

Room and Equipment Bookings

Terms and Conditions



Any breach to these terms and conditions may immediately terminate a current booking, prevent future bookings or may be dealt with under the Students' Association or University student discipline code.

- The behaviour of guests for events is the responsibility of the Club, Society or Group or individual who made the booking.
- You must adhere to the [Terms and Conditions for payment of Memberships and Event Tickets](#).
- The Students' Association or Glasgow Caledonian University has the right and power to terminate or regulate a room booking or stall where the activity is illegal, intimidating, unsafe, or offensive or may bring the Students' Association or GCU into disrepute or where it is in breach of Students' Association or GCU policy.
- Rooms must be returned to the normal room layout, vacated on time and left tidy after use. Please include time within your booking to do this. The Students' Association has the right to charge when this does not take place. The amount charged will depend of the condition that the room or space is left in.
- Rooms bookings will normally only be authorised during normal campus building opening hours. There may be additional charges for bookings out with these times.
- All external speakers and to invite guests (ie non GCU students or staff) must be approved by the Students' Association.
- You may be required to complete a Risk Assessment for your booking to proceed.
- Showing movies or online streaming services of TV shows or movies is not allowed in GCU rooms.

Room Bookings within Students' Association Building

- Alcohol may only be purchased and consumed within the Re:Union Bar & Grill (through BaxterStorey), unless consent has been received from the Chief Executive.
- No food or drinks (exception for bake sales) is allowed to be brought into the Re:Union Bar & Grill, unless consent has been received from the Chief Executive. This can be [purchased through BaxterStorey](#).
- Event bookings in the Re:Union Bar & Grill is for an allocated part of the bar, that organisers can then charge to enter that area. The rest of the bar area must be open and free for students to use. The Re:Union Bar & Grill will only be closed for private events in exceptional circumstances and with the approval of the Chief Executive and BaxterStorey.
- No hot or homemade food (exception for bake sales) is allowed to be brought into rooms booked within the Students' Association Building, unless consent has been received from the Chief Executive. Pre-packaged and bought cold snacks e.g. crisps, biscuits or soft juice is permitted in NH208, NH209 and the Social Learning Space.
- Clubs, Societies and Groups are limited to one bake sale per academic year and these are subject to a [Risk Assessment](#) and Food Hygiene Certificate being in place. It is good practice to outline any food allergens.
- There is a maximum of two people who can be stationed at a stall to prevent crowding and intimidation of members.
- The Students' Association must be notified if you wish to show a movie to ensure that it complies with our [Film Licence](#). Online streaming services of TV shows or movies is not allowed.
- Members are not allowed within employee areas and this includes behind the Welcome Desk.

Room Bookings within GCU buildings by affiliated Clubs, Societies and Groups on the Glasgow Campus

- The GCU room or space must be booked through the Students' Association by a registered Committee Member or Officer.
- Hospitality should be [purchased through BaxterStorey](#). You cannot bring your own alcohol into GCU rooms.
- The University does not allow stalls for Bake Sales on the Glasgow campus.
- Where bookings are made for activities involving external parties then this may be deemed to be an external event and GCU can charge for the room, stall or space.

Room Bookings within GCU buildings by affiliated Clubs, Societies and Groups on the London Campus

- The GCU room or space must be booked through the Students' Association by a registered Committee Member or Officer.
- No alcohol is permitted within GCU London rooms, unless consent has been received from the Chief Executive.
- Clubs, Societies and Groups are limited to one bake sale at GCU London per academic year and these are subject to a [Risk Assessment](#) and Food Hygiene Certificate being in place. It is good practice to outline any food allergens.
- No hot or homemade food (exception for bake sales) is allowed to be brought into rooms booked, unless consent has been received from the Chief Executive. Pre-packaged and bought cold snacks e.g. crisps, biscuits or soft juice is permitted.
- Stalls (including bake sales) will be within the Learning Café.
- Where bookings are made for activities involving external parties then this may be deemed to be an external event and GCU can charge for the room, stall or space.

Equipment Bookings

- Students' Association equipment is not permitted to be taken off GCU campus unless consent has been received from the Chief Executive.
- The use of equipment should be considered as part of the risk assessment.
- Any damage or loss of equipment should be reported to the Students' Association as soon as practicably possible. The liability for the damage or loss of equipment may be the responsibility of the individual or club, society or group borrowing the equipment.

Revised May 2019