

## REGULATIONS: ROOM BOOKINGS

1. Reservations for teaching or examination purposes are given priority over all other bookings.
2. All bookings of meeting rooms for non-teaching purposes (*excluding* department meeting rooms) must be made via Commercial Services, with the submission of a room booking form. When booking a room, staff or students are requested to also confirm any requirements for audio-visual equipment and/or catering.
3. A minimum of two working days notice is required for the booking of meeting rooms and audio-visual equipment.
4. If the booking requires food and refreshments, these must be provided by the University's appointed catering service provider. Booking with any alternative external caterer is not permitted however in exceptional cases where an alternative catering provider is required these arrangements will be handled by Commercial Services.
5. Clients are not permitted to provide home cooked foods at their event or fundraising activity. (Home cooked food means food that has been prepared at unregistered premises and has not been subject to the controls of the Food Hygiene (Scotland) Regulations 2006. It applies to food that is put for sale or donated whether for profit or not and is made available to groups of staff, students and visitors.)
6. If the booking requires portering, cleaning or security services over and above the standard level of service provided in the University, the client will be liable for any additional costs. The University reserves the right to charge in full for any damages or destruction of University property by the client or persons attending any meeting or function.
7. The University shall not be liable for any damage to or loss of goods or property brought into the rooms or to any other part of the University by the client or persons attending any meeting or function.
8. The client is responsible for ensuring that all attendees conduct themselves in an orderly manner and comply with any written notices or rules and regulations displayed within the University.
9. Any papers remaining in classrooms or lecture theatres will be treated by cleaning staff as litter for disposal.
10. The University will accept no liability or responsibility for fees due to, or any other requirements relating to, the Performing Rights Society, Phonographic Performance Ltd or any other organisation involved with music performance rights. Responsibility for any fees payable or duties to be discharged remains entirely with the person or organisation making

the reservation.

11. The provision of alcohol, for sale or consumption within the University premises may only be provided by trained staff and must at all times be conducted in accordance with the appropriate sections of the Licensing (Scotland) Act 2005. Applications for particular licences for the provision of alcohol require a minimum of 35 days notice and requests for the provision of alcohol at any event or function must be made to Commercial Services in adequate time to permit the application to be processed.
12. Any individual wishing to bring their own items of electrical equipment onto campus should ensure that each item has been tested by a qualified electrician.
13. Designated representatives of the Student's Union affiliated Clubs and Societies can book lecture theatres, seminar rooms, classrooms or centrally controlled exhibition space for club or society related events/meetings which they wish to hold on the main Stirling Campus. Booking requests can be submitted by completing the Students' Union Clubs & Societies Room Booking Form found on [www.stirlingstudentsunion.com](http://www.stirlingstudentsunion.com)
14. Student and other societies must declare at the time of booking, or at least two weeks in advance of a meeting, the names of outside speakers and other visitors (not being staff or students of the University) who have been invited to speak or attend.
15. No charge is made for the use of rooms by an approved Club or Society within the University, but a charge may be levied against the Club or Society where it is necessary to provide extra cleaning or portering services. In this respect it is the responsibility of the Club or Society to tidy up all litter and leave all furniture properly positioned. A charge will be made to the Club or Society if cleaning or portering staff have subsequently to be provided to make good any failure on the part of the Club or Society to carry out these obligations.
16. When it is proposed that a meeting in the University should be open to members of the public, or where an outside body proposes to meet in the University, prior permission should be obtained by the organisers of the meeting from the University Secretary through Commercial Services and reasonable notice should be given.
17. The cancellation of bookings must be notified to Commercial Services as soon as possible. The client will be liable for any cost already incurred and further unavoidable costs due to late cancellation.
18. The University reserves the right in its absolute discretion and without giving reasons, to refuse or cancel any booking at any time prior to the event commencement date. In this respect the University will not be liable for any resulting financial loss.

19. Students and staff wishing to use University accommodation for private functions, meetings or conferences must make reservations through Commercial Services. Such reservations are subject to the terms and conditions governing similar events. Charges and deposit/cancellation fees for these events will be notified at the time of booking. Further information can be found at <http://www.stir.ac.uk/business/conferences-and-events/>

*Updated July 2016*