

The HUBS: STUDENT ROOM HIRE AND EVENT BOOKINGS POLICY

1 - ABOUT THIS POLICY

- 1.1 Sheffield Hallam Students' Union is committed to supporting students at Sheffield Hallam University by providing a range of spaces for activities and events that can be booked for hire.
- 1.2 This document sets out Sheffield Hallam Students' Union's policy regarding room hire and event bookings made by students at the HUBS.

2 - SCOPE OF THIS POLICY

- 2.1 This policy applies to all students of Sheffield Hallam University.

3 - STUDENT ROOM HIRE BOOKINGS

- 3.1 Student room hire bookings and events are those considered to be one of the following. Please note that all student room bookings should have a minimum of 80% current Sheffield Hallam students present and the organisers of the event/meeting should be current Sheffield Hallam University Students. Room bookings with less than 80% of attendees being Sheffield Hallam University Students will be classed as external bookings and are chargeable:
 - Sheffield Hallam University related (i.e. course, teaching)
 - Students' Union activity (i.e. furthering the aims of the club or society).
- 3.2 Standard room hire bookings (where a minimum of 80% of attendees are Hallam Students) are free of charge. Standard support from the Students' Union Technical Services team is free of charge (subject to minimum 80% attendance criteria) unless exceptional set up/take down times are required or specific technical requests are made. Prices for additional technical support are available on request.

4 - ADDITIONAL COSTS

- 4.1 Any items that are required additional to room hire will be charged at the standard full rate to cover costs incurred by Sheffield Hallam Students' Union. Items considered as additional costs include:
 - Technical Services – beyond a standard set up
 - Security
 - Catering
 - Bar
 - Staffing for bookings outside standard opening hours
- 4.1.2 Prices for additional items are available on request.

5 - CANCELLATION

- 5.1 Cancellation of events must be made a minimum of 14 days prior to the event. Payment must be remitted in full 14 days in advance of the event (all prices are subject to VAT). Cancellation later than 14 days prior to the event will result in full payment being charged.

6 - TERMS AND CONDITIONS

- 6.1 No external catering without prior agreement with Sheffield Hallam Students' Union Catering Services Supervisor and in line with Sheffield Hallam Students' Union's Health and Safety Policy.
- 6.2 Sheffield Hallam Students' Union cannot take responsibility for items left unattended on site and can only store equipment overnight with prior arrangement agreed with our Building Services team. Sheffield Hallam Students' Union does not accept liability for loss or damage to equipment left on site. It is advisable to check that your equipment is covered by appropriate insurance.
- 6.3 The management reserve the right to refuse admission and on occasions to conduct security searches to ensure the safety of other students/customers.
- 6.4 It is the organiser's responsibility to ensure that members of any event are familiar with Sheffield Hallam Students' Union policies. Policies are available on request.
- 6.5 Students/customers involved in violent, abusive or anti-social behaviour will be escorted from the premises and may be reported to the Police. At any point, the management reserve the right to terminate any event if any participating member has a blatant disregard for Sheffield Hallam Students' Union policies.