

Imperial College Union Room Booking Terms and Conditions

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Overview

The Students' Union has its own spaces and is allocated a set of rooms to be used by student groups for out-of-hours bookings across various college buildings. Bookings will be made on the appropriate College booking system. The set of rooms, times, and dates available to student groups will be agreed annually with building and department managers responsible for the space.

This document outlines the terms and conditions for booking a Union or College space. The purpose of these terms and conditions is to outline the responsibilities of any booking.

In cases where the terms below are not adhered to, it could result in the cancellation of all future bookings, the withdrawal of the privilege to book rooms for the remainder of the year or possible disciplinary action.

Eligibility

Union Spaces are available for booking by all fully ratified ICU (Imperial College Union) Clubs, Societies and Projects (CSPs), Academic Representatives, Wellbeing Reps, Campaign Groups, Management groups and Constituent Unions, Liberation Officers, and Liberation Networks.

Agreed College Rooms are available for booking by fully ICU affiliated Clubs, Societies and Projects, Management Groups and Constituent Union Committees.

Scope

The terms and conditions below only apply to spaces booked through the Ad-hoc Booking process and the Annual Room Bookings process.

The terms and conditions below also apply to any bookings agreed outside of the above processes between the Student Activities and Development Team and a space user group, including but not limited to: CHUG (Concert Hall User Groups).

The terms and conditions below are not related to any bookings for college spaces that do not use the above processes, including Sports Facilities.

The terms and conditions below are in addition to any terms and conditions that are agreed at the point of booking spaces within college with the events and conferences team including but not limited to: The Great Hall, The Senior Common Room, The Junior Common Room, Princes Gardens, Sherfield Foyer and The Queens Tower Room.

Available Spaces

A list of Union and College spaces available for booking along with capacities and booking codes are available on the Union website for anyone booking rooms.

A live calendar is available for all organisers to view space availability within the agreed time allocations with the College and Union.

All bookings made are only for the rooms that are agreed upon and outlined in the booking confirmation email you receive. Organiser(s) may not allow the use of other non-booked spaces by participants, even if the space is empty at the time.

Legal Context

The Union and College have legal responsibilities that they must meet. To enable any volunteers, groups, or individuals to use any space it is important that we outline the legislation related to using spaces for meetings, events or activities as well as outline the responsibilities of organisers to meet these legal requirements.

Legislation that needs to be considered in relation to booking spaces includes but is not limited to:

- Equality Act 2010
- The Human Rights Act 1998
- Health and Safety at Work Act 1974
- Public Order Act 1986
- Racial and Religious Hatred Act 2006
- Terrorism Acts 2000 and 2006
- Protection from Harassment Act 1997
- Public Meeting Act 1908

Confirmation of Booking Requests

All bookings should be submitted a minimum of 10 working days before the event is planned to take place.

Submitting a booking request does not guarantee a booking. An event should not be advertised before a booking is confirmed, and the room should not be used without receiving confirmation first.

We understand that the committee member or volunteer who booked the room may be different from the committee member or volunteer in charge of delivering the event in the booked space. If this is the case, it is the responsibility of the member who booked to share these terms and conditions with the event lead. Failure to do this may result in disciplinary action. In the section below organiser(s) refers to the committee member(s) or volunteer(s) above.

Responsibilities

- The student volunteer making the booking must be a fully registered student Imperial College London and will be held responsible for ensuring that the room is used in an appropriate manner.
- The organiser(s) are responsible for ensuring rooms are only booked for student group or agreed purposes and that the activity fits the room.
- The organiser(s) must ensure that nothing in the preparations for or the conduct of the meeting or activity infringes upon the law.
- Rooms must be vacated by the times specified in the room booking confirmation allowing ten minutes for change over at the end of session. Booking times must allow for set-up and set down.
- Those booking the room must declare the intended use of the room at the time of booking. Any changes to the nature of the event must be communicated in advance of the event and agreed with the relevant members of staff at the Students Union.
- For events featuring a guest speaker, the organiser is responsible for ensuring that the guest speaker policy is adhered to and that the relevant process of notifying the Union of the guest speaker as far in advance as possible. (Controversial or high-profile guests or subject matters need to be approved by them in partnership with the College in accordance with the Freedom of Speech Code of Practice).
- The organiser(s) is responsible for ensuring that the number of people attending does not exceed the stated capacity of the room. If a larger number of participants turn up, once the limit is reached the organiser(s) are expected to turn the participants away or cancel the event if they cannot manage this.
- The organiser(s) of the room must inform the Union if any other services are required e.g., Porters, Audio Visual at least two working days before the booking commences (CSP's can do this via the event form).
- If furniture is moved, it must be restored to its original layout after the event. Furniture must not be removed from rooms or block fire escapes. It is important to note that in certain rooms, the furniture is fixed to a location and therefore should not be forced to move otherwise this will be classed as breakage.
- It is the organiser(s) responsibility to ensure they and the other room users are familiar with the emergency evacuation procedure for the room.
- The organiser(s) must check the room at the beginning of the booking and report any damages to the Union to avoid being named responsible for any damages made prior to booking. Any damages found which were not reported, will be assumed to be the responsibility of the student group using the room.
- The organiser(s) are responsible for ensuring that no equipment is used or tampered with without prior approval from the relevant team. This includes the moving of lecterns or Audio-Visual equipment.

- The organiser(s) is responsible for ensuring that the room is left in a clean and tidy state including ensuring all rubbish has been tidied away and any moved furniture is returned to the correct space.
- Non-members are only allowed to attend events and activities on campus which are approved by the Union.
- Flammable materials must be protected appropriately where used. Naked flames, pyrotechnics and haze may only be used with the approval of the College Fire Officer.
- The organiser(s) must ensure that they do not deliver any activity in any space that they have not received approval from the Students' Union for through the events proposal process or annual activity proposal.
- The organiser(s) must take reasonable steps to ensure the activities taking place in the spaces have been considered for accessibility and direct students with accessibility needs to the appropriate services for support. (Such AccessAble for Imperial or the Disability Wellbeing Service to arrange a Personal Emergency Evacuation Plan with the estates team)
- The organiser(s) should ensure that they remind their participants to be mindful of the noise they are making whilst in a booked space.
- Rooms must only be used by the organiser(s) booking the room and cannot be interchanged with other groups
- It is the responsibility of the organiser(s) to notify participants of any high-risk hazards through appropriate communications before or during the event.
- The organiser(s) must ensure that before they allow participants to enter the space a safety sweep has taken place and stewards if appropriate are in position in line with the college's marshalling policy.

Food and Drink

Alcohol must not be consumed within any room booked on campus. Food and drinks, other than water, must not be consumed in any of the rooms unless booked through campus catering services or explicitly agreed by the Students' Union in line with College Guidance.

Self-Catering is not permitted in any space.

Equal Access and Gender Segregation

The Union's general expectation is that any event, activity, or meeting held on Union or College premises will be open to all your members, regardless of gender. There are exceptions to this (for example training sessions of men's and women's sports clubs), but events should be open to all unless they are specifically designed for one gender or another.

There should be no enforced segregation by gender at events. Pre-allocation of seats by gender, and the use of stewards to direct persons attending a meeting to gender segregated seating are not acceptable.

It is acceptable for individuals attending events to choose to sit with members of their own gender. If individuals attending an event wish to segregate themselves on a voluntary basis, it is not acceptable for other members of the audience to compel them to mix, and to do so may constitute harassment.

Cancellations

If an event is cancelled for any reason, the room booking should be cancelled at the earliest opportunity, so another group can utilise the room and for any associated resource and security implications.

The Union and College's Right to Cancellations

The Union and College may have to cancel a booking from time to time. This shall only occur under emergency or unscheduled circumstances and shall be avoided as far as possible. The Union will always aim to relocate any cancellation to a space of similar characteristics, or which is still suitable for the group's needs. We ask for 10 working day notice to be able to process these changes.

The Union reserves the right to implement restricted or cancelled room bookings in accordance with this terms & conditions policy. The Union and College reserve the right to cancel a booking, even up to whilst the booking is taking place if it is believed that the law or the relevant premise license is being broken.

Breach of Terms and Conditions

If any of the terms and conditions are breached by the organiser(s), the matter will be referred to the Students' Union for investigation where an appropriate sanction, in line with the severity of the breach, will be considered that includes but is not limited to:

- A referral to either the Union or College disciplinary procedures
- Removal of room booking privileges for an allocated period or allocated space and removal of existing bookings.
- Charges made to the relevant group or individuals incurred because of misuse or damages.

Any illegal or inappropriate activity occurring within a Union or College space, including but not limited to, alcohol or drug use, will be considered of high severity.

Multiple breaches of low-moderate severity throughout the academic year will be treated accumulatively and regarded as high severity.

Rooms requiring further cleaning following a Society booking will be charged at a standard rate and the Society concerned will be charged directly.

Departments and Imperial College Union reserve the right to prohibit the use of any space for any user group due to a single or continued breach of the outlined terms and conditions.

Data Protection

When the organiser(s) provide us with data as part of a room booking request, we have a contractual basis to use that data to process your booking. We may also pass this

data on to Imperial College London in line with any legal requirements. You can find out what rights may be available to you over this data through our privacy policy.

Review Date: 17/10/2023

Next review date: by 17/10/2024