

# Chaplaincy Centre



## Terms and Conditions for use of Chaplaincy Centre and Chaplaincy Rooms

### CHAPLAINCY CENTRE (Central Area)

During semester the Centre is open for bookings Monday to Friday 10am to 9pm. Please note that the building opens at 9.30am but the first booking is from 10am.

### CHAPLAINCY ROOMS (Mary Brück Building, King's Buildings)

During semester the Rooms are open for bookings Monday to Friday 9am to 9pm. Please note the building is accessible 8.30am-6pm. Out of hours access can be obtained by emailing [Chaplaincy@ed.ac.uk](mailto:Chaplaincy@ed.ac.uk) Terms and conditions apply.

### THE FOLLOWING TERMS AND CONDITIONS APPLY TO BOOKINGS AT BOTH CHAPLAINCY CENTRE AND CHAPLAINCY ROOMS.

**Please note that you are responsible for passing this information to all members of your society/group who use the Centre. Failure to adhere to the terms and conditions may result in your society/group being denied use of the space.**

### Bookings Policy

All bookings are to be made through the Chaplaincy Receptionist. The booking form must be completed by an office bearer of the society who holds the post for the forthcoming academic year. The staff on duty has authority to ensure that conditions of booking are observed. The society/group is required to clear up after any function (this includes washing up & the return of all items/furniture used to their rightful place), and the premises should be left tidy. The event organiser is liable for any damage to, or theft of, equipment and furniture in the Chaplaincy.

We reserve the right to cancel bookings if the Health & Safety policies/guidance are breached.

All booking requests for events that include external speakers **must be submitted at least 10 working days prior to the planned date of the event.** In accordance with the University's policy on Speakers and Events, the event organiser must provide all necessary details/disclaimers regarding any involvement by external speakers and/or public access to the event. For further information, please see:

<http://www.ed.ac.uk/university-secretary-group/prevent-duty>

Where the Event Organiser becomes aware of changes to the event such that:

- An external speaker is now to be invited; and/or
- The external speaker(s) have changed; and/or
- The Event Organiser now has reason to believe that there is a risk that the speaker or event may break the law, breach the University's statutory duties and/or will pose a demonstrable risk to the wellbeing of students, staff or visitors.

then they must inform the Chaplaincy, by submitting a new online booking request form. The event will then be re-assessed against a standard checklist.

### **Cancellation**

In the event of a booking cancellation, whether for a whole series of weeks or for just one week, please notify the Chaplaincy Receptionist giving a minimum of 48hrs notice (tel: 0131 650 2595; or email: [chaplaincy@ed.ac.uk](mailto:chaplaincy@ed.ac.uk)). Cancellations received less than 48 hrs before the event may attract a cancellation charge to cover servitorial/security services.

### **Other Conditions**

The Chaplain has precedence over all bookings and retains the right to cancel a booking at any time without need for explanation or recompense. In the event the Chaplaincy exercises this right, the Chaplaincy is not responsible for finding an alternate venue. Please note Societies cannot, under any circumstances, sub-let or swap their booking without first consulting the Chaplaincy Receptionist, even if it is with another University Society.

### **Code of Student Conduct**

All societies and groups must ensure their members adhere to the University's Code of Student Conduct when using Chaplaincy space. Further information and the Code itself can be found at:

<http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline>

### **Smoking**

Smoking is strictly prohibited on University Premises.

### **Use of Candles and Tea lights**

Use of candles/tea lights etc. is strictly prohibited on University premises. The Chaplaincy has a number of LED tea lights and is willing to let societies have the use of these. Please contact Reception if you wish to arrange to borrow these.

## **Food**

Any society/group wishing to have food at an event or have use of the kitchen in the Chaplaincy Centre must discuss this with the Chaplaincy Receptionist prior to the event.

Making food off premises – if an individual or group is making food and bringing it into the Centre then they must sign a disclaimer accepting responsibility for providing the food at the event.

Making food on premises – if an individual or group is making food on the premises then the Chaplaincy Receptionist will discuss the issues around food hygiene certificate requirements with them.

Allergies – it is essential to make those consuming any food aware of any allergy issues.

## **Funds**

Societies may have activities that raise money for charity. This can be done by donation only, not by sales.

## **Policy on Alcohol**

We do not accept bookings where alcohol is served.

## **Children**

Any children coming into the Chaplaincy Centre must be accompanied by a responsible adult at all times. Children are not permitted in the Chaplaincy Rooms in the Mary Brück Building, which is a multi-occupancy building.

## **Fire Safety & Disability Access**

It is your responsibility to bring the University's fire safety procedures to the attention of the relevant person(s) within your organisation who will be in charge of the event on the day. You are responsible for the safe evacuation of all persons, including those with disabilities.

**Additional information for those booking Chaplaincy Centre:** At present there are no procedures in place for evacuation of mobility impaired persons from the first floor. Where it is possible, ground floor facilities would be made available. Should this not be suitable then arrangements can be made for training of the organisers of your event by the Fire Safety Unit in the use of evacuation chairs. On your arrival you should make yourself aware of alternative escape routes.

The auditorium has level access gained through the main entrance. There is no vehicle access unless prior arrangements are made. To do so contact reception (tel: 0131 650 2595; or email: [chaplaincy@ed.ac.uk](mailto:chaplaincy@ed.ac.uk)). Rooms 1 and 2 are upstairs. There is a lift in the EUSA premises. This requires the attendance of EUSA personnel to provide access to the key operated lift and is only available Monday-Friday 9am-5pm.

## **Charges**

Under certain circumstances the Chaplaincy Centre (Central area) can be open outside normal hours. In this event, Estates & Buildings will seek to recover any costs incurred. Such costs will be notified prior to the event, and an account issued by Estates & Buildings. Details of costs can be found at the link below.

<https://www.ed.ac.uk/timetabling-examinations/timetabling/room-bookings/important-to-know-room-information/out-of-hours-charges>

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