



Room Booking & Use Terms and Conditions

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.

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

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,
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, and coffee tables, café-style tables and chairs, projector with large screen.
Availability	Monday- Friday: 19:00pm – 00:00 am (within term time and holidays) Saturday, Sunday: 10:00am – 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 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	£100
For a small reception \ small social gathering, serving alcohol	£150
For parties including Fresher's Squash	£200

- The type of event you are holding will be determined by the bookings team and the deposit amount will be confirmed to you before you attend your induction.
- The deposit must be paid in cash prior to your event.
- The deposit will be returned 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:

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 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 roombookings@cusu.cam.ac.uk
- Repeated failure to comply with the Terms and Conditions will result in a ban. Please email the bookings team on roombookings@cusu.cam.ac.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.
- 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 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 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.

8. 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 to arrange this, giving as much notice as possible.

9. 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.

10. 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
- Food must not be taken or consumed outside the Lounge space.
- 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 in the Lounge.
- Kitchen is not for public use.

11. Beverages

- You may provide and consume your own non-alcoholic and alcoholic beverages but you must not charge those attending the event for them
- Beverages must not be taken or consumed outside the premises. 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.

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 roombookings@cusu.cam.ac.uk

19. 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 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 held 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 outside.

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 bookings team 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 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 Students' Unions Executive Committee Officers and staff. You may request from the bookings team 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 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 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.

24. 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.

25. 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.

26. Cancellation

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- Please email to 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.