

The University of Manchester

Community Room Booking Scheme: The Open Doors Project

Terms and Conditions

By submitting a Booking Request Form, you (and the organisation or group of attendees for which you have submitted the request) agree to comply with these terms and conditions.

Definitions

Booking Request Form	The online application form which must be submitted to the University in order to request a Room
Booking Confirmation	The email from the University confirming access to a Room
Meeting	The meeting for which you have requested a Room under the Scheme
Room	The room which is made available to you by the University
Scheme	The University of Manchester Community Access to Rooms Scheme
You	You and the organisation or group of attendees on whose behalf you make the booking

1. Room Bookings

- 1.1 Room requests must be made in advance using the Booking Request Form (<https://forms.office.com/e/PZP1HxepYh>).
- 1.2 Submission of a Booking Request Form does not guarantee that the University will provide You with access to a Room.
- 1.3 You will receive an email from the University to confirm or reject the requested booking. The University reserves the right, in its sole discretion, to reject a booking request.
- 1.4 If your request is confirmed, You will be assigned a Room the University identifies as suitable for your group size
- 1.5 Room bookings will not be available during the University's Christmas closure period.
- 1.6 Subject to paragraph 5.1, there will be no charge for Room access under the Scheme

2. Room Cancellations

- 2.1 The University reserves the right to cancel confirmed bookings. It will endeavour to provide reasonable notice of a cancellation where possible and appropriate.
- 2.2 You must give at least 24 hours' notice to cancel a confirmed booking or to amend it. The University will send You an email to confirm or reject any request for an amendment.
- 2.3 If You repeatedly fail to make use of a Room for which You have a confirmed booking, without giving notice of cancellation in accordance with paragraph 2.2, the University may inform you that you no longer have access to the Scheme any future requests will be rejected (either on a time-limited or permanent basis).

3. Room and Building Use

- 3.1 The Room shall be used only for the purpose set out in Your Booking Request Form. Rooms may be used for meetings and seminars
- 3.2 The purpose/subject matter of the meeting must be lawful and in keeping with the [University's values](#).
- 3.3 The use of the Rooms for commercial purposes or private events is strictly prohibited.
- 3.4 You are responsible for the welfare and conduct of any attendees at the Meeting.
- 3.5 The number of attendees at the Meeting must not exceed the number included in the Booking Request Form and approved by the University through the Booking Confirmation.
- 3.6 All attendees at the Meeting must be at least 18 years of age. You are responsible for ensuring compliance with the minimum age limit.

- 3.7 You must vacate the Room and relevant building no later than the finishing time given in your Booking Confirmation.
- 3.8 Rooms are offered on a use only basis, with some catering available at Manchester Museum (there is no catering available at Alliance Manchester Business School (AMBS) and no food permitted in any AMBS Meeting Room). You may only bring bottled water to a Meeting and must clear any rubbish before leaving. Alcohol and smoking, including vaping of e-cigarettes, is strictly prohibited.
- 3.9 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.
- 3.10 Rooms are to be vacated in good order and with the same set up as on arrival. This includes table and chairs being returned to their original position and all materials used at the meeting cleared and any waste disposed of.
- 3.11 Attendees at the Meeting must treat University staff and students with dignity and respect and not cause them nuisance or disturbance.

4. Health and Safety Requirements

- 4.1 A Health and Safety Induction will be conducted for every organisation or group at their first Meeting booked through the Scheme – there will be no inductions at any subsequent Meeting for the same organisation or group. The Induction will be conducted by relevant staff in the building where the Meeting will taking place. You must comply with all Health and Safety Rules set out in the Health and Safety Induction, and are responsible for ensuring that that these are brought to the attention of all attendees at the Meeting.
- 4.2 In the event of a fire or other emergency building evacuation, You are responsible for ensuring the safe evacuation of all attendees. You must, prior to the commencement of the event, familiarise yourself with the nearest fire safety information and exits, assembly and refuge points.
- 4.3 You are responsible for providing First Aid, as required by any attendee at the Meeting, while You are on the University's premises.
- 4.4 If You or an attendee at the Meeting has an accident while on University premises, this must be immediately reported to

| communityrooms@manchester.ac.uk. In the case of accidents requiring immediate attention, the host should contact Security 0161 306 9966.

- 4.5 In the event an attendee requires mobility and/or access assistance, You must set this out in the Booking Request Form so that it can be facilitated.

5. Liability

- 5.1 You must immediately report any damage caused to University property by attendees while on the University's premises to communityrooms@manchester.ac.uk and accept that You may be charged for its repair.
- 5.2 The University shall not be liable the loss or damage of property or goods belonging to You or those attending the Meeting.