

The University of Edinburgh's Community Access to Rooms Scheme: Terms and Conditions

Terms and Conditions

PLEASE NOTE that by submitting a **Booking Request Form**, the organisation which you represent, will be deemed to have read and agreed to be bound by these **Terms and Conditions**, which will accordingly form part of a legally binding contract between the University of Edinburgh and that organisation.

PLEASE CONSIDER whether you want to take independent legal advice before making any such commitment.

Definitions

- **You** means the organisation on whose behalf a Booking Request Form has been submitted.
- **Scheme** means The University of Edinburgh's Community Access to Rooms Scheme;
- **Room** means the specific Room(s) to be booked for use by You, in accordance with Your Booking Request Form, which will be made available by the University of Edinburgh ("the University").
- **Booking Request Form** means the online application form that must be completed by any potential user, to book a Room. [Community Access to Rooms | Edinburgh Local](#) (Please click to access).
- **Booking Confirmation** means the email confirmation that You will receive from the University if Your online booking application has been accepted.

1. Room Bookings

1.1 There will be no charge for any Room(s) made available under the Scheme.

1.2 The available Rooms under the Scheme are described on the [Edinburgh Local web page](#) (please click to access), and are available, subject to prior bookings, Monday to Friday, 6pm to 9pm, and Saturday and Sunday 10am-4pm year-round.

- 1.3 All Room requests must be made in advance using the online [Booking Request Form](#).

Completion of a Booking Request Form does not guarantee that a Room will be available.

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- 1.4 All Booking Request Form submissions will receive an email from the University, via Edinburgh Local (email: local@ed.ac.uk), to confirm or refuse the requested booking. The University reserves the right, in its sole discretion, to refuse a requested booking.

2. Room Cancellations

- 2.1 In the event that it is necessary (as the University shall in its sole discretion determine), the University reserves the right to cancel or amend previously confirmed bookings. As much notice as is reasonably possible will be given in the event of an amendment or cancellation, and the University will use reasonable efforts to discuss possible alternative arrangements.

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- 2.2 Without limiting its general right under Clause 2.1, the University may cancel a booking where it reasonably believes that the use to be made of the Room may be unlawful or damaging to the University's reputation. It may also cancel bookings where it considers this is required under its statutory [Prevent Duty](#) and [Speaker & Events Policy](#). (Please click to access.)

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- 2.3 You must give at least 24 hours' notice of any cancellation or if You seek any variation to Your Booking Request Form. Any request for such variation will be accommodated where reasonably possible, (as the University shall in its sole discretion determine).

3. Room and Building Use

- 3.1 You are responsible for the welfare and conduct of all the attendees at Your booked meeting or event.

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- 3.2 You must not exceed the number of attendees set out in Your booking form. **This is for safety reasons.**

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- 3.3 You will not permit anyone under the age of 18 to attend Your booked meeting or event, except very young infants who need to be carried, unless a risk assessment has been undertaken in accordance with the University's procedural requirements and which assessment is acceptable to the University, acting reasonably.

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- 3.4 You must vacate the Room and relevant building no later than the finishing time given in Your Booking Confirmation.



- 3.5 The Room shall be used only for the purpose set out in Your Booking Request Form.
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- 3.6 Rooms are offered on a use only basis, with no catering available. Any audio-visual facilities provided in the room may be used by individuals reasonably competent in the use of the same, but must not be tampered with or damaged. Access to the University network via the in-room computer is restricted to University staff and students only, though a guest mode with no internet access is provided to allow presentation of material from USB drives.
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- 3.7 Consumption of food and hot drinks is permitted, providing waste is properly disposed of. Alcohol is not permitted in Rooms.
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- 3.8 Smoking, including vaping of e-cigarettes, is strictly prohibited in all Rooms, other University buildings and immediate surroundings.
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- 3.9 Rooms are to be vacated in good order and with the same set-up as on arrival. This includes tables and chairs being returned to their original position and all equipment and materials You, (including Your attendees), have brought, and any waste, being removed.
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- 3.10 You, (including Your attendees), must be considerate towards other building users and not cause nuisance or undue disturbance.
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- 3.11 You, (including Your attendees), will treat all University staff and students with [dignity and respect](#).

4. Health & Safety Requirements

- 4.1 You must comply with all applicable Health & Safety rules and regulations and are responsible for ensuring that all such rules and regulations are brought to the attention of Your attendees.
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- 4.2 In the event of a fire or other emergency building evacuation, You or Your event facilitator are responsible for ensuring the safe evacuation of all attendees. You must, prior to the commencement of any event, familiarise Yourself with the nearest fire safety exits, Assembly and Refuge Points.
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- 4.3 It is Your responsibility to ensure that, prior to the commencement of any event, attendees have been made aware of fire safety notices and procedures put in place by the University, either as indicated in the relevant building/Room, or as may otherwise be provided by the University.

4.4 If any event attendee may require mobility and/or access assistance, the Room User must email/call local@ed.ac.uk/0131 651 5000 at least 7 working days prior to the booking commencement date. A Personal Emergency Evacuation Plan may be required. Please note that this is an important Health and Safety requirement of the University. **Failure to comply may negatively impact on the safety of affected individuals in the event of an emergency evacuation.**

4.5 You must ensure that attendees will not use or interfere with fire extinguishers or any other firefighting equipment, nor with fire doors and doors fitted with automatic closers, except in the case of an emergency.

4.6 You are responsible for the provision of first aid, as required by any attendee(s), for the duration of Your booking.

5. Liability

5.1 Subject to paragraph 5.2 below, You will be liable to the University for any loss, damage to property or claims arising as a result of Your (including Your attendees), Room use. (For example, any damage to the fabric of the premises, furniture.)

Further, You are exclusively responsible to attendees for any injury suffered by them or any loss or damage to their property or goods, in relation to Your booking.

5.2 The University shall not be liable for any injury, (including death) to any attendee, or any loss or damage to their property or goods used in the course of Room use, other than where that personal injury or loss has occurred directly as a result of the University's negligence.