

USE OF FOYER SPACE/PUBLIC PLACES GUIDELINES

This policy is intended to give clarity in accommodating different requests for reserving foyer and public places throughout the university. These areas are used for various reasons, by staff and students, and it is essential to ensure appropriate use to create positive first impressions, promote the universities image and protect the health and safety of students, staff and visitors.

In the past, there have been competing priorities and overbooking of these areas which have caused various difficulties. In addition it is essential not to create a potential breach of H&S by narrowing fire exits with furniture. It is also important to ensure that any visitor to the University has a good experience and is greeted with a pleasant environment.

All reservations should be requested through the Facilities Service Desk and will be accepted on a first come first served basis. It should be a fair and transparent system that also supports the promotion of diversity and social integration within the University. In the event of a dispute this should be brought to the attention of the Facilities Manager, Property & Facilities.

Booking conditions

High priority will be given to the following:-

1. University Open days
 2. Faculty Open days
 3. NSA elections
 4. Careers events
 5. Professorial lectures
 6. Hon. Graduations
 7. Other high profile university and/or Faculty corporate events aimed at enhancing the profile and reputation the university.
- No commercial bookings will be accepted unless university related.
 - Conference Office will manage any commercial filming requests.
 - Any ad-hoc student foyer booking requests should be made in writing to Room Bookings and signed-off by NSA.
 - Any centre of Entrepreneurship requests will be required to complete detail on the following – name of student, course, and reason for request, exactly what service/product is being communicated/sold and signed off by appropriate member of staff.
 - No Charity will be recognised unless it is university related or there is a university involvement (no consumables/food items to be sold for H&S reasons).
 - Comic Relief and Children in need events may be allowed with approval of Campus Principal on the clear understanding that all monies will be donated to charity.
 - Work is underway to create a site on the staff intranet for news where information can be publicised - such as retirement events etc.
 - There is a standard set up for foyer bookings on each main campus, where table/s can be reserved.