**U Building Room Booking Policies**

# Context

### Introduction

The **U** Building exists to provide, services, facilities, and activities that meet the needs of students. As a primary asset of the University, the Building exists to serve the University community, but primarily to meet the needs of students—past, present, and future.

In seeking to fulfill this mandate, the **U** shall provide a facility that:

1. offers a unique environment and atmosphere, distinct from the academic facilities which surround it, so as to serve as the focal and gathering point of non-academic student life, including the Students’ Union, Clubs and Societies and their activities.
2. enables the University community—students, staff and alumni—to meet and get to know each other.
3. encourages all individuals to share their own diversities in the pursuit of a better understanding of each other and the world around them and
4. enhances the image of the University by providing a welcoming atmosphere to the greater community.

The **U** shall accomplish these aims by providing:

1. services and amenities that are essential or important to the convenience and well-being of students and activities which are characteristic of life as a student;
2. services and facilities which address the social, economic, and cultural needs of a broad spectrum of students.
3. opportunities for relaxation, recreation, entertainment, social interaction, and personal development;
4. opportunities for the generation of revenue, to be used in support of student-focused activities/projects
5. a cohesive approach which ensures that the building functions as a whole, providing an atmosphere of togetherness between the various units.

While the **U** Building shall always be focused primarily on the task of providing for the various non-academic needs of students, it shall also seek to bring a broader and equally rewarding dimension to campus life. Although its primary role shall be to act as the venue for a wide array of student-targeted services, amenities and activities, it can do much to bring the University community, as a whole, closer together.

**Who can make bookings?**

The **U** is primarily a space for student life outside the classroom to compliment the student experience. Therefore; bookings by Clubs, societies and the Students’ Union are prioritised during term time. The cost of these bookings is free to officially registered student organisations. The Student Centre also accepts bookings from Internal clients like schools and units within the University and External Clients. These clients will incur a cost for the use of space.

**This policy applies to all spaces in the U, except for the Life Skills Centre and the Entrepreneurship Hub. Separate policies are in place for these units.**

**Definitions**

 It is important in the context of this document that a number of terms are explained to ensure clarity:

**Clients**

**DCU Student Clubs and Societies (Socs)**

These are clubs and societies officially recognised by the Society Life Committee (SLC) and the Club Life Committee (CLC). Typically, in the context of the **U** this refers to bookings made by officers on the committee of a society.

**DCU Students’ Union (DCUSU)**

The Students’ Union of DCU. – Typically in the context of the **U** this refers to bookings made by elected officers of the SU such as the Sabbatical team or OSL staff on their behalf.

**Office of Student Life Staff (OSL staff)**

Typically, this refers to staff employed by the OSL to carry out its mission of promoting and enhancing the student experience outside the classroom by providing opportunities for student growth and development. The OSL works with the University to complement the traditional academic mission, by supporting recognized clubs and societies and the Students' Union and by encouraging creative learning and leadership development.

**Internal Clients (Internal)** This typically refers to a unit, college or school in DCU.

**External Clients (External)** This typically refers to any client without a direct connection to DCU.

Priority will be given to Clubs, Socs, DCUSU and OSL staff. Internal clients will be considered with due regard to space availability and the purpose of the event. External clients will only be facilitated in times of low usage and with due regard to the type of organisation. Approval must be sought from the OSL Manager for external bookings and may in turn be referred to the U Management Committee.

**U Centre**

**Terms of Use** DCU Clubs, Societies and Students’ Union.

Introduction: Use of the Student Centre is provided to DCU Clubs, Socs and SU free of Charge. However, it is the role of the U management to allocate the space between the many competing organisations and to ensure that the Centre continues to be kept in excellent condition for future generations of students. The Terms of Use are designed to allow for the fairest allocations of space while also ensuring that the rooms and facilities are maintained to the highest standards.

**Terms:**

**Making a booking**

* Bookings can be made up to 3 weeks in advance by emailing: Clubsandsocsbookings@dcu.ie ( 1st Floor meeting spaces, Solas Room and Boardroom) and venuebookings@dcu.ie for Venue and Hive and Hub Street and Auditorium (Steps)
* To request a booking more than 3 weeks in advance please use relevant email and note that these bookings must meet our “Strategically important events” policy in our room booking guidelines.
* Rooms must be booked 48hrs in advance and the relevant form must be completed and signed.
* Rooms requested less than 48hrs in advance may be accommodated subject to availability and must be booked at clubsandsocsbookings@dcu.ie.
* Rooms are booked hourly.
* Rooms must be cancelled at least 48 hours in advance.
* Management have the right to cancel or refuse a booking or change the location of the booking to suit the operational needs of the facility.

**Guidelines for usage**

* If an event commences later than the time stated then no additional time shall be given in lieu.
* The Chair/Group Organiser shall be responsible for the condition of the room and the room must be returned to its original state after the booking.
* Every effort will be made to ensure rooms are set prior to bookings taking place, however, during certain busy periods the staff may request assistance from the committees to re-set the space.
* Furniture may only be used within the room that it is provided in
* Management reserve the right to draw end to an event at any time.
* The society / club/ SU are responsible for cleaning the room after the event.
* 15 minutes before event end time the society / club members should be bringing the event to a close.
* The society / club/ bookers are responsible for ensuring the event ends on time and that all attendees make their way out of the building safely and in an orderly fashion before the building closes.
* Event catering must be supplied by Trispace or the NUBar.
* Events must comply with all University Policies and meet all legal requirements relevant to the specific event.
* Charges : Room hire is provided free to student Organisations as defined above. Charges may apply for extra services or staff time.
* It is assumed that all bookings take place within the Centre’s normal opening hours. Use outside of these hours may incur a charge
* Events taking place in the U must comply with normal operating procedures.
* Events with over 100 guests, alcohol or special guests (Eg. VIPs, Ambassadors or Celebrities) may be required to produce an event management plan which will be subject to approval by relevant OSL staff, DCU Health and Safety Office, DCU Estates and the relevant oversight body (eg CLC, SLC, SU).
* Final decisions on matters of safety, security and building operations rest with the OSL Manager and/or U Management team.
* All groups using an external company to supply equipment or any other items to events are required to secure a permit to work from DCU Estates Office.
* Any group which does not comply with the policies as set out risk having their right to use the facilities suspended or terminated.

**General Guidelines applying to all bookings**

Bookings which fall outside of standard opening hours must apply for an extension.

* OSL need to immediately be made aware of any events that may have any dignitaries or people of notoriety in attendance.
* All student groups are responsible for leaving the room in an appropriate condition after they use it, usually taken as “as you found it”
* All bookings conclude 15 minutes before closing time.
* If a double booking arises it is the booking which was made first which generally takes precedent (this may change on a case by case basis depending on event etc).
* Alcohol is not permitted in the U apart from in NuBar.
* Student Centre Management reserve the right to amend or cancel any booking for operational reasons or where a booking does not meet this or any other relevant policies of the U or DCU.
* Where an event is deemed to pose an unusual risk (either by activity or by scale) an Event Management plan may be requested.
* All bookings must comply with the relevant “terms of use” documents on the OSL website.

**Bookable facilities: Using clubsandsocsbookings@dcu.ie**

Meeting Rooms: Santry Room KA102, Wad Room KA103, KA104,

Nevin Room KA111, Cuilín Room KA113, Páirc Room KA115, Solas Room.

**Bookable facilities: Using venuebookings@dcu.ie**

The Hive, The Venue, Hub Street, The Auditorium (Steps)