

## Terms and Conditions for Booking University Common Learning Space

Common Learning Space is provided primarily for the purpose of learning and teaching activities and as a user of the space we expect you to observe the conditions of booking listed below.

### About the terms and conditions

1. By accepting you agree to be bound by these terms and conditions, which take effect from the receipt of your booking request. If you do not agree to be bound by all of the following terms, please do not access or use the Room Booking service.
2. By accepting you agree to ensure that all participants attending the booked activity are made aware of and comply with these terms and conditions.
3. The University may change these terms and conditions from time to time and you should check these prior to submitting a room booking. Your use of the Room Booking service will be deemed acceptance of update or amended terms.
4. The University reserves the right to cancel a confirmed room booking. Any scenario requiring clarification will be arbitrated by Senior Management.

### Use of Common Learning Space

1. **Behaviour:** You agree to use Common Learning Space only for lawful purposes, and in a way which does not restrict or inhibit anyone else's use of the space. You must respect the services made available to you and observe University regulations. Prohibited behaviour includes that which commits a nuisance or is likely to bring the University into disrepute.
2. **Health and Safety:** You have a duty to co-operate to enable the University to comply with the law and to ensure that the University environment is safe for everyone. You must consider health and safety in all of your activities and use the control measures identified by risk assessments. In particular, you must take all reasonable steps to ensure your own health and safety, and also that of anybody else who may be affected by your actions. All users of Common Learning Space must be aware of and comply with the University Health and Safety Policy and take all necessary precautions to ensure that no injury to any person or damage to any property occurs.
3. **Fire Regulations:** You must not exceed the maximum capacity of a room as specified by the University, and should familiarise yourself before you start the activity with the fire evacuation route poster displayed. You must ensure that Fire Exits are kept clear at all times.
4. **First Aid:** You must ensure that you familiarise yourself with the first aid provision in your booked location. In the event that your booking takes place outside core University hours (Monday to Friday, 0900 to 1800), you must assess the requirement to provide first aid cover and make appropriate arrangements. Following treatment, any accident and/or injury should be reported to the appropriate supervisor or manager and to the University Safety Office.
5. **Security:** You must meet the cost of Security provision if it is necessary as a condition of booking (e.g. to provide access to a building outside core University hours where it is not otherwise available).
6. **Electrical equipment:** You must ensure that all electrical equipment brought onto University premises has been safety tested within the last 12 months prior to the activity and displays a valid

PAT sticker. You should report damaged or faulty equipment to ServiceLine so it can be identified and rectified.

7. **Damage:** You are responsible for any damage to University property arising in connection with your use of the facilities and will be required to pay the necessary costs to make good or remedy such damage.
8. **Cleaning and Layout:** You may change moveable seating to reflect your needs during the activity, but are responsible for returning the tables and chairs to that specified in the room layout poster before you leave. You are responsible for ensuring that the room(s) used is/are left in a satisfactory condition for subsequent use. You must meet any costs incurred in terms of returning the room(s) to a satisfactory condition or for any exceptional additional cleaning required after the event.
9. **Food and drink:** You must not consume food and drink within Common Learning Space.
10. **Time:** You are responsible for ensuring that the premises are vacated in a timely manner by the scheduled end time of your activity.
11. **Participants:** You agree that all participants attending the booked activity will be members of the University of Southampton (students and/or staff). If you wish to make a booking for an activity not directly related to University students, staff, or activities, you should not access or use the Room Booking service and should contact us for further advice ([roombook@southampton.ac.uk](mailto:roombook@southampton.ac.uk)).
12. **Purpose:** You agree to enter a short descriptive title for the booking which clarifies the purpose of your activity (for example, bookings submitted as "meeting" or "teaching" would not be acceptable). As a minimum you should include the name of the society/group for which the activity is being scheduled. Room bookings are accepted in good faith; if it is subsequently determined that a submitted activity title is deliberately misleading it may jeopardise your future individual and/or group/society access to Common Learning Space.