**General Conditions for the Letting of University Facilities**

The following conditions cover all onsite and offsite rooms and facilities for Southampton Solent University.

1. The University reserves the right to refuse, at its absolute discretion, to let or allocate its facilities, particularly where the letting or allocation may be to the detriment of the University, its staff, its students or the local community.
2. The use of rooms for internal or external purposes is subject to the restrictions during core university activities and may be at the discretion of the Dean of Academic Services.
3. University clubs and societies may pursue their stated aims within the bounds of Health and Safety regulations, although not to the detriment of the University, its staff, its students or the local community.
4. Canvassing by political, religious or commercial organisations is not permitted.
5. University clubs or societies whom wish to fund raise will not be permitted to fundraise on University premises but will be directed to the Student Union for space.
6. Charity fund raising events will only be permitted if it is an integral part of the student’s course. Students will need to provide full details of the activities planned to generate donations and must comply with the University’s Health & Safety and Insurance Regulations particularly in respect of the selling of goods for consumption. This entails that only pre-packaged food or beverages will be permitted for sale. Pre-packaged is defined as having been bought from a recognised food supplier in pre-sealed packaging.
7. All bookings must comply with statutory Health and Safety regulations and the requirements of the Premises Licences, if applicable. Premises licences currently exist for Southampton Solent University Conference Centre, ‘The Docks’ Restaurant and Studio Solent [JM315] at East Park Terrace. Further details of these can be obtained from the Sodexo Group Manager on ext 3240 or by email to nick.hayter@sodexo.com
8. The University prohibits its resources to be used for screenings of copyright material unless: o The screening is a validated part of the course delivery o It can be shown that a ‘screening licence’ has been purchased
9. In the case of all lettings, the display or distribution of advertisements such as posters, leaflets etc. shall be prohibited on University premises other than for the hire period and in agreed locations.
10. Activities in University rooms should not cause a disturbance to others.
11. University rooms should be returned to its original state after use.
12. Failure to comply with the general conditions will result in permissions to book university rooms being revoked.
13. Requests for events outside of the standard or non-standard hours must have an internal job order (IJO) raised through the Estates help desk, failure to do so may result in the booking being cancelled, furthermore, it is the responsibility of the requester of the booking to raise an IJO.

--------------------------------------------------------------------------------------------------------------------------------- I have read and understood the general conditions for the letting of university facilities and by signing the form I agree to adhere to the conditions set out above.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID:\_\_\_\_\_\_\_\_\_

Name of Society *(if applicable)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return completed form to TAR in Academic Services (A101) or email: TAR@solent.ac.uk