

## Terms and Conditions for Student Union and Student Society Bookings of Medway Campus Teaching Rooms

*These are the terms and conditions for the booking of rooms on the Medway campus for Student Union and Student Society activity. Rooms that are required by students for academic purposes should be booked via the relevant academic School / Department / Programme Leader, who will be held responsible for the booking as the named organiser.*

### Responsibility

The student making the booking must be a fully registered student of either the University of Kent, University of Greenwich or Canterbury Christ Church University, and will be held responsible for ensuring that the teaching room is used in an appropriate manner. The following terms and conditions must be adhered to:

- The named organiser(s) will accept responsibility for the orderly conduct of the function in respect of the building in which the function is to be held and its approaches.
- The organisers will comply with the Fire Regulations and the Licensing Laws so far as they apply to the room booked for the function. Information as to the Fire Regulations and the Licensing Laws may be obtained from the relevant Estates/Facilities Management department.
- The organisers will provide as many stewards as may be necessary to ensure that the above points are complied with and to the satisfaction of the University Officer responsible for the building(s) concerned.
- The organisers will indemnify the University(ies) for the cost of the following:
  - a) Injury to persons, damage to University(ies) property or any expenses incurred by the University(ies) as a direct consequence of the function;
  - b) Any work, including staff costs, in connection with the function that may by prior agreement be done by the staff employed by the University(ies) before, during and after the function.
- The person booking the room must declare the intended use of the room to the relevant Room Bookings office at the time of booking and complete the *Student Union and Society Room Booking* proforma. Any changes to the nature of the function must be notified to the Room Bookings office in advance of the event.
- All bookings will be subject to compliance with the policies of the University(ies) in relation to equality and diversity, health and safety etc.

In addition, the student responsible will ensure that:

- The room is booked for meetings and events of a lecture or discussion type; other types of events such as music, dance or performance should use other appropriate space such as music practice rooms, dance studios or Student Union venues.
- Noise must be kept to a minimum and must not disturb users of neighbouring areas.
- Any issues such as damage or breakage to the room or equipment must be reported immediately.
- No equipment is connected to AV equipment other than via the standard laptop input. Under no circumstances should existing AV equipment be moved or disconnected or the PCs turned off.
- The Room Bookings Office(s) will be informed of outside speakers and this must be agreed in writing in advance by the Secretary to the Council (Kent) or University Secretary (Greenwich) before the event can be advertised, as per the Codes of Practice ensuring Freedom of

Speech of both Universities. Only once confirmation from the Secretary to the Council / University Secretary has been received will the booking be confirmed by the Room Bookings Office(s) to the identified event organiser. To this end, as much notice as possible must be given, and in any case not less than 21 clear days' notice of the date, time, identity of speaker(s) and any other relevant details.

- All advertising for the booked event must be in English unless a translation has been made and approved by the University(ies).
- The room will be vacated promptly at the end of the booked time and must be left ready for teaching – furniture and equipment restored to the standard layout and boards cleared. Furniture must not be removed from the rooms.
- Risk assessments, where necessary, are undertaken.
- The Room Bookings Office(s) receives at least one week's notice between the date the request is submitted and the date of the event, except where outside speakers are involved whereby 21 clear days' notice is required.
- Rooms must only be used by the society booking the room and cannot be interchanged with other groups without first consulting and receiving written confirmation from the Room Bookings Office(s). Any written confirmation for change of user should come from whoever is responsible for agreeing the bookings, i.e. the named organiser.

### Licensing

Events that charge an entry fee or are otherwise designated licensable activities under the Licensing Act (2003) must comply with the law. Where applicable, the person booking the room must be in possession of a Temporary Event Notice or have permission from the Universities or Students' Union to use its license. It is the responsibility of the person booking the room (named organiser) to ensure licensing requirements are fulfilled.

### Food and Drink

Food and drink are not permitted in any teaching room or the atriums or foyers thereof except with the express permission of, and organisation through, the relevant Conference Office. If there is any intention to use any outside catering or provision of food, then, the relevant Conference Office must be informed.

### Cancellations

If any event is cancelled for any reason the room booking should be cancelled with the Room Bookings Office(s) at the earliest opportunity.

Any breach of the guidance for the student or society use of teaching rooms will result in the cancellation of all extant bookings by that student and/or society and the withdrawal of the privilege to book rooms for the remainder of the academic year. This information will be shared with all other offices offering room bookings on the Medway campus.

## Protocol for classroom usage for Friday Prayers during term time

The following protocol will apply to classrooms or other areas used for Friday Prayers by Muslim students and staff.

There must be a named contact ("Organiser") who will be present and take responsibility at all Friday Prayer session for ensuring this protocol is followed.

In normal circumstances only one room on Campus can be booked each Friday for up to 50 minutes for use for Friday Prayers. All bookings must be instigated via the Student Unions at the Medway

campus, who will make the booking direct with the relevant Room Bookings Office(s). Rooms for Friday Prayers may only be booked during term time, and rooms will not be available during exam periods.

This protocol for the use of classrooms/rooms/area for Friday Prayers has been agreed with the Students Union of Greenwich and Kent Union as being in the interests of all users.

- The Organiser will ensure a representative is appointed and will be present at each booking to be responsible for the implementation of this protocol.
- All members will wait outside the class room until the previous class/occupants have finished before they enter the room/area.
- If the furniture in the classroom needs to be moved to facilitate prayers this will be stacked neatly at the back of the rooms ensuring that there is clear egress from or access to all fire exits.
- There will be no consumption of food or drink in the classroom.
- No water will be used for washing purposes in the classroom.
- In the event of a fire alarm activation, all members will immediately evacuate the area following the evacuation plan.
- Prayers will finish in sufficient time to enable the members to return all furniture to its original position, as defined by the classroom layout plan, before the end of the booking period.
- The classroom will be fully vacated at the end of the booking period to ensure that the next class/booking can start on time.
- Members who use the male/female or disabled toilet facilities to wash prior to or after prayers will ensure that they are left in a clean condition. All paper towels or other debris will be put in the bins provided. Paper towels will not be put down the toilets. Any excess water on the floor arising from washing activities will be wiped up using the mop and bucket provided. The Organiser is responsible for ensuring that toilets are left in a clean condition.

Approved by Campus Management Board – 27 June 2013

<b>Student Societies, Students Union of Greenwich and Kent Union – Room Booking Form</b>	
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<i>This form must be submitted 21 days before the required booking date.</i>	
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Name of Club / Society:	
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Contact / Named Organiser for the Booking:	
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University Student Number:	
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Contact Phone Number:	
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University email address:	
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<b>Purpose of Event</b>	
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Type of Event (e.g. discussion / committee meeting / public meeting):	
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Title of Discussion:	
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<b>Attendees:</b>	
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Number of Student Attending:	
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Number of Visiting Students Attending:	
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Number of Non-Students Attending:	
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Name of Visiting Speaker:	
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Organisation of Visiting Speaker:	
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<b>Room Requirements</b>	
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Preferred location:	
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Number of people attending:	
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Special requirements e.g. PC, Projectors etc (please give as much detail as possible:	
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Signed Society Contact:	
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Signed Student Union Contact:	
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Room Number Allocated:	
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Signed University Contact:	
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Room Bookings Office in other HEI notified:	
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<b>Food and Drink are not permitted in any university room.</b>
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<b>Clubs/Societies which fail to provide correct information will lose the opportunity to book future rooms.</b>
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