

KCLSU room Booking Terms and Conditions

KCLSU Spaces:

Meetings rooms, Activity rooms, Pods and Social study Spaces.

- By submitting a booking request, you accept the following terms and conditions
- All room booking requests made via KCLSU meeting room booking system are live but we ask for 3 working days in advance for confirmation (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, you can request a room via the MRBS but this will not be confirmed until you receive a confirmation from the KCLSU External speakers email account. externalspeakers@kclsu.org

Booking a King's Room

- College rooms are available to ratified Student Activity Groups, Sports Clubs, KCLSU Campaign groups and Associations.
- 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, Sports Club, KCLSU Campaign group or Association, 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 Space

- KCLSU rooms are available to ratified Student Activity Groups, Sports Clubs, KCLSU Campaign groups and Associations.
- KCLSU Pods are available to all Student Activity Groups, Sports Clubs, KCLSU Campaign groups and Associations and students. Pods are not block bookable.
- KCLSU Lobby Stalls are available for Student Activity Groups, Sports Clubs, KCLSU Campaign groups and Associations.
- Cancellations must be given within at least 48 hours to the KCLSU Hub Team at hello@kclsu.org
- Groups who do not show up for a booking without cancelling will be given three warnings, on the third warning the groups bookings will be removed from the MRBS for the remainder of the academic term.
- A room can be booked for a maximum of 4 hours per day by any one group.
- 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).
- Organisers are responsible for collecting and returning the room AV equipment and access cards in exchange of Valid ID.
- 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, Sport Clubs, KCLSU Campaign groups and Associations 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, Sports Club, KCLSU Campaign group or Association, 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.

KCLSU takes the safety of all our members in our spaces very seriously. We would like to create Personal emergency evacuation plans (PEEPS) a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency. Please let us know if you require a PEEP and we will work with you to create one.

Data protection

When you provide us data as part of booking a room we have a contractual basis to use that data to process your booking. We may also pass this data to KCL for help them run external speaker checks. You can find out more about what rights may be available to you over this data through [our privacy policy](#).