



# Room Booking Policy

**Category:** Service

**Last Modified:**

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**Approved By:** Executive June 2010

**Contact Person:** Clubs, Events and Activities Team Lead

1. Room hire (excluding bars) within the UCSA building is free to affiliated clubs or societies.
2. The Ngaio Marsh Theatre is excluded from this policy, and has a separate policy (The Ngaio Marsh Booking Policy).
3. Rooms can be booked one semester at a time. Clubs and societies are able to book rooms four weeks in advance of the following semester.
4. Clubs and Societies have preferred use of rooms within the UCSA Building (excluding bars) during university term time. Clubs and societies may, on occasion, need to accept alternative facilities within the building to accommodate other bookings or larger student events.
5. Thursday evenings in the ballroom during the first term are, unless not required, reserved for larger UCSA Events.
6. All rooms will be available for 55 minute sessions. The five minute 'changeover' will ensure clubs do not encroach on each other's time.
7. Room bookings are limited to two consecutive 55 minute sessions per evening during evening session times (5.00pm until 10.00pm).
8. Second and subsequent bookings in any given week will be allowed as long as space is available and after other Clubs and Societies requesting a first booking have had their needs met
9. Clubs and Societies will be penalised for not using the rooms that they book. A "three-strikes" policy will be introduced to reallocate rooms to Clubs and Societies that will use them.
10. In the case of a hirer not using a room, despite having a confirmed booking, a letter of breach will be sent. If three breach letters are sent within an academic year, the hirer will be barred from booking rooms for the duration of the calendar year.
11. During term time, Clubs and Societies have access to the UCSA building from Monday to Friday, 7.30am until 10.00pm.
12. Clubs and Societies can still use rooms at weekends and during the holidays depending on availability of space and resources.

13. A room bond may be requested at the discretion of UCSA.
14. Excessive mess and any damage will incur charges.
15. If the ballroom is to be used outside of normal term time weekday hours, a key will need to be collected from UCSA reception. The key must be returned the next working day.
16. After hour's access will be made on a case-by-case basis and the privilege will be removed if abused.
17. For bookings held during normal weekday term time hours, there will be no charges for security or room set up.
18. For bookings held outside of normal weekday term time hours (Saturday, Sunday, University holiday time) there may be a charge for extra services, i.e. security, staff and cleaning. Any fee will be on charged on an 'as reasonable' basis, and only if the extra service is not otherwise being provided.
19. Clubs can bring their own food and non-alcoholic beverages into UCSA booked venues if the event/activity/function is a non-commercial or fundraising event i.e. not for profit.
20. Clubs will need to supply their own equipment, linen & cutlery. Tables & chairs are provided.
21. Kitchen facilities are not available. All food needs to be prepared & heated offsite. The UCSA will provide heating cabinets to keep food warm. This service will not be provided to external commercial caterers employed by clubs.
22. It is the responsibility of the Club to dispose of any rubbish generated from the supplying of their own food & beverages. Recycling containers can be organised through the UCSA.
23. Any payment that is required will be due in full one week in advance of event. Payment is to be made at UCSA reception.
24. The UCSA shall not be liable for any interference or enforced cancellation of any function, which is caused by circumstance beyond its control.
25. In the event of the organiser cancelling the function less than a week in advance, 10% of the total cost of the function (if any) will be charged to the organiser. Any catering booked will be at 30% if cancelled less than 48 hrs.