises.

The Hirer shall not, without the consent of Operations Coordinator, sell or supply free, or permit to be sold on the premises, any food or drink other than that supplied by NUSU.

### **Indemnity**

NUSU shall not be liable or responsible for and the Hirer shall make no claim against NUSU for, or in respect of, any loss, delay, damage, injury, costs, charges or expenses arising out of or in any way in connection with all or any of the following matters or things namely:

- Non-availability of the premises for the exercise of the right hereby granted or otherwise for the purpose of the Hiring due to fire, water, aircraft, storm, tempest, war, statutory or bye-laws, prohibition, civil commotion, act of the Queen's enemies, strike, lock-out, trade dispute by any other or former Hirer in complying with the terms of this Agreement or other cause of whatsoever nature.
- Failure of or defect in or breakdown of gas, water or electricity supply or of any apparatus installed or used in connection therewith (whether within or without the premises) or of any sanitary arrangement or convenience within or appertaining to the premises or of any heating system normally serving the premises.

- Negligence or other act of omission of NUSU, its servants, agents, representatives or employees.
- Theft, breaking-in or trespass upon the premises by any person.
- Loss or damage to any goods or other property whatsoever of the Hirer upon any part of the premises of NUSU (either within or without the period of currency of this Agreement).

The Hirer will be held responsible for any damages to NUSU property and will be invoiced for the cost of repair/replacement or labour charges to make good any damage caused. This will be in addition to any Disciplinary Fines incurred. Please check the area beforehand and bring any existing defects/damage to the attention of Reception or Duty Manager.

With the exception of ratified Societies, the Hirer is expected to provide Public/Employers Liability Insurances.

### **Security**

The Operations Coordinator may require the Hirer to pay for a stated number of Door Supervisors for any one event; this will be supplied by NUSU but paid for by the hirer. There may also be a requirement for the provision of other health and safety features such as a stage barrier, pit crew and first aid, also at the Hirer's expense.

### **Technical**

Equipment may not be brought into the building without prior consent of the Operations Coordinator.

If the event requires anything technical other than AV supplied in the rooms, a technician must be present and paid for by the Hirer.

### **Backstage Facilities**

If the Hirer requires a dressing room, the hirer will take ultimate responsibility for people in the dressing rooms and paying for any damages incurred to the aforementioned areas. This is subject to availability and may incur extra charges.

### **Setting Up**

NUSU cannot be held responsible for your room set up if you have not allowed time in your booking to set a room up. If you need setting up time for your event, please allow for this when booking. If you need tables, chairs or a bar, please make this clear and write your exact requirements when booking your room, if this is not done, we cannot be expected to adhere to your wishes on the day of the event.

If you have brought any equipment in for your event, please ensure that you remove all of your equipment after your event has ended. This includes staging, lighting and audio equipment. Failure to do so will result in removal of such equipment by NUSU staff.

NUSU are not responsible for any equipment brought onto the premises.

## **Licencing**

It is the hirers responsibility to make sure that all necessary licences are in place prior to the event, these are including but not limited to; PPL, PRS, Film Showings, Gambling and Sports Licences. Failure to do so will result in immediate cancellation of the event without refund. Persons responsible for hiring rooms undertake to complete and return a record of musical works performed if required to do so by the Operations Coordinator for Performing Rights licensing purposes. The Use of digital media (i.e. mp3 players, laptops) or copied material is only permissible if the DJ owns a digital music licence.

Alcohol is not permitted in any of the spaces without prior consent from the Operations Coordinator. The Hirer must adhere to the licencing laws at all times as specified by the NUSU Licencing Policy. If permitted alcohol may only be consumed if purchased via NUSU.

## **Consumption of Food**

Food is not permitted in any of the rooms without prior consent of the Operations Coordinator. In the case of the Hirer requiring food, this should be booked via the Operations Coordinator through our approved supplier.

Societies may bring cold food into the rooms with prior consent, but the food must be shop bought and not handmade. NUSU take no responsibility for food consumed on the premises.

The hirer must clean up after use. Failure to do so will result in a fine or being barred from using the facilities at NUSU.

## **Consumption of Drink**

Non Alcoholic drinks are permitted in the rooms with prior consent.

If the hirer requires alcoholic drinks they must receive prior consent from the Operations Coordinator and all alcohol must be purchased via NUSU.

Not at any time is the hirer or the event participants allowed to consume alcohol bought in the premises and taken to the room hired. All consumption of alcohol must be with prior consent of the Operations Coordinator and booked in advance. The hirer must adhere to the licencing laws at all times. NUSU will take no responsibility for anyone breaking these laws.

## Staff Booking Procedures

### Rooms

- All rooms to be booked in by reception unless for external clients or in the case of the venue where something more technical is required and then query should be passed to the Operations Coordinator.
- All room bookings must follow the room bookings procedures flow chart
- General office will do their own bookings.
- Societies can only book 1 month in advance
- Societies can book as many rooms as they like, on a first come first served basis.
- No bookings to be taken without more than 1 weeks' notice.
- If the event requires the use of a bar, this must be put in writing to the Operations Bars Coordinators.
- If the room requires anything technical, this must be put in writing to the Technical Assistant.
- Rooms as provided as is, no furniture must be moved into or out of the rooms under any circumstances.
- All external events are to be passed to the Operations Coordinator

### Disability and accessibility

When scheduling a meeting, workshop or seminar all staff should follow the A, B, C guide to disability and accessibility. Some locations within NUSU may not be wheelchair accessible, available outside of normal operating hours or fitted with an induction loop or meet the needs of all the attendees, so when preparing for an event:

**A**sk about individual needs - if no one has any specific requirements you can book any space, but you need to ask to find out.

Please advise us of any access requirements e.g. if you are a wheelchair user, require information in an alternative format, require audio amplification/hearing loop or visual equipment, require a BSL/English interpreter, or have any dietary requirements.

**B**ook a suitable space – if informed of a specific need, check the room you provisionally selected has the necessary facilities and available after normal operating hours. If not, you need to find a new suitable space.

Always use microphones where they are available in a room a routine practice in case people in attendance have hearing difficulties.

When booking a room on campus and in particular when using e-bookings, accessibility requirements e.g. Wheelchair access, should be added in step 1 of the requirements page to ensure a suitable location is booked

**C**heck requirements for additional amplification and magnification equipment and book them from hardware loans. Available equipment includes:

- Portable induction loops,
- Personal radio aids
- Digital magnifiers.

### **Food and Drink**

- No Alcohol is permitted in any of the rooms at anytime
- Soft Drinks are allowed
- Cold food is permitted if shop bought
- Hot Food must be booked via the Operations Coordinator
- Hot Drinks must be booked via the Bars Coordinator

### **Marketing Spaces**

- To be booked by the Marketing Assistant only
- Equipment needed to be put in place or near the outside doors via Commercial Staff for the stall holders to collect. In the event of more technical assistance required. This must be booked via the Technical Assistant 1 week in advance via email.

### **Societies Stalls**

- Can be booked via Reception unless for a business or money making then to be passed onto Marketing

### **Fines**

- £20 for an unused booked room
- £40 for a room not put back to the way it was

### **Terms and Conditions**

- Must be given to and signed by all hirer's going forward. They will not be allowed to use the room unless the T&Cs have been signed and given back to reception.

### **Kings Road Centre**

Access to the university room bookings systems for the following rooms Ford, Etal, Alnwick and Bamburgh.

Staff will need to log on to the web room booking at

<http://www.ncl.ac.uk/timetable/room/>

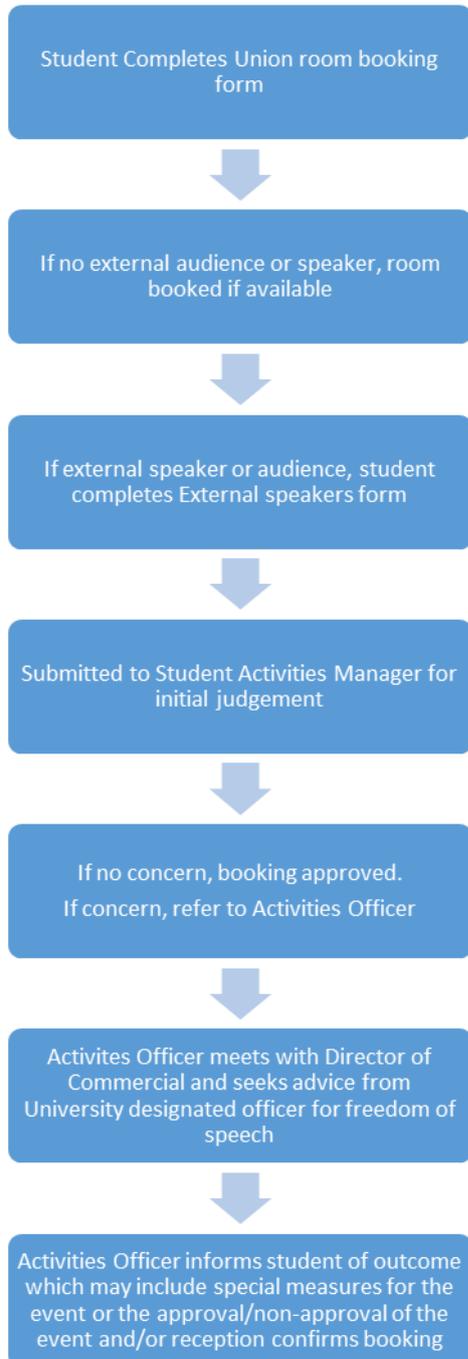
All information relating to room booking can also be found at the web link.

## Allocation and booking of room space

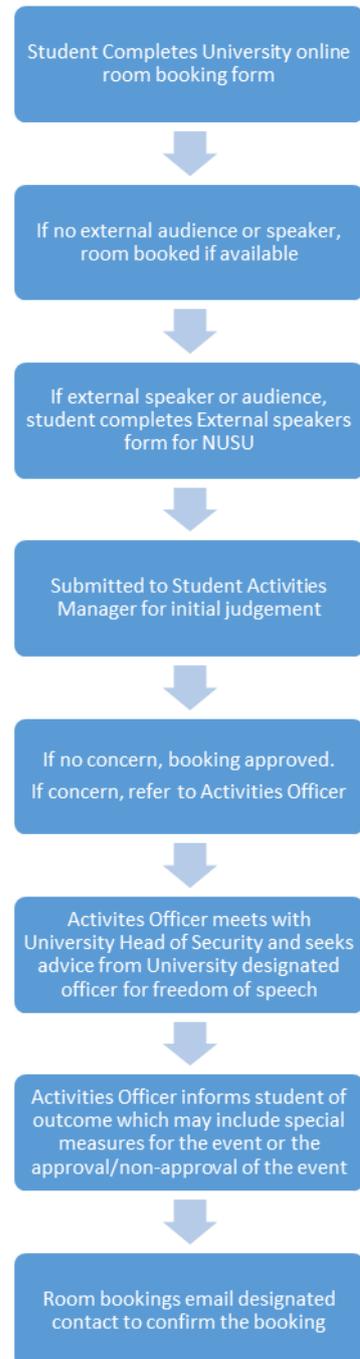
- Timetable Services and NUSU will work together to manage room bookings through the University Web Room Booking System
- University priority and essential University business will be booked in advance by Timetabling Services, these will include:
  - Exams
  - Visit Days
  - Registration
  - Congregations
  - Careers Events
- Non-semester weeks will be fully available to the University for conferences and other events
- Free slots from 18:00 weekdays will be available to NUSU Societies for appropriate activities. Any free slots during the working day will be available to NUSU for meetings. Societies will accept responsibility for leaving rooms set up as they found them.
- Consideration for furniture set up and room cleaning will be built into bookings and may prevent back to back meetings

**Room Bookings Procedures for Union and University premises for clubs and societies:**

**NUSU Room booking**

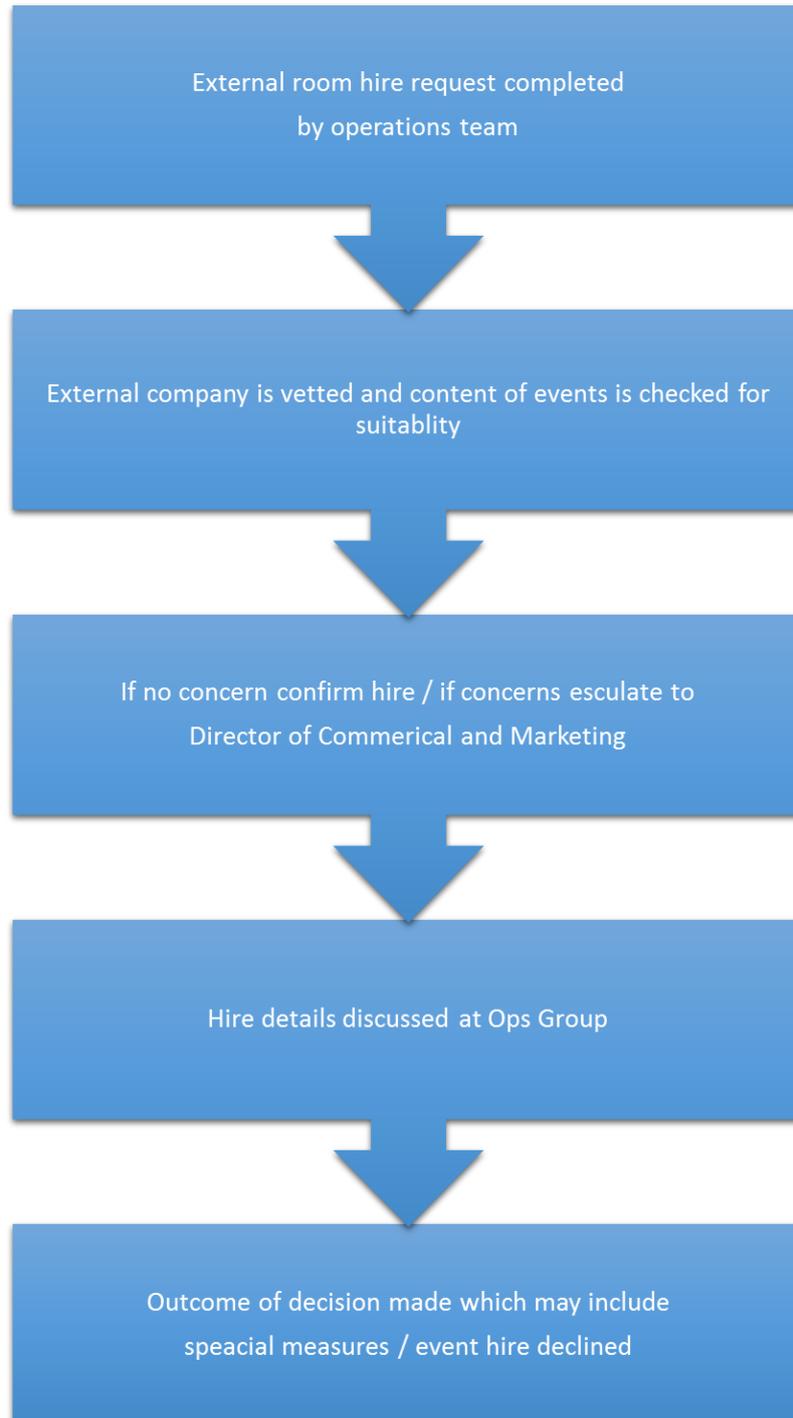


**University Room booking**



## Room Bookings Procedures for External Hire on NUSU Premises

### NUSU Room booking



# External Speaker Form

Name of Society / Club \*

How many people do you estimate will be attending the event? \*

Will you be inviting members of the public to the event?

Yes  No

Where are you trying to book a room? \*

University  Students' Union

Event Title: \*

Date & Time: \*

Day - Month Year

at

: Hour  Minutes  AM

Date:

Day  Month  Year

Organiser's Full Name: \*

Organiser's Contact Details: \*

organisation/e-mail/tel. contact number

Note: If more than one speaker, please complete a separate form for each speaker

Speaker's Full Name: \*

Speaker's Organisation \*

Title of Talk: \*

Subject Matter: \*

Has the speaker spoken at the University before? \*

Yes  No

If so, please provide date:

Month Day Year

Has the speaker been refused to speak publicly or at any other educational establishment before? \*

Yes  No

If yes, please provide details:

Is the content or subject of this person's speech likely to incite racial hatred or constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups?

Yes  No

Are you expecting over 200 people to attend the talk?

Yes  No

Do you have any concerns that the speaker will not abide by the Universities Dignity and Respect Procedure?

Yes  No

Are there any other details about the event that should be noted, i.e. if the event is approved, is there a likelihood of media interest? Does the event have any controversial subjects? If so please provide details:

As the member of Newcastle University Students' Union Club/Society Committee who is arranging a room for this external speaker you are responsible for answering the above questions as accurately as possible.