

Important information for Student Room Bookings

- Student clubs/societies and peer support groups wishing to make room bookings are required to fill out a Room Booking Form at the beginning of each academic semester.
- Registered clubs/societies are allowed to make block bookings throughout a term.
- Clubs and societies must nominate 2 committee members to make bookings for their club/society to avoid and duplicate booking requests.
- Non-registered clubs/societies or individuals can only make two bookings at a time.
- Bookings by telephone are not permitted.
- All events must be covered by a risk assessment. The form can be picked up from UUEAS reception or <http://www.ueastudent.com/main-menu/student-opportunities/room-booking> Please return to UUEAS reception, union.info@uea.ac.uk or f.abbott@uea.ac.uk.
- Rooms are allocated on a 'first come-first served' basis. However registered clubs/societies/peer support groups have priority.
- Students are only allowed to book Common Room Constable Terrace from 1700-2300 on weekdays and Congregation Hall from 1900-2300 on weekdays – *teaching takes priority before these hours*. At weekends the hours are 0900-2300. If a Society or student has stipulated a good reason for wishing to book outside of these hours, Nigel Shed and Security must be consulted and agree to the booking being made before confirmation is given. Any other rooms must be for a special reason and only permission from Nigel Shed and Security.
- Students can only book Congregation Hall 01.19, 01.20 and Constable Terrace for a maximum of 1 night per week. Nigel Shed must be consulted and agree to extra nights in these rooms.
- The entrance/exit to Congregation Hall will be automatically closed from 21:30 every night. To leave the building after this time, use the back exit on the lower ground floor. In the event of an emergency, all fire exit doors will automatically unlock.
- Students cannot make overnight bookings.
- Booking requests for meetings of religious groups of any nature should initially be made and granted permission via The Multifaith Centre unless you are a fully registered UEA student society. However, even if you are a fully registered society and you intend to invite non-UEA people to your event you will still need to speak to The Multifaith Centre. Acts of Worship are not allowed on UEA premises unless you are using the Multifaith Centre.
- Events where entry is by sale of tickets are not permitted in UEA rooms, but may be permitted in Union House.
- Students who use Congregation Hall must ensure that tables and chairs are returned to teaching room layout before the end of their booking. Failure to do so could result in permission being withdrawn for the use of these rooms. A photo of the layout is usually by the door in all rooms.
- If the rooms are left in a condition that require follow-up cleaning by cleaning services then the Club/Society/Peer Support Group will be charged for this and it could result in permission being withdrawn for the use of these rooms.
- Events at which a visiting speaker will be in attendance will need to be agreed by UEA and The Union.
- There are strict regulations governing film showings on campus and will need to be agreed by UEA and The Union.
- Please note: No live performances are permitted in UEA rooms. All requests for this type of event need to go through the Student Union.

- Information sheets for Rules and Regulations of student room bookings, are available from the Room Bookings Office and The Union website.
- The UEA Room Bookings Office and The Union have the right to refuse permission, cancel or change a booking at their discretion.

ALCOHOL IS NOT PERMITTED in UEA rooms:

Generally alcohol will be prohibited; if you do intend to consume, use or supply alcohol as an ancillary part of your meeting or event please indicate as such on your booking. The Union will discuss the requirement with you to determine if your request can be accommodated.

Please note that anyone in breach of these rules may be subject to disciplinary action.

No alcohol can be brought in to Union House by students for events due to licensing regulations, as we hold our own licence for alcohol.