



## **Room Booking & Use Terms and Conditions**

**[roombookings@cusu.cam.ac.uk](mailto:roombookings@cusu.cam.ac.uk) – 01223 333 313**

### ***Important contact numbers:***

- *01223 331 818 – Cambridge University Security Number*
- *01223 767 444 – Cambridge University Security Number*
- *101 – Police*
- *111 – Medical*
- *112 + 999 – Emergency Number*

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

## 1. Rooms and Availability

### Meeting Room

Perfect for	Meetings, presentations, training, workshops, discussions
Capacity	seating for 8 people
Facilities	Conference table, 8 chairs, White board, Flip Chart Board, WiFi
Availability	Monday- Friday: 19:00 – 22:00(within term time and holidays)
Exceptions	Bank Holidays and Seasonal closures (such as across the Christmas / New Year period)

### Lounge

Perfect for	Meetings, training, presentations, film nights, rehearsals, drinks receptions and parties
Capacity	80 capacity, including seating for approx 30 and room for more chairs if you provide them
Facilities	Sofas, arm chairs and coffee tables, café-style tables and chairs, projector with large screen, 2 x flat screen TVs, Freeview TV, DVD player, WiFi
Availability	Monday- Friday: 19:00pm – 00:00 am (within term time and holidays) Saturday, Sunday: 08:30am – 00:00am
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
- 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

- You will be required to pay a £100 cash deposit.
- Deposits must be paid in cash, in full, and prior to the event at a time confirmed with the Reception or Office Administrator
- Deposits are returnable after the event, subject to the following conditions. The Students' Unions will retain the full deposit for any damage incurred at the event and / or for misuse. If damage incurred exceed the deposit paid, the Hirer is liable to pay the additional fees, in cash, in full, within two working days of notification.

## 4. Fees

Cleaning	If the lounge space is left in a dirty or untidy manner and cleaning services had not been arranged prior Kitchen/reception area being used.	From £35
Building locks	Security is breached, door being found unlock, on the latch, 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	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 in cash, in full within two working days of notification.

## **5. Arrival and Departure Times**

- You must not access the room/premises any earlier than the arrival time agreed with the Reception or Office Administrator.
- You must vacate the room/premises no later than the leave by time agreed with the Reception or Office Administrator.

## **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 Reception or Office Administrator you must not exceed the number agreed at the event.
- For live performances you must provide an unpaid door Steward to count in and out attendees and ensure the number of attendees does not exceed the number agreed with the Reception or Office Administrator.
- For Lounge bookings, the maximum number of persons legally allowed in the room at any time is 80, and this includes all event organisers, performers, speakers and bar staff. This must not be exceeded at any time.

## **7. Freeview TV and Films**

- Freeview TV and films can be screened between the hours of 7pm – 11pm.
- To screen a film you can choose between:
  - Booking the Students' Unions' DVD player, which is connected to the overhead projector, TVs and wall-mounted speakers.
  - Connecting your own laptop to the projector, TVs and wall-mounted speakers.

- Bringing your own stand-alone equipment.

## **8. Recorded Music**

- Recorded music can be played between the hours of 19:00pm – 23:00pm.
- To play recorded music you can choose between:
  - Connecting your own laptop to the room wall-mounted speakers.
  - Playing a CD on the Students' Unions' DVD player, which is connected to the wall-mounted speakers.
  - Bringing your own stand-alone equipment.

## **9. Live Performances**

- The Students' Unions are unable to accommodate live music performances. We can accommodate other types of live performances, such as those of literary or dramatic works. A rehearsal does not count as a live performance.
- Live performances can only take place between the hours of 19:00pm – 23:00pm.
- You must provide an unpaid door Steward to count in and out attendees and ensure the number of attendees does not exceed the number agreed with the Reception or Office Administrator.

## **10. Parties**

- For those events where food will be served, you are required to sweep and mop the floor before you leave the premises, in addition to the tasks listed in item 29. Supplies are available for your use in the cleaning locker. Food and drink can be displayed on the tables provided but the kitchen must not be used. There is a tea and coffee machine you may use and filtered hot and cold water.
- Alternatively, cleaning services can be arranged to ensure the space is cleaned appropriately. This can be arranged externally or via the Students' Unions services, for an additional fee.

## **11. Equipment**

- Please ensure all Students' Unions equipment within the room booked, such as upon the Reception desk, are left as found and are not used by attendees. Any damage to or loss of this equipment will incur a fee from £100 as well as any additional charge required to replace missing equipment. Fees must be paid in full in cash within two working days of notification.
- It is advisable to bring your own equipment (e.g. laptop or DVD) to this demonstration, in order to test its compatibility with the AV equipment.
- It is advisable to book extra time before the start of the event in order to set up equipment and troubleshoot if necessary.
- No mechanical, electrical, or other equipment can be installed or left on the premises without the prior consent of the Services Coordinator. Where such equipment is installed on the premises with the Services Coordinator's consent, the Hirer and Event Leader will ensure that such equipment is visually inspected and compatible with the Students' Unions' 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 Students' Unions will be entitled to remove such items.

## **12. Laptop**

- 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 [roombookings@cusu.cam.ac.uk](mailto:roombookings@cusu.cam.ac.uk) to arrange this, giving as much notice as possible.

## **13. WiFi**

You can bring in your wireless-enabled laptop and surf the net for free during your event, using the University's Lapwing Wireless Service or eduroam as long as you have a Raven account. More information can be found here - <http://www.ucs.cam.ac.uk/wireless> for instructions.

#### **14. Lighting**

- The premises do not have a lighting rig.
- You may bring your own stand-alone lights as long as they adhere to the terms set out in section 11.

#### **15. Furniture**

- You may move the furniture to suit your event, however, you cannot take it out of the room and you must not obstruct emergency exits, escape routes or the route through to the toilets.
- You must return any furniture moved to its original position before you leave. A furniture plan for the Lounge will be provided by the Services Coordinator.
- Please move furniture carefully, so as not to damage it, the floor, or the persons moving it. We recommend at least two people move tables, and at least four people move sofas. Please lift furniture and refrain from dragging it across the floor. Any damage to or loss of furniture or fittings will incur a fee from £100 as well as any additional charge required to replace missing equipment. Fees must be paid in full in cash within two working days of notification.

#### **16. Food**

- Food cannot be consumed within the meeting room.
- Within the lounge you may provide your own food but you must not charge those attending the event for it (i.e. it must be given away for free).
- Food must not be taken or consumed outside the Lounge space. The Hirer will must provide notices asking attendees not to take or consume food and drink outside the premises, which must be clearly displayed at the exit to the Students' Unions.

- All rubbish must be placed within the appropriate bins taking heed of the recycling available, tables and surfaces wiped, crumbs and spillages cleared up, and leftover food removed from the premises before you leave.
- Hot and cold water can be obtained via the water fountain within the Lounge.
- Kitchen is not for students use!

## **17. Beverages**

- You may provide and consume your own non-alcoholic and alcoholic beverages but you must not charge those attending the event for them (i.e. they must be given away for free).
- Beverages must not be taken or consumed outside the premises. The Hirer will must provide notices asking attendees not to take or consume food and drink outside the premises, which must be clearly displayed at the exit to the Students' Unions.
- All rubbish must be placed within the appropriate bins taking heed of the recycling available, tables and surfaces wiped, crumbs and spillages cleared up, and leftover food removed from the premises before you leave.

## **18. Selling Items**

- You must not sell food or beverages.
- Selling tickets to your event, or selling other items such as merchandise is not allowed.

## **19. Consents**

- You must obtain the necessary licences, permissions, or consents, prior to the event, if it involves the performance of a literary or dramatic works, or the playing or showing of copyright sound recordings, films, broadcasts, or other material.
- The Students' Unions have 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 help accountable to them.

## **20. Smoking**

- Smoking is not permitted within the Students' Unions premises or any building upon the Mill Lane complex.
- Smoking bins are provided upon external walls of the Students' Unions. It is asked that all people smoking outside of the premises use the bins provided.

## **21. 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 Reception or Office Administrator the state of repair of the premises, and will reimburse the Students' Unions 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.

## **22. Conduct and Spot Checks**

- All events are subject to random spot checks, which are conducted by Students' Unions Executive Committee Officers and 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 Students' Unions will keep all deposit/s and fee/s relating to the booking.
- You must afford access to the premises and/or room/s used during the event to Students' Unions Executive Committee Officers and staff. You may request from the Services Coordinator at the time of booking a list of Executive Committee Officers and staff.
- You must not use the premises for any purposes other than for the event specified on the booking form and agreed with the Services Coordinator.

- 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 Students' Unions reserve 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.
- The Students' Unions reserves the right to refuse a booking from a Hirer, Event Leader, individual, society, or faculty/department, that has misused the premises and/or room/s on a previous occasion.

### **23. Toilets**

- Two unisex toilets and a disabled access toilet are located through the double doors on the right rear end of the Lounge.
- In the access toilet there is an emergency cord which when pulled will alert University Security.

### **24. First Aid**

- A first aid kit is stored in the cleaning locker for your use. Please let the Services Coordinator know if you use anything from the kit.

A number of designated first aiders are available on the 17 Mill Lane Site during usual office opening hours (Term time – Monday – Friday – 9 am – 5.30 pm, Out of term time – Monday – Friday – 9.30 am – 2.30 pm)

- Outside these hours, please use the first aid kit and call 999 in an emergency.

### **25. Emergencies**

- In the event of a fire the Event Leader must:
  - Operate the nearest fire alarm.
  - Ensure that everyone vacates the premises by the nearest fire exit.

- Ensure that everyone gathers at the fire assembly point on Laundress Lane to await instructions.
- Wait outside the premises and report to and take instructions from the site Fire Manager and/or the Fire Service and/or University Security when they arrive.
- Ensure that no one returns to or enters the premises without the explicit consent of the site Fire Manager and/or the Fire Service and/or University Security.
- The fire assembly point is located at Laundress Lane, which is at the river end of Mill Lane, next to Scudamore's Punting Company and opposite The Mill Pub.
- Fire notices and escape routes to the fire assembly point are located on the Lounge notice boards and on a wall in each room.
- Fire escapes and routes will be covered during the room induction given by the Services Coordinator at the start of room hire.

## **26. Accessibility**

- There is a lift available for use by all attendees at the front of the Students' Unions building.
- The Students' Unions have a portable hearing loop which can be requested when booking.

## **27. Noise**

- We have neighbours so please be considerate and ensure that you and attendees leave the premises quietly.
- For evening events, the Hirer will need to provide notices asking attendees to leave the premises quietly, which must be clearly displayed at the exit to the Students' Unions.

## **28. 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, and clear up any crumbs, spillages and breakages. Cleaning supplies are available for your use in the cleaning locker located near the toilets.
- Sweep and mop the floor (parties and food events only, unless you have booked a cleaner).
- 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.

## **29. Cancellation**

- Please email to [roombookings@cusu.cam.ac.uk](mailto:roombookings@cusu.cam.ac.uk) at least 24 hours before your booking should you wish to cancel.
- If you do not meet the Receptionist or Office Administrator 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 Students' Unions to amend or cancel your booking.