

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, with the exception of 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 will incur a charge to cover staff or porteting costs.

Room Usage Warnings

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.

Room Usage 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 and other students
- f. Use the room for the activity described on the room booking form
- g. Return all borrowed equipment
- h. Inform Reception if the room will not be used
- i. Not have food or drink in University rooms

If a Student Group does not meet these expectations they will be given a Room Usage 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 4th warning in an academic year will receive a strike. Once a Student Group has one strike, any further room usage incidents will incur a second strike.

If a Student Group leaves their booking later than expected, they may be charged for the additional running costs associated with the delay caused.

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

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