

## Room Booking Terms and Conditions

### All rooms

- By submitting a room booking request, you accept the following terms and conditions
- All room booking requests must be submitted 3 days in advance (unless the KCLSU External Speaker's Policy applies)
- Where there are external speakers or attendees, room booking requests must be submitted 15 working days in advance

### Booking a King's Room

- College rooms are available to ratified Student Activity Groups and sports Clubs only.
- Cancellations must be given with at least 48 hours' notice.
- Meetings on College grounds deemed to be "events" must not be advertised outside the College except with the permission of the "College".
- Organisers must ensure that nothing in the preparations for or the conduct of a meeting or activity infringes upon the law i.e. by conduct likely to cause a breach of the peace.
- It is the responsibility of the organiser to ensure they are aware of fire evacuations procedures and in event of fire alarm activation are responsible to instruct those in attendance to fire exits.
- Self catering is not permitted in any College room.
- It is the responsibility of the organisers to ensure that the room is left in a clean and tidy state (including disposal of all food and drink and arrangement of furniture).
- Large scale events and lectures (including those with non-King's attendees) are subject to additional constraints, such as no tickets to be sold on the door of College premises. There may also be additional charges for large bookings, including additional security, and societies must abide by any other instructions issued by KCLSU, College or other relevant parties.

In the event that any of the Terms and Conditions are not met by the Student Activity Group or Sport Club, the matter will be referred to the "College" who will then consider the appropriate sanction to the group:

- Groups deemed to be in breach of the Room Booking Policy will be subject to an appropriate penalty, to be determined by the severity of the breach.
- Any illegal or inappropriate activity occurring within a KCL space, including but not limited to, alcohol or drug use, will be considered of a high severity. This will result in the exclusion of the relevant group from using the room booking system for an academic year, or possible de-ratification. Any confirmed bookings may be amended or cancelled at the discretion of KCL.
- Multiple breaches of low-moderate severity throughout the academic year will be treated accumulatively and regarded as high severity. This will result in the exclusion of the relevant group from using the room booking system for an academic year, or possible de-ratification.
- Any costs incurred as a result of misusing a room will be invoiced to the relevant group and will require payment to the College.

## Booking a KCLSU Room

- KCLSU rooms are available to ratified Student Activity Groups and Sports Clubs only.
- Cancellations must be given within at least 48 hours to the KCLSU Hub Team at [hello@kclsu.org](mailto:hello@kclsu.org)
- Organisers must ensure that nothing in the preparations for or the conduct of a meeting or activity infringes upon the law i.e. by conduct likely to cause a breach of the peace (including ensuring noise levels are kept to a reasonable level).
- It is the responsibility of the organiser to ensure that the room is left in a clean and tidy state (including arrangement and clearance of furniture).
- Large scale events and lectures (including those with non-King's attendees) are subject to additional constraints and Student Activity Groups or Sport Clubs must abide by any other instructions issued by KCLSU, the College or other relevant parties.

In the event that any of the Terms and Conditions are not met by the Student Activity Group or Sport Club, the matter will be referred to the KCLSU Hub Team who will then consider the appropriate sanction to the group:

- Groups deemed to be in breach of the KCLSU Room Booking Policy will be subject to an appropriate penalty, to be determined by the severity of the breach.
- Any illegal or inappropriate activity occurring within a KCLSU space, including but not limited to, alcohol or drug use, will be considered of a high severity. This will result in the exclusion of the relevant group from using the room booking system for an academic year, or possible de-ratification. Any confirmed bookings may be amended or cancelled at the discretion of KCLSU.
- Multiple breaches of low-moderate severity throughout the academic year will be treated accumulatively and regarded as high severity. This will result in the exclusion of the relevant group from using the room booking system for an academic year, or possible de-ratification.
- Any costs incurred as a result of misusing a room will be invoiced to the relevant group and will require payment to KCLSU.