



Information Services Family Study Room Terms & Conditions of Use

- As a general rule babies and children should not normally be brought onto campus. Students must ensure they have suitable childcare arrangements in place at all times when they are expected to be at the university. The University does not currently have appropriate on-campus childcare facilities. However, Edinburgh has a range of caring facilities which you can explore at this [link](#). The University has a [fund](#) available to help with childcare costs should you need it.
- It is recognised that occasionally it may be necessary to bring babies and children into a university campus (e.g. for breast feeding). In such instances students should ensure your children are kept in public spaces (e.g. atriums, canteens, Merchiston Library Family Study Room).
- The University cannot accept any liability for your child and nor will any staff member take responsibility for caring for your child whilst you are in classes.
- The Information Services Family Study Room is for use by matriculated students of the University and their children when necessary. If students need to use the room, they must make a booking.
- Students must be responsible for their children at all times and you should ensure that as far as possible they do not disturb other campuses users.
- The university accepts no responsibility whatsoever for any 'personal' items left on the premises and no apparatus or equipment of any description can be left or stored in the family room.
- Students must ensure the Family Study Room facilities are left clean, tidy and in good repair, so that they are a safe space for other students. Charges may be incurred if there are avoidable breakages, poor cleaning etc.
- Under the Food Safety Act 1990, it is the responsibility of students providing food for their children to ensure that they are aware of and abide by the legal requirements. The University is not responsible for any food brought into our campuses.
- University staff may enter the Family Study Room at any time whilst it is in use, if there is reason to believe there may be a problem. The University also reserves the right to ask users to leave the family study room if this is deemed necessary for any reason.
- A health & safety risk assessment has been carried out and the Family Study Room is deemed acceptable for children. However, the responsibility remains with the student who is the supervising adult for children's' Health & Safety. Any accidents or incidents should be reported to a member of Staff and an Accident Report Form completed.
- Students must make themselves familiar with instructions on what to do in case of fire, the location of the fire extinguishers and the instructions for use, 'break-glass' fire alarms, emergency exits and of the importance of fire doors.
- It is the responsibility of students using the room (under the Children Act 2004) to ensure the safety and child protection of all children at all times. There is also a responsibility to safeguard vulnerable adults.

I understand and agree to abide by the above terms & conditions:

Student Name:

Matriculation Number:

Date: