

Room Booking at the CUSU / GU

To confirm your booking, please fill out GU/CUSU Room booking form.

Please come to the GU/CUSU Reception at a time set by our Receptionist or Office Administrator to pay your deposit and have your room induction.

Deposit

At the start of any booking, a deposit of £100 cash will be collected. The full deposit will be returned to you provided that you adhere to our T&Cs, namely by leaving the space in a clean, tidy and undamaged condition, and by using the premises in a respectful way.

Cleaning

After all events at the SU, the event leader must ensure that all rubbish is binned, spillages and breakages are cleaned up and all furniture is returned to its original position.

If you are hosting a party or serving food/drinks at your event, you must also sweep and mop the floors, or you may hire a cleaner to do this for you.

Should you wish to use our cleaning services, you need to book it with the Reception or Office Administrator a minimum 10 days in advance. The charge is £35 for standard cleaning. There will be an extra charge for excessive waste / rubbish / mess / uncleanness.

If you have any questions about our booking procedure, please email:
roombookings@cusu.cam.ac.uk

Thank you.

Responsibilities

- Do not leave the main door open at the start or during the event – do not leave it on the latch – the main door needs to be closed at all times
- Fire doors – white double doors in the lounge – need to be closed at all times
- Kitchen and Reception area are not for event use
- Projector – control box behind popcorn screen – switch it off after use
- TV – control box behind popcorn screen – switch it off after use
- DVD – only on request – in print room – switch it off after use
- Cleaning cupboard – behind white doors – keep it clean and tidy after use
- Recycling bin area – entrance off Mill Lane – go out of main door – turn right – go to Mill Lane – turn straight right again – parking/bin area
- Make sure the main door is closed properly when you leave
- Make sure all windows are closed when you leave
- Make sure all lights are switch off when you leave

CUSU / GU Room Booking Form

1. Your Details:

Contact Name	
Email	
Telephone	
College/Department	
Society/Organisation	

2. Event Details:

Date	DD/MM/YY:	Day of Week:
Time (include set-up / clean-up)	Arrive At:	Leave By:
Name of Event		
Name of Event Leader		
Room Required	<input type="checkbox"/> Meeting Room <input type="checkbox"/> Lounge	
Type of Event	<input type="checkbox"/> Party <input type="checkbox"/> Meeting <input type="checkbox"/> Live Performance <input type="checkbox"/> Other (specify):	
No. of Attendees		
Attendees Are	<input type="checkbox"/> Students <input type="checkbox"/> University Staff <input type="checkbox"/> Public <input type="checkbox"/> Other (specify):	
AV Required	<input type="checkbox"/> Projector <input type="checkbox"/> DVD	
Will you be playing Recorded Music?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify how):	
Will your guests consume food/drinks at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will your guests consume alcoholic drinks during your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cleaner Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable See our Terms & Conditions for cleaning fees	

Please leave the remainder of the form blank, for completing when you collect the access key.

3. Agreement: (tick (☑))

- I have read, understood, and will comply with, the 'Terms & Conditions of Booking'.
- I understand that the SU will retain my **full deposit** for any damage incurred at the event, and/or for extra cleaning required, and/or for misuse.

4. Print Name in **BLOCK CAPITALS**: **Date**:.....

Signature.....

OFFICE USE ONLY

Deposits: (returnable on condition)

- £ taken
- Paid to SU ____/____/____
- Returned ____/____/____

Fees: (non-returnable)

- £ : Cleaning
- other fees

Retained by SU: £ Purpose:

