



Royce Hall Common Room Hire Request Form



Requesting the use of Royce Hall's common room space for social functions during and outside of term time.

Terms and Conditions

1. Bookings will only be taken with permission of the Royce Hall Chair (Ben Stewart-Tomkins) or Vice Chair (Neamh Wrigley). No booking request will be processed without full completion of this form.
2. We reserve the right to charge **£50** for additional cleaning and / or damage to the Royce Common Room and / or its equipment. If the costs exceed the amount of the standard charge, the Booking Person (Organiser) will be charged for the full price of the cleaning/damage cost.
3. Requests must be made at least seven days in advance. Please complete this form and email it to: royce.hall.lboro@gmail.com
4. The Rules of the Common Room, found on the wall in the common room, must be followed AT ALL TIMES.
5. The Organiser should be aware of the Duty Sub warden phone number (07514 622346).
6. The Organiser is responsible for ensuring the common room (the tv room, games room and toilet facilities in the foyer) is cleaned and cleared of rubbish fully **by 12:00 noon the following day**. Failure to do so will result in a **£50 charge** and the organiser must pay this to Royce Hall within **three days**.
7. For an event over 30 people in size, there must be a second 'responsible person' who will share responsibility with the organiser for the event.
8. The Responsible Person must remain sober during the event in the common room.
9. The external club / society / Organiser is NOT allowed to use the outside area in the Royce Common Room to socialise. The social event must be contained in the TV room and Games room that you have booked.
10. The hall's Sub wardens / Hall Chair reserve the right to immediately close the event if damage is incurred to it and/or any hall equipment and/or if the event has a significantly larger number of people attending than was booked for the event, and/or if any of the ground rules in this form are repeatedly broken.
11. Breach of these terms and conditions may result in the Organiser (and any society or group they represent) being banned from further use of this facility.
12. Please read and complete the following Risk Assessment, filling out your details as applicable



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Royce Common Room Risk Assessment

	Hazards Look for hazards which you could reasonably expect to result in significant harm.	People at Risk Think of groups of people who may be affected, e.g.	Existing Controls of the Risk Have you already taken precautions against the hazards you have listed?	Further Steps Required to Control the Risk What more can be reasonably done for those risks which are not already adequately controlled?
1	Slipping/Spillages	Students, committee members, Sub wardens, guests.	Mopping up spillages. <u>FAILURE TO CLEAN UP BEFORE THE PROMISED TIME WILL RESULT IN THE £50 CHARGE.</u>	Large/excessive spillages removed after appearing.
2	Wires/Trip Hazards	(as above)	Wires continued to main usage area/tucked away.	Access to DJ area/wired areas restricted.
3	Broken Glass/General Breakages	(as above)	Bottles collected out of main area (bins provided)	Access to main glass-area restricted.
4	Fire	(as above)	Fire Extinguishers, no sparks/open flames permitted, no smoking	Call Duty Sub warden and Campus Security.
5	Noise	(as above)	Music off by 11pm	Keep noise to acceptable level.
6	Allergies/First Aid	(as above)	Any food/drink provided does not have allergens (where possible)	Any consumables with common allergens have notices. Call duty Sub warden.
7	Damages	(as above)	Royce Hall members attending/coordinators of events to watch and make accountable any damages. <u>DAMAGES WILL BE CHARGED ACCORDINGLY.</u>	Remove breakables before event starts.
8	Gate-crashed by uninvited guests	(as above)	Exercise door control.	Call duty Sub warden.
Name of Organiser				
Student ID Number				
University Email Address				
Contact Number				
Name of Responsible Person (if over 30 attendees)				



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Student ID Number	
University Email Address	
Contact Number	
Address	

Date of Event	
Start Time	
Finish Time	
Expected number attending	
Will alcohol be consumed? (yes/no)	
Names on clean up team (organiser must be present):	

Event Name and short description:

Facilities to be used:

Organiser Signature:

Date:

Telephone Number:

Hall Chair Signature:

Date:

Telephone Number: