



ROOM BOOKING POLICY

Thank you for your interest in room bookings with Cambridge SU.

The Students' Union recognise our social responsibility to our members and have created this policy to ensure that Cambridge SU objects, members, work, integrity and reputation is protected from any dispute pertaining to room bookings from student societies. **The Students' Union takes no responsibility for views or opinions expressed at external functions held at the SU Building and all society bookings will be deemed provisional subject to completion of room inductions and risk assessments as outlined in the booking terms and conditions.**

MISSION STATEMENT

Cambridge SU shall advance the education of students at the University of Cambridge by:

- Promoting the interests and welfare of Students at the University of Cambridge during their course of study and by representing, supporting and advising Students.
- Being the recognised representative channel between Students and the University of Cambridge and any other external bodies.
- Providing social, cultural, sporting and recreational activities and forums for discussions for the personal development of its Students.
- The promotion of equal opportunity in education for the public benefit by promoting access to, and success at, the University of Cambridge and its affiliated institutions, and encouraging access to the University of Cambridge for applicants from backgrounds underrepresented in the Collegiate University.

Cambridge SU members include each and every student who has not opted out by notifying the University of Cambridge or the Unions'. Sabbatical Officers of the Union are also deemed members for their duration of their term in office.

PROHIBITED SOCIETY BOOKINGS

To protect the interests of Cambridge SU, the following categories of societies are prohibited from booking SU defined spaces:

- Party political societies which benefit just one political party.
- Societies that express or condone content/behaviours that are in any way racist, homophobic, transphobic, sexist, disablist or classist or use victim blaming language.
- Societies that conflict with Cambridge SU policy or the aims of past or current campaigns.
- Societies that are in receipt of sponsorships, or funded by, organisations operating in the following industries; weapons, military, gambling, tobacco products or those whose main business is the extraction and/or production of fossil fuels.

ACCESSIBILITY, BEST PRACTICE AND PROMOTION

- Cambridge SU strongly believes that all event listings should include a statement about access arrangements to enable attendees to find out more information prior to the event. An access statement for the chosen room(s) will be provided to you on your booking confirmation which you should feature within social media posts, emails or other event communications you may wish to send to society members.
- Events hosted within the SU building must be run by and for members of the Union. Room bookings may not be made on behalf of an external organisation for the purposes of brand promotion or as part of a group sponsorship agreement.
- Eligibility to book rooms within the SU building is subject to a completed society registration and profile within the [Cambridge SU Clubs & Societies directory](#)
- Any data obtained at a society event should be done so in compliance with GDPR. Cambridge SU are not able to complete "Subject Access" requests for data captured at such events and any requests should be submitted to the society directly.

COMPLAINTS AND APPEALS

If you believe your society booking request has been incorrectly declined on the grounds of this policy, you may submit a written complaint to

info@cambridgesu.co.uk which will be processed in line with the [Complaint Procedure](#) contained within [Cambridge SU's By-law 18](#) on Member code of conduct.

POLICY REVIEW

All queries of this policy are to be directed to the Operations Manager who will review the document every academic year, consulting with Sabbatical Officers, CEO and other relevant staff/groups.