



Policy for free and/or discounted use of centrally timetabled lecture theatres, academic classrooms, crush areas and other communal Areas

1. Overview:

1.1 It is acknowledged that student groups and societies, and departments of the University should be allowed to utilise the above designated University facilities either free or on a concessionary basis where the use is deemed beneficial to the student, staff and/or University community experience. There is no right of access for external bodies or commercial use of the University's facilities without first obtaining written authorisation from the Hospitality Services section of the University, which will consult with relevant sections of the University prior to approval being given.

1.2 This policy sets out the criteria for determining to whom such access may be allowed, as well as identifying permissible activities and the conditions that apply to use of the facilities.

The President of HWUSU has been consulted on this policy.

1.3 Approved users include the following:

- The Heriot-Watt Students Union (HWUSU) and the Heriot-Watt Sports Union (HWUSpU), including for elections to HWUSU and HWUSpU during agreed election periods
- Affiliated societies of HWUSU, as listed in the Societies list published by HWUSU
- Departments of Heriot-Watt University – providing events are promoted and run by HWU employees, including staffing stands
- HWU student- and staff-run charity fundraising activities/events, on condition that the University can be satisfied that the funds will go to a worthy humanitarian cause.

1.4 Non-approved users may on occasion book space on the Bridge Link, subject to the prior written agreement of the General Manager of Hospitality Services. In such instances, the users will be required to pay per stand per day or part thereof.

2. The Standard Provision:

2.1 General requirements

Posters displayed must be approved by either Hospitality Services or HWUSU and stamped by one of these authorisers as being suitable before display. The approvers will preview in order to ensure that such material is not offensive in any way (neither the content nor the imagery).

2.2 Space on the Bridge Link:

Approved users may book space on the Bridge Link (the elevated glass corridor joining the Reception area to the Hugh Nisbet Building) from 8am until 5pm Monday – Friday. Each space will include a 5’ trestle table and 2 chairs.

On any given day a maximum of four separate groups may book space on the Bridge Link, the only exception being charity book sale events. All tables will be placed on one side of the corridor to ensure clear access for other users of the space.

Approved users may erect or hire a maximum of two display boards/stands and the whole space used should not intrude more than 1.5metres from the window into the centre of the walkway.

Posters and display materials may be used behind the stand and on the table of the stand and only 'blue- or white-tac' should be used to affix posters to the windows and paintwork. Organisers are required to remove all posters and flyers at the end of the booking.

- 2.3 **Lecture Theatres:** Approved groups may book centrally timetabled lecture theatres during semester time when not in use for academic teaching and at weekends.

Approved users wishing to book a lecture theatre must liaise with the University’s Audio Visual department within Media Services regarding the use of all equipment within the lecture theatre and should note that charges will be applied to cover the cost of an Audio Visual Technician being present to operate the equipment; such support is a requirement to ensure the safe use and security of the University’s equipment.

- 2.4 **Academic Classrooms:** Approved users may book centrally timetabled academic classrooms during semester time when not in use for teaching, for evening and weekend use, with the obligation to ensure that the rooms are left fit for academic teaching purposes after use. Use of these rooms does not include the provision or use of any Audio Visual equipment, for which the same arrangements as outlined in Section 2.3 will apply.

3. Unacceptable Activities:

- 3.1 Heriot-Watt University spaces and rooms may not be utilised for the purposes of conducting any illegal or discriminatory activities on any grounds, whether religious, racial, cultural or social. Space cannot be utilised for the purpose of promoting political ideologies by any group or on behalf of any group.
- 3.2 Use for commercial activities by the users outlined in Section 1.3 must be authorised in writing in advance.
- 3.3 Users of the spaces may not provide nor sell any food or beverages without prior approval from the Hospitality Services section, which should be contacted and given the option to provide such catering in the first instance.
- 3.4 External organisations may not use University premises for the conduct of their business without the consent of the General Manager of Hospitality Services who will consult relevant sections of the University before approving any booking (for example, student recruitment agencies would need to involve approval by the Careers Service).

3.5 The University reserves the right to refuse a booking if the aims of those requesting the booking are considered to be in conflict with, or a violation of, this or other University Policies.

4. The Procedure for Reserving and Booking Spaces:

4.1 All booking procedures (including enquiries and confirmation of bookings) will be managed on behalf of HWU by the Reservations Office within Hospitality Services, which will also be responsible for review and amendment to this policy in line with University management decisions.

4.2 HWUSU and HWUSpU will provide the Reservations Office with an updated list of Approved Users at the start of each academic session; this will then be renewed annually.

4.3 To request a space booking, approved Groups must contact the Hospitality Services Reservations office on reservations@hw.ac.uk or 0131-451 3669. The Reservations Office will liaise between the enquirer and Central timetabling as well as managing the number of bookings. The Reservations Office will reserve the space on the booking system and will issue a confirmation to the approved user. The Office will also provide the University Security, Reception and Audio Visual (Media Services) departments with details of bookings, where relevant.

4.4 All approved users should ensure that they have a copy of their booking details to hand when utilising the space. The person identified on the booking as the key contact will be responsible for the conduct, activities and condition of the space during and post booking, this individual will also be the responsible person with regards to Fire evacuation, Health and Safety and welfare of the direct and indirect users of this space, classroom or lecture theatre for the duration of the booking.

4.5 The Principal and the Secretary of the University (and his or her deputy) will be responsible for determining groups other than those advised by the President of the HWUSU or HWUSpU and those listed in Section 1.3.

5. Penalties for inappropriate use of University space

5.1 Any group failing to abide by acceptable norms regarding noise, cleanliness, adherence to catering requirements and permissible activities will be reported to the President of HWUSU or HWUSpU or the Director of Campus Services (as appropriate) in the first instance. The Secretary of the University will be informed of persistent transgressors who may be removed from the approved list as a consequence.

6. Stands on the ground floor of Hugh Nisbet Building

6.1 All requests for stands in the Ground floor concourse of Hugh Nisbet building, including outside lecture theatres, must be made to the General Manager, Hospitality Services with details on proposed location, times of operation and completed risk assessments relating to the impact the stand will have on access. This includes all stands outside lecture theatres or any office, outlet or shop along this corridor. Proposed stands must not impede users of any of the offices or outlets along this corridor. The General Manager of Hospitality Services will arrange for an annual health and safety risk assessment to be carried out relating to use of specific areas of the concourse.