

Room Booking Policy

ICU Notes:

1. That most Clubs, Societies and Projects, together with some sections of the academic representation system and welfare portfolio holders require use of College and/or Union rooms to undergo their activities and that there are other Union functions requiring space for meetings, speeches, educational activities etc.
1. That managing often competing requests for space is a complex undertaking and a policy detailing how these requests are managed is required.
2. That adequate spaces cannot be guaranteed for Union activities.
3. That use of College spaces is critical to allow Union activities to go ahead.

ICU believes:

4. That Union activities should be permitted to use Departmental spaces where those spaces are safe, appropriate and not already booked for alternative uses.
5. That the all users of a space, but especially the individual making the booking, have a responsibility to ensure the space is left in its original state and that the activities taking place are safe and in line with College and Union rules.
6. That lobbying the College for appropriate refurbishment choices in their spaces is both desirable and effective in ensuring spaces are appropriate for student activity
7. That banning all Union activities from any College space is unnecessarily restrictive on the student activities and that restrictions should only apply to the groups or individuals misusing a space and, in any case, only for that academic year.

Imperial College Union resolves

Requirements:

1. Only those who have a recognised Union position and have undergone appropriate training shall be able to request rooms.
2. Rooms shall be used only for the purpose stated on the booking form, in line with Union and College policy and an appropriate risk assessment.
3. Permission to use a space has not been given until every stage of the procedure outlined below is complete.
4. Every room booking shall have an accompanying ticket reference to allow the basis for the booking to be traced and shall be entered into the Kx booking system. College Conference spaces shall not use this system.
5. Capacities may not be exceeded, and flammable materials must be protected appropriately where used. Naked flames, pyrotechnics and haze may only be used with the approval of the College Fire Officer.

Process:

6. Each request shall be taken using an online system a minimum of 2 weeks before the room is required. Where an external speaker shall be leading a session or speaking the additional requirements set out in the External Speaker Approval Policy shall be followed.
 7. In the case that 2 weeks' notice is not given the Deputy President (Clubs & Societies) may exempt a booking from this condition but will not usually do so.
 8. Upon requesting a room the information provided must include event title, date, time, organisers name & contact details, number of attendees and details of scope of advertising as well as visiting speaker information.
 9. The request shall be approved by:
 - a. The Student Activities Centre (to ascertain the most suitable space)
 - b. The Department (where the Department requires this)
 - c. College Security (where the events require this)
 10. The parties mentioned in clause 9 may request any other information they deem necessary to support their decision to allow or cancel an event. This should be provided at least two weeks before the event or within 36 hours if the request is submitted within the 2 weeks leading to the event.
 11. Events may be cancelled/not approved on the grounds that:
 - a. There is no appropriate space available
 - b. Health & Safety concerns
 - c. Legal or reputational concerns
 - d. The proposed event does not fall within the aims or objectives of the group organising it
- Any appeal should be submitted in line with the Union complaints policy.
12. Application should be made for a Hot Works permit where pyrotechnics, haze or naked flames will be in use. This should be submitted to the Fire Officer not less than 7 days before the event. These activities are not permitted without the Fire Officer's permission.
 13. Restrictions on an event may include ticketing, restricting entry to Imperial members only or extra Security. The Union President, Deputy President (Clubs & Societies), College Security or the College Secretary may apply this. Additional College Security, if required by the College, shall normally be paid for by the College.
 14. Upon entering a room photographic evidence should be recorded of its original state, upon leaving the room photographic evidence should also be recorded of its state. The Student Activities Centre may demand this evidence up to 21 days after the event. Rooms must be left in the correct configuration, regardless of the state in which they are found. If this is not followed the CSP will get a strike.
 15. Where a non-standard set-up will be used which has the potential to impede fire safety a furniture plan shall be submitted to the Fire Office no less than 7 days in advance of the event.

16. Where marshals are required it shall be arranged in accordance with the Imperial College Union marshalling policy. They shall be responsible for compliance with Fire Regulations and safety in particular and be able to stop the event if it does not comply with guidelines.

17. Where catering is provided by CSP they shall abide with the College's Food and Drink guidelines. 2 weeks' notice must be given if any food and drink shall be provided.

18. Groups may not supply alcohol at events except where licensed by the Union or the College on their respective premises.

19. An event may be halted by College Security where they feel the physical security of the building, attendees or College members cannot be guaranteed. Petitions regarding the validity of the grounds for shutting down an event shall be to the College Secretary.

20. An event may be halted by the College Secretary where they or their representative feel that a breach in the law is likely to, or has already, occurred. In the case of appeals The Union will lobby corresponding College Department on the CSP's behalf.

21. An event may be halted by the Deputy President (Clubs & Societies) if any Union rule is being broken. Appeals shall abide by the relevant bylaws in the Union's Complaints Policy.

Noncompliance

22. Any information requested by ICU which is withheld or not promptly provided when requested may result in an event may be cancelled.

23. The Union disciplinary policy may be implemented against the event organiser and/or committee in the event of disrepute, disorder or unlawfulness arising from any booking. College and/or the Police may also be involved.

Management of conflicting requests

24. Bookings shall, in principle, be made on a first-come first-served basis and every effort shall be made to allocate the first preference space or one with equal characteristics

25. Where any group books more space than is deemed reasonable by the Deputy President (Clubs & Societies) they shall be informed within 24 hours that all pending requests have been denied. They shall then be free to resubmit new requests.

26. Groups running weekly sessions or major events shall have the opportunity to book space for the first two terms of the academic year before room bookings open for one-off events. Space shall usually only be allocated where the activity is in line with the core activities of that group.

27. The Deputy President (Clubs & Societies) may relocate any group to a space of similar characteristics or which is still suitable for the groups needs where there is more than 48 hours before the event. This shall only occur under emergency or unscheduled circumstances and shall be avoided as far as possible.

28. Effort shall be made to book the same space for each group for all sessions.