



Terms and Conditions for Room bookings in the 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 for the Common Room, but the first booking is from 10am.

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 a committee member of the Society. The booking form can be found here [Student Groups Request Form | Timetabling | Student Administration](#)

The staff on duty have the authority to ensure that the conditions of the booking are observed. The Society is required to clear up after every meeting (this includes washing up & room set up), 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.

Cancellation and Non-Attendance Policy

Please notify the Chaplaincy Receptionist at least 48 hours in advance if you need to cancel a booking, even for one week (Tel: 0131 650 2595 or email: chaplaincy@ed.ac.uk).

Cancellations less than 48 hours before the event may incur a charge for services. If a Society misses two consecutive bookings, we will send a reminder email. After three cancellations, we reserve the right to cancel further bookings.

The Chaplain has precedence over all bookings and may cancel a booking at any time. In such cases, the Chaplaincy is not responsible for arranging an alternate venue.

Subletting

Please note Societies cannot, under any circumstances, sub-let or swap their booking without first consulting the Chaplaincy Receptionist.

Code of Student Conduct

All societies and groups must ensure members adhere to the University's Code of Student Conduct. More information is available at <http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline>

Room Booking Times

It is the responsibility of your Society to ensure your activities conclude in time, so the room is tidied up, the room is reset and your group are out of the room according to your room booking slot, either 7pm or 9pm. **Any incidences of lateness will not be tolerated as it affects the next groups booked or the securing of the building at 9pm. Consistent lateness could result in your room booking being cancelled.**

Room Set Up

It is part of your booking contract that the room is left re-set for the next group coming in and at the end of the evening. There are 30 blue chairs in Meeting Room 1 and 2, which are to be stacked against the left hand side against the wall and the tables should all be pushed back against the wall at the end of your meeting. Please do not move them between the rooms.

The Auditorium should be reset according to the plan on the kitchen door; the red chairs and low coffee tables along the walls and the large tables placed throughout the room as with 4/6 wooden chairs at each table. Any questions please ask the servitor on duty.

Our rooms are in constant use and if the room isn't left reset, so other staff members have to reset the rooms your Society will receive a reminder. If 3 reminders are sent in a semester then your room booking could be cancelled for the rest of semester.

External Speakers

If your Society is having an external speaker, please apply for permission at least 10 working days before the event using the room booking form or by requesting an External Speaker form. Notify the Chaplaincy immediately of any changes regarding external speakers through a new booking request form.

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>

Food

If you wish to have food at an event, please discuss with the Chaplaincy Receptionist in advance. A disclaimer accepting responsibility for the food must be signed by a committee member of the Society. Please inform attendees of any potential allergens.

Kitchen Use

Any society/group wishing to have use of the kitchen for hot water provision must let the Chaplaincy Receptionist know prior to the booking so the kitchen will be left open. If you have been given permission to use the kitchen, please make sure it is tidied up at the end of your event, with all dishes washed and factor this into your tidying up time. Due to updated Health and Safety Guidelines, we are unable to facilitate use of the oven and/or hob in the kitchen.

Policy on Alcohol and Smoking

We do not accept bookings where alcohol is served. 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/groups have the use of these. Please contact Reception if you wish to arrange to borrow these.

Children

Any children coming into the Chaplaincy Centre must be accompanied by a responsible adult at all times.

Fire Safety & Accessibility

Please familiarise yourself with the locations of alarms, extinguishers and blankets. Ensure the safe evacuation of everyone, including individuals with disabilities, and follow instructions from staff on site, i.e., the servitor or a fire steward from EUSA. Currently there are no procedures for evacuating mobility-impaired individuals from the first floor.

The Auditorium is accessible through the main entrance. For accessing upstairs meeting rooms without stairs, a lift in the EUSA premises is available. This lift is reached via level ground and a ramp. The lift requires EUSA staff assistance and operates Monday to Friday, 9am - 5pm. Organise this in advance by contacting reception (Tel: 0131 650 2595 or email chaplaincy@ed.ac.uk).

Two designated Blue Badge parking bays are located at the far side of the Potterrow building, in Marshall Street.

We reserve the right to cancel bookings if Health & Safety guidelines are not followed.

Projector Use

There is a projector kept at Reception for use in the Auditorium by societies/groups, this can be booked by signing the booking sheet provided at reception. Meeting Room 2 has a ceiling projector installed; you can request the remote at reception.

Use of items belonging to the Chaplaincy

Under no circumstances are items belonging to the Chaplaincy to be taken off the premises, e.g., tables, pots. If your society wishes to borrow items such as jugs, cups, bowls, etc for your event, please ask at reception PRIOR to using them and if this request is granted, please make sure your society returns the items.

Storing societies'/groups' items in the Chaplaincy

Due to limited space, storage for items is not typically available unless a specific arrangement has been pre-agreed.

Funds

Societies/Groups may have activities that raise money for charity.

Please confirm that you have read and understood these Terms and Conditions:

Name: _____ Date: _____

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336