

Fair Usage Protocol

To ensure Student Groups have fair access to booking rooms on campus the Students' Union operates a Fair Usage Protocol. This protocol applies to both Students' Union and University bookable rooms, except for rooms which have their own individual booking processes, such as Laird Hall, the BLSA Dance Studio, Drapers, Drapers Lounge, the Griff Inn, Ground, Qmotion studios and the Sports Hall, the Great Hall, or the Octagon.

Fair Usage

A Student Group can book a maximum of two hours a fortnight across all bookable Students' Union rooms and a maximum of one booking a week across University bookable rooms. Additional bookings and/or block or reoccurring bookings may be requested in both Students' Union and University bookable rooms. These bookings will be accommodated wherever possible but cannot be guaranteed. Student Groups may be asked to justify why additional bookings are required.

Bookings made outside of the normal opening hours of the relevant building may incur a charge to cover staff or portering costs. Venue spaces such as the Great Hall or Octagon will incur a charge to cover staff and portering costs.

Reception Warning Policy

The Students' Union will always try to address minor etiquette issues with Student Groups informally however a warning and strike procedure does operate for when Student Groups do not meet expectations set out for bookable rooms usage. A Student Group can book a maximum of two hours a fortnight across all bookable Students' Union rooms and a maximum of one booking a week across university bookable rooms.

Reception Warnings

If a Students' Union or University or room is booked by a Student Group, the Students' Union expects the Student Group to:

- A. Arrive within 30 minutes of the start of their booking.
- B. Leave the room clean and tidy.
- C. Return all furniture to its correct location.
- D. Vacate the room on time.
- E. Be polite to all staff, including student staff and other students.
- F. Use the room for the activity described on the room booking form.
- G. Return all borrowed equipment.
- H. Show up to their room booking or inform Reception if the room will not be used.
- I. Not have food or drink in university rooms.
- J. Only make bookings for their Student Group and not on behalf of another Student Group or external organisation.
- K. Not impact bookings or teaching taking place after their booking.

If a Student Group does not meet these expectations, they will be given a Reception Warning. Any Student Group that receives 3 warnings will be banned from booking any rooms within the Students' Union or University for a period of 4 academic weeks. If a Student Group receives a ban and they have bookings that have previously been confirmed within the next 4 weeks, these will be cancelled. A Student Group who receives a 3rd warning in an academic year will receive a strike.

Once a Student Group has received a strike following being issued 3 room usage warnings, any further room usage incidents will incur a second strike and potential further room booking ban. Any further room booking ban will be decided by the Appropriate Staff Member.

If a Student Group leaves their booking later than expected, they may be charged for the additional running costs associated with the delay caused. If a Student Group leaves their room booking in an unclean state where additional cleaning is needed, they may be charged for the additional cleaning costs associated with the delay caused.

Bookable rooms with higher risk attached to them being misused by Student Groups may result in the Student Group receiving multiple sanctions. This may include but is not limited to, causing a fire safety risk and/or causing a health & safety risk. This will be decided by the Appropriate Staff Member.

Warnings will be issued and recorded by the Students' Union Reception, who will inform the Appropriate Staff Member.

If a Student Group or Sports Club wants to make an appeal this must be submitted within 10 working days of the room booking warning being issued.

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