

Student Activities on College Premises

Departmental space is taken to be any space controlled by a College Department, including but not limited to academic departments and Conferences.

This policy applies to all activities undertaken by student groups through Imperial College Union organised by volunteer students. This includes Clubs, Societies & Projects, work of Academic Representatives as well as events undertaken by Welfare Officers, RAG and other volunteers.

Access to space:

1. Departmental space will normally be available for student groups where it is not already booked for other purposes. Use of space shall be approved in advance by the Department, Union and Security.
2. Periodically departments will be asked to review an agreement with the Union on which spaces can be used by student groups, for what purposes (eg dancing, music, meetings) and in which spaces food may be consumed. Departments will be asked to nominate spaces which may be allocated by Security (if available) in the instance of an unplanned situation (see section 25).
3. Departmental space used for student activities shall only be requested via the Union space request system and requests shall normally be received at least 2 weeks in advance.
4. Departments may not ban student groups from their spaces without either:
 - a. The agreement of Imperial College Union, or:
 - b. Permission from the Deputy Rector who shall settle disputes.If a ban is imposed as a result of misconduct of a student group, the ban will apply only to that student group and shall be for a period not normally exceeding the remainder of the academic year.
5. All disputes regarding appropriate space use concerning furniture, food or other issues relating to considerate usage shall be reported to Imperial College Union in the first instance who shall have responsibility for disciplinary measures as necessary (except as in clause 4 above).
6. Student groups may host external attendees as desired without incurring Conferencing costs. They shall be encouraged in all cases to use Conference catering.

Use of space:

7. Student groups must return spaces to their original configuration and condition after use.
8. Any additional cleaning costs borne by the College should be charged to the appropriate Union group
9. Student groups must leave spaces promptly at the end of their booking and in any case by 10:45 pm at the latest.

10. Guest speakers shall be approved in line with the relevant College Code of Practice and Union policies.
11. Food shall be permitted only in explicitly designated spaces within each Department.
12. Where food is sourced externally (excepting pre-packaged, shop-bought food) caterers must be approved in advance by Imperial College Union. Only hand-held, cold finger-food is permitted. If wet, hot food is requested Conferences and Facilities Management must be contacted and shall in any case only be permitted in the designated catering spaces.
13. Alcohol is prohibited in College spaces. In exceptional circumstances, requests to overturn this rule must be directed to the Director of Commercial Services.
14. Student events shall follow all relevant Codes of Practice set out by the Fire Office and breaches shall be reported to Imperial College Union who shall have responsibility for disciplinary measures as necessary (except as in clause 4 above).
15. All activities taking place in College space shall have a corresponding Risk Assessment held and approved by the Union.
16. Events may require marshalling which is subject to guidelines agreed with the Fire Office
17. Charges for events may be made by the student group to participants.
18. Events of a careers nature are subject to guidelines agreed with the College Careers Advisory Service.
19. Conferences spaces shall be used in accordance with the Clubs, Societies & Projects Booking Conditions agreed by Imperial College Union and the Conference Office.

Advertising:

20. Events advertised via means internal to the student group only (eg a mailing list or a closed facebook group) shall not normally require marshalling.
21. Events advertised using College/Union property or College/Union web services, open to non-members, shall require marshalling.
22. Events advertised externally eg listing websites and external publications shall first undergo an approval process including the Head of Communications. They shall require marshalling.

External Attendees:

23. External attendees must either be known to a College member or be included on a written guest list upon entry to a venue.
24. Where more than 100 external attendees are expected, Facilities Management shall be contacted to ensure appropriate support is provided. Any cost for this shall be covered by the student group, though it may be waived where Facilities deem this appropriate.

Unusual circumstances:

25. The first point of contact for student groups shall be Security who shall follow a protocol agreed with Imperial College Union to resolve the issue.
26. Departments shall be asked to nominate spaces which may be allocated (if available) by Security in the event of an unplanned situation occurring out of hours, eg non-functional AV equipment or an unacceptable space condition. Security shall direct groups to these spaces where necessary.
27. Where an event becomes disruptive or dangerous, in most cases a student group shall first receive a warning from a member of the Security team. In more serious cases or where the situation is not resolved, Security shall shut down the event, requiring all attendees to leave the premises. The student organiser(s) shall be permitted to stay until they have collected their belongings and returned the space to its correct state. Where this occurs, it shall be reported to Imperial College Union as soon as possible.

References to detailed protocols, agreements and processes

Subject(s)	Agreed by Union with whom
Spaces which can be used and for what	Departments
Spaces in which food may be consumed	Departments
Spaces for used in unplanned circumstances	Departments
Approval of guest speakers	Security, College Secretary
Marshalling	Fire Office
Events of a careers nature	Careers Advisory Service
Use of Conferences spaces	Conference Office
Events advertised externally	Communications
Events with greater than 100 external attendees	Facilities Management
Unplanned circumstances	Security