

Terms and Conditions for Union Space usage at Solent Students' Union

The following conditions cover The Den and The Lounge at Solent Students' Union;

1. All bookings require a completed booking form with campus card number and completed risk assessment.
2. Bookings for Union spaces must normally be requested at least 1 week before the event.
3. The risk assessment form will be reviewed and signed by a member of the Union's SMT before the booking is confirmed.
4. Activities taking place in Students' Union spaces should not cause disturbance to other surrounding services or facilities, i.e. teaching or offices.
5. Bookings can only be made by students or staff of Solent University.
6. Union spaces are not normally available for use as teaching space for lecturers at the University.
7. Students and staff making bookings should be aware that the Union spaces cannot be closed off to students and staff as they are used to access other parts of the University at all times of the day.
8. All bookings using Union spaces must follow the Students' Union's policies (<https://www.solentsu.co.uk/about/publications/>). If any of these policies are broken, you may be subject to disciplinary action. Please report any issues to students.union@solent.ac.uk.
9. All Union spaces are to be returned to their original state after use, including the return of furniture to their original positions and the removal of rubbish/litter.
10. Bookings should include details about whether music is required, including how long it will be played for.
11. The consumption of alcohol is allowed in The Den.. Students can bring their own alcohol but must drink responsibly, remove any rubbish/litter and clear up spillages if they occur. If you are planning on bringing alcohol to your event, please include this on the risk assessment. The consumption of drugs is prohibited at any time.
12. It is illegal to smoke and/or vape in the building. Smoking is only permitted in the designated outside areas.
13. For all bookings, any advertisements will need to be approved by the SU Communications Department.
14. Failure to comply may result in a denial of future bookings and may lead to disciplinary action.
15. For all bookings where electronic equipment is required, this equipment must be PAT tested.
16. Solent Students' Union reserves the right to refuse any bookings which may be to the detriment of the Union, its staff, its students or the local community.
17. Please note, if you require the use of the area past 10:30pm, you must give us a further weeks' notice to process your booking. Your booking will incur a charge for the University's Estate and Facilities team to close the building out of hours, and this charge must be paid in advance of your booking date.

I have read and understood the terms and conditions for the hire of Student Union rooms and facilities and by signing I agree to adhere to the conditions set out above.

Signature:

Name:

Date: