



THE UNIVERSITY
of EDINBURGH

Terms and conditions for the use of University space by Student Societies

By submitting this booking request I agree to the University's terms & conditions for the use of its space. **Failure to adhere to the following terms and conditions may result in your society forfeiting the right to make use of University space:**

1. The booking is made on behalf of a student society officially recognised and approved by Edinburgh University Students' Association (EUSA) or the University's Sport Union (EUSU) for the academic year within which the booking requests falls
2. Booking requests can only be accepted from the nominated Society committee member
3. All bookings requests for events that include external speakers must be submitted at least 10 working days prior to the planned date of the event
4. In accordance with the University's policy on [Speakers and Events](#), the event organiser has provided all necessary details/disclaimers regarding any involvement by external speakers and/or public access to the event
5. 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 visitorsthen they must inform the Head of the Timetabling Unit, by submitting a new booking request form, who arranges for the event to be re-assessed against a standard checklist
6. That no financial charge or "admission fee" is applied to attendees of the event
7. Bookings are made within the designated building opening hours. Subject to agreement, arrangements can be made to provide additional servitor beyond official opening, the cost of which will be charged to the Society organising the event
8. Booking cancellations made less than 24hrs prior to the scheduled event will still be subject to any additional charges associated with the event
9. The University reserves the right to cancel Student Society bookings at any time. The University is not responsible for arranging alternative venues in such cases, but will endeavour to do so, where possible



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10. No food/drink (other than bottled water) is permitted within University teaching rooms
11. No alcohol is permitted in teaching rooms
12. Catering is only permitted in officially designated venues and must be sourced through University approved suppliers: Honours Catering or Edinburgh First
13. Smoking is not permitted on University premises
14. The event organiser is liable for any damage to, or theft of, equipment and furniture in booked venues
15. All Student Societies, and their members, are subject to the University's [Code of Student Conduct](#) when making use of facilities within University premises

Covid-19 safety guidance

1. Group size is limited to a maximum of 50 occupants
2. As part of the Scottish Government's Test & Protect Policy, lead bookers are responsible for maintaining a register of attendees, which must be maintained for a minimum of 21 days
3. The use of face-coverings is compulsory in general teaching space, except in the case of approved [exemptions](#)
4. Please follow all in-room safety signage guidance
5. Please ensure to vacate the room during its designated cleaning hr, which will be either 12.00-13.00 or 13.00-14.00

University Secretary's Office
October 2015 (updated
October 2021)