



## Community meeting space hire

**Campus booking policy for local communities and business stakeholders.**

### 1. The Research Hub - Engage Space

The meeting space can be set as boardroom, lecture and workshop and can cater up to 15 people.

Please confirm your detailed requirements as far in advance as possible but not less than **two weeks** before the event date.

To facilitate a room to be re-set or cleaned between meetings, you may not be granted immediate access to the room if it requires a re- set etc. Please be as sympathetic to this as possible when booking and do not rush existing users out of their space.

Any changes to numbers, start times or any other critical operational information should be confirmed with Solent University on [engagement@solent.ac.uk](mailto:engagement@solent.ac.uk) no less than **five working days** before the event.

### 2. Health & safety

All bookings are required to complete a risk assessment. For meetings which have guest speakers - a supplementary form is additionally required and will be sent out to you directly.

The booking of the meeting space will remain provisional until Solent University are satisfied that all health and safety and legislative criteria have been met.

Should you fail to take on the health and safety precautions required by the University, the University maintains the right to cancel the booking.

### 3. Organiser duty of care

The University has a duty of care to ensure that meetings are run with due regard to the health and safety of all involved and ensure any meetings, through association with the University as a venue, meets the ethical stance of the University and does not offer any opportunity to harm the academic standing of the University or disrupt teaching/work on campus. **You as the organiser, must assume this duty of care for your guests while on University property.**



The University will help to highlight any possible security or reputational risk which may require additional consideration as part of the **Risk Assessment** and **Booking Policy** but require you to make full disclosure of any potential risks during the expression of interest stages of your enquiry.

In addition to the duties of the organiser listed above, the following activities require additional arrangements and/or licenses for organiser to arrange and declare on the **Risk Assessment Form** and advise that all the necessary health and safety, licencing and risk assessment criteria are met by the event organiser:

- Filming or recording (submit a list of any invited press to [news@solent.ac.uk](mailto:news@solent.ac.uk))
- Public liability insurances
- Speaker and VIP liaison
- Security vetting of external speakers or organisations
- Risk Assessments
- Additional security requirements/Police notification
- Provision of all event resources
- Operating and administering registration at ticketed events
- Carefully monitoring events open to the public and mark the precautions on the **Risk Assessment**

You, as the organiser, also assume duty of care for guests attending an off- site activity organised by yourself on property owned by Solent University.

#### 4. External speakers and VIPs

Certain topics of discussion or external speakers may be permitted or refused. Please submit all speaker details on your **Risk Assessment Form** for consideration and approval. Any bookings with guest speakers which require further discussion will be passed to the University's PREVENT Officer for advice on whether permission for the speaker/topic can be granted.

The **Booking Form** and **Risk Assessment Form** includes the opportunity to capture the name of the speaker, the organisation(s) that they represent and the broad content of their presentations.

Solent University will review the details and instruct the relevant university committee if required and if necessary, involve University security specialists or Police to ensure that:

- a. the subject matter of the speech, the beliefs or history of the individual will not contravene the University's ethics policy.
- b. any additional security requirements can be assessed and planned. A security charge will be passed to the meeting organiser/client.



You will also notify Solent University of any VIP guests. VIP guests or those with high media profiles may also require additional security arrangements which need to be taken into consideration and the University should be notified if this is required.

Access to the Engage Space is not confirmed until approved by the **University**. A further committee may be consulted which may delay an immediate decision on the confirmation of the booking.

## 5. Communication

No activity may be advertised until it has been officially approved/confirmed by Solent University.

## 6. Press, media, and marketing materials

As an academic organisation, it is very important that all messages and communications put out relating to the University, its brand, staff, and students is deemed to be appropriate.

- No meeting held at Solent University can be advertised until it has been officially approved/confirmed by the **University**.
- The admission of press and radio/TV to any meeting must be notified to the **University** before permission can be granted: [engagement@solent.ac.uk](mailto:engagement@solent.ac.uk) and [news@solent.ac.uk](mailto:news@solent.ac.uk).
- Marketing materials may only be displayed as outlined by the University and must not in any way damage the decoration or fabric of the building.
- All materials must be taken down and removed from the site immediately after the meeting has finished. Any materials left-over will be disposed of within one working day after your use of the facility.
- The University retains the right to remove any marketing materials which have not been approved or are not deemed to be appropriate for any reason.
- Unannounced press must be accompanied by a member of the organiser's team and the **University's Press Office** within External Relations immediately notified: [news@solent.ac.uk](mailto:news@solent.ac.uk).

## 7. Food and drink on campus

Solent University has appointed Sodexo Education as its approved contract caterers for all food and beverages served in any of the University buildings. **It is not permitted for meeting organisers/clients to bring in their own food or to use external caterers.**

No catering will be available during the use of the meeting space. Onsite catering outlets (when open) may be utilised by guests.

## 8. Stallholder and exhibitors on campus

Due to the nature of the space offered the meeting organiser must not invite or utilise stallholders / sub-contractors onsite.



## 9. Activity not permitted on campus

- Canvassing by political, religious, or commercial organisations is not permitted. This includes student-facing commercial organisations.
- The University must remain apolitical and as such activities of a religious nature are not permitted on campus unless part of a university-led cultural event.
- University clubs or societies should liaise with the Solent Student's Union and not book via this process.
- The University reserves the right to turn away any non-academic or commercial focussed activity.

## 10. Fees and additional charges

Charges for use of the Engage Space may apply to cover any additional staff overtime or extra cleaning requirements, which result from the client booking.

### Chargeable services

- No additional (chargeable) services are available when booking the Engage Space.

## 11. Changing an activity booking

### Making a change

- Final changes must be made **five working days before your meeting date**.
- Any changes made after this time cannot be guaranteed.
- The booking will remain provisional until the University are satisfied that all health and safety and legislative criteria have been met.
- Should the organiser fail to take health and safety precautions required, the University maintains the right to **cancel** the booking without question.

## 12. Cancellation's policy

Cancellations for bookings must be made at the earliest convenience so that the University can maximise campus space and enable other community organisations to use the facilities.

## 11. Contact

If you require any further information or would like to discuss the specific elements of an existing or future booking, please contact the University via [engagement@solent.ac.uk](mailto:engagement@solent.ac.uk).



## **Campus booking terms and conditions for local communities and business stakeholders.**

### **1.0 Booking**

- 1.1 Written acknowledgement from the University of the booking being confirmed shall be confirmation that the booking has been accepted by the University.
- 1.2 No changes can be made to attendance numbers less than five working days in advance.
- 1.3 Booking times are inclusive of any set up required and take place once a month between 10am and 1pm, excluding Bank Holidays.
- 1.4 Support from the University will not be available during your use of the facility. You must ensure your activity is correctly resourced.

### **2.0 Cancellations**

- 2.1 A five working day courtesy period for cancellations is required for all bookings.
- 2.2 Should money have been transferred to cover any additional requirements, then charges will apply should you wish to cancel.

### **3.0 Termination of booking by the University**

The following provision relating to the termination of the booking shall apply:

- 3.1 Solent University reserves the right to terminate any booking at any time prior to the hiring where it is considered that the use of the premises is likely to cause a very real risk of disorder or damage or injury or illness to persons or property.
- 3.2 Should Solent University be required, by prior arrangement or by law, to provide facilities and/or services for any person or purpose, the University reserves the right to cancel the booking, even if access has been previously confirmed.
- 3.3 Should the University be required to cancel a booking due to other commitments or campus restrictions, then the university reserves the right to cancel the booking, even if the booking has been previously confirmed. In the unlikely event that we must change or cancel your reservation you will be given a full refund, but we shall have no further liability to you arising out of such cancellation or modification.
- 3.4 Solent University reserves the right to terminate any booking without notice where serious complaints are received as to the use of the premises by the hirer.



- 3.5 In the event of termination of booking a proportionate part of any payment made by the organisation (or in cases of 3.1 and 3.2 above, the whole of such payment) representing the payment for the unexpired booking shall be refunded to the organisation and such refund shall be accepted by the organisation in full satisfaction of any loss or damage caused by the cancellation and the University shall have no further liability in that respect.

#### **4.0 Organiser's Duties**

The organiser shall ensure that:

- 4.1 The total number of persons using the facilities shall not exceed the capacity of the facility being utilised (15 max for Engage Space).
- 4.2 Contractors, external suppliers, and other workers are not brought on to the University premises except by prior agreement with Solent University.
- 4.3 The attendees and all related functions are conducted in a lawful and orderly manner such that no nuisance or annoyance is caused to the University or others lawfully on or adjacent to the University premises and that the University name or standing is not brought into disrepute.
- 4.4 Organisers are obliged to declare to Solent University any meeting where the topic or speaker may provoke some protest at least 21 days in advance of the booking.
- 4.5 They comply with the reasonable instructions of Solent University for the property and efficient management and protection of the University's facilities. Should damage occur in the rooms hired by the organiser, then the organiser will be liable to cover the cost of repairs.
- 4.6 It is the responsibility of the organiser to ensure compliance with all requirements of law referring to copyright or intellectual property rights. In addition, it is the responsibility of the organiser to ensure compliance with the law.
- 4.7 It is the responsibility of the organiser to ensure that all electrical equipment and wiring which is used or installed for the purpose of the activity (other than that which is used or installed by the University staff) must conform with all relevant regulations and the organiser will indemnify the University against any damage.
- 4.8 It is the responsibility of the organiser of all bookings that they should instruct their attendees of the necessity to read and observe the Fire & Safety regulations posted in the University building.



## **5.0 Industrial and Other Disputes**

5.1 In the event of any Industrial disputes affecting the provision of services in the University, the University cannot accept responsibility.

## **6.0 Liabilities**

- 6.1 Neither party limits liability for death or personal injury or any other liability which is unlawful to exclude.
- 6.2 The University accepts no liability for loss arising from the failure of electricity, heating systems, water supplies, fire, flooding, or for any other cause beyond its reasonable control, which may cause the University premises, or part of them to be temporarily closed, or the booking to be interrupted, interfered with, or cancelled.
- 6.3 The University accepts no responsibility for loss or damage to property brought on to the premises, however caused.
- 6.4 The University accepts no liability for any consequential loss, loss of profit, loss of business, diminution of goodwill or other indirect loss or damage howsoever caused which may arrive out of, or in connection with the use (or non-use) of the University premises by attendees, the organiser, their agents, servants, or contractors.
- 6.5 The University's liability under this agreement shall under no circumstances exceed the amounts paid by the organiser to the University as at the date when the liability was incurred.
- 6.6 The organiser shall accept full responsibility for making good any damage caused to the premises, furniture, equipment, or other property of the University, where such damage has been caused by the event attendees, the organiser, their agents/servant, or contractors.
- 6.7 The organisers shall be liable for, and shall indemnify the University against, any claims against it of whatsoever nature including, but not limited to, claims in respect of death, injury, loss, or damage; where such claims are caused by, or arise from reason of the acts, omission or negligence of attendees, the organiser, their agents, servants, or contractors.

## **7.0 Insurance**

7.1 The organisers shall hold or take out public liability insurance and/or event insurance as appropriate. This should be for a minimum of £2 million, preferably £5 million. In any activity the organiser should ensure that the insurance covering the above-mentioned risks should be adequate to cover all circumstances for the benefits of the organiser and the University.



## 8.0 Other

- 8.1 No alcohol may be consumed or served at meetings / activities that utilise the free community meeting space use offer.
- 8.2 Please note that we cannot allow any external catering onsite. Guests may access water points on campus.
- 8.3 Please note that access to onsite kitchens at the University is not permitted and entry will be refused.
- 8.4 Guide dogs are allowed onsite at the University with prior arrangement. No other pets are permitted onsite at the University.
- 8.5 Parking is available at Solent University but is pay and display. For more information and associated charges, please see our website:  
<https://www.solent.ac.uk/about/find-us>

**\*\*\*The booking(s) will not be confirmed until you receive confirmation that the booking has been made by Solent University\*\*\***