



The
University
Of
Sheffield.

Accommodation &
Commercial
Services.

Room Booking Policy for the Residences

A room booking policy has been created to enable a consistent and effective system to operate for the booking of meeting/function rooms within the residences facilities. The policy clarifies which groups can make bookings and which venues are available and states any conditions/procedures associated with arranging a booking.

Facilities within the residences cater for the social needs of students living on the site by providing dining facilities, bars and a café, and a range of organised activities in the evening to develop skills and knowledge. The activities can be arranged for students by the Communities Team, the Bars Team, Resident Support Team, Students' Union recognised clubs and societies and by students themselves for other University residents.

The residences also have a range of venues in which conferences can be hosted, in order to generate commercial income which will be reinvested into the residences. Day conferences will be arranged during term time, whilst residential conferences can occur during vacation periods.

The residences are also used extensively for open day tours for prospective students, including University Open Days and those run by individual departments.

Booking Procedure

All room bookings for students will be managed via The Edge Hub, which is open Monday to Sunday 5pm-8pm during term time. All bookings will be made with consideration to existing bookings, particularly with regard to arrival and departure times and room set-ups. All student residents wishing to make a booking must present their UCard and/or Community Membership Card as proof of identity and residence.

Whilst we will endeavour to always allocate a room for our enquirers we cannot guarantee all bookings will be possible if The Edge Hub staff are not given sufficient notice, particularly if a complex set up is required. Furthermore, whilst most bookings are free of charge, there are some circumstances where ACS reserves the right to charge; details of which are below.

The following groups have access to book rooms within the residences for use during term-time only:

- **Community activities and events** - organised jointly by the Communities Team and Accommodation and Commercial Services. To be booked via the Communities Team and Bars Team, who will co-ordinate room booking requirements with the booking

coordinator located at The Edge Hub. Room bookings will be free of charge but activities must be for University residents only.

- Contact the Communities Team - 0114 222 8689 or email communities@sheffield.ac.uk
- **Community Development Committees (CDCs)** – events organised by the CDCs for University residents. Booking to be made with the booking coordinator located at The Edge Hub. Room bookings will be free of charge, provided that a ticket or entrance charge is not being made by the event organiser.
 - Contact The Edge Hub, 0114 222 8989 or edgehubbookings@sheffield.ac.uk
- **Student resident activities** - booking to be made with the booking coordinator at The Edge Hub. Room bookings will be free of charge, provided that a ticket or entrance charge is not being made by the event organiser, or additional non-standard use of AV equipment is needed. If this is the case the booking may need to be escalated to the Customer Services Manager, however, the enquiry should still be made through The Edge Hub Bookings. Rooms may be altered due to Community events taking priority, but every effort will be made to give sufficient notice.
 - Contact The Edge Hub, 0114 222 8989 or edgehubbookings@sheffield.ac.uk
- **Students' Union Clubs & Societies** – bookings for recognised SU clubs and societies can be arranged in the residences. Bookings to be made with the booking coordinator located at The Edge Hub. Rooms will be allocated by The Edge Hub based on specific requirements and availability. Specific rooms can be requested but may not be available. A maximum of up to 2 hours per week is available for regular weekly bookings to ensure access to a wide range of clubs and societies. Room bookings will be free of charge provided that a ticket or entrance charge is not being made by the event organiser, or additional non-standard use of AV equipment is needed. If this is the case the booking may need to be escalated to the Customer Services Manager, however, the enquiry should still be made through The Edge Hub Bookings.
 - Contact The Edge Hub, 0114 222 8989 or edgehubbookings@sheffield.ac.uk
- **Resident Support Team** – meetings or events organised by the Resident Support Team for University residents. To be booked via Resident Support.

- **Open day tours for University of Sheffield departments** - to be booked via the Accommodation Office.
 - Contact the ACS Accommodation Office on 0114 222 4488 or email accommodationoffice@sheffield.ac.uk

- **All other bookings** - to be made via the conferencewithUS team on a commercial booking basis with appropriate charges.
 - Contact conferencewithUS on 0114 222 8822 or email conferences@sheffield.ac.uk

Rooms available for student activities

The following rooms are available to be booked for student resident activities, subject to the terms and conditions detailed in this document:-

Please report to/collect keys from (if applicable) The Edge Reception if in The Endcliffe Village or The Ridge Reception if in The Ranmoor Village.

Venue	Times available	Best Suited For / Priority	Capacity (seated)	Additional information
High Tor (17m x 17m) The Edge, The Endcliffe Village	Sunday to Thursday 18.30 - 22.00 (Friday 18.30 – 22.00 and Saturday and Sunday 09.00 – 22.00, can be requested for one-off events but is subject to availability and ACS decision)	Not generally available for regular bookings as priority given to residences Community events, but may be available for one-off activities.	350	Large room that can be split into 3 smaller rooms. Wooden floor, fixed AV, presentation screen and sound system.
SCR and TV Room Stephenson, The Endcliffe	Monday to Sunday 18.30 – 22.00 All day	Suitable for small sized groups e.g. for meetings, study, debates, quiet activities, games.	25	Room set up as standard with chairs and tables but can be cleared

Village	Saturday/Sunday			to one side if required (must be returned to original set up).
Music Room Stephenson, The Endcliffe Village	Monday to Sunday 18.30 – 22.00 All day Saturday/Sunday	Suitable for small groups or quiet music practice (student bedrooms above).	20	Music practice, piano available.
Halifax, Various rooms excluding Middleton (see below), The Endcliffe Village	Monday to Friday 18.30 – 22.00 Saturday and Sunday 09.00 – 22.00	Suitable for quiet activities e.g. for meetings, study, debates. <u>Not available for dance or sports practice.</u>	35 - 120	Various sized rooms available. Smaller rooms are set up in boardroom style for meetings, larger rooms in a variety of configurations. AV equipment available. Reception staffing charge may be applicable.
Middleton (17.3m x 6.4m) Halifax, The Endcliffe Village	Monday to Friday 18.30 – 22.00 Saturday 09.00 – 22.00 Sunday 12.00 – 22.00	Suitable for quiet activities e.g. for meetings, study, debates. <u>Not available for dance or sports practice.</u>	100	AV and DVD available.
The Endcliffe Studio (5.8m x 6.6m) Crewe, The Endcliffe Village	Monday to Sunday 09.00 – 22.00	Suitable for dance, exercise and fitness classes, Wii competitions, games, meetings.	50 (not seated)	Wooden floor and carpeted area.
Dovedale (19.2m x 8.8m) The Ridge, The Ranmoor	Sunday to Thursday 18.30 - 22.00	Not generally available for regular bookings as priority given to residences Community events, but may be	150	AV and DVD available. Carpeted floor.

Village		available for one-off activities.		
Monsal Dale (7.6m x 7.5m) The Ridge, The Ranmoor Village	Monday to Friday 18.30 – 22.00 Saturday and Sunday 09.00 – 22.00	Suitable for quiet activities e.g. for meetings, study, debates.	40	Carpeted floor.
Chee Dale The Ridge, The Ranmoor Village	Cannot be booked; reserved by Residential Support			

Terms and conditions

- For student resident activities where a room booking is made on a free of charge basis, only basic set-up of tables and chairs can be accommodated. Special requirements, excessive clean-up or equipment will incur a charge. All items of rubbish should be removed from the room or placed in the bins provided.
- For all bookings an appropriate size of room will be selected for an agreed number of attendees of the event. Advice will be given when the booking is made as to an appropriate room and venue for the event or activity.
- The person or persons in whose name the booking has been made will be fully responsible for the condition of the room. Failure to leave the room in an acceptable condition following use or failure to observe room booking policies may result in a suspension of room booking privileges for the responsible person and/or group.
- It is the responsibility of the person or persons in whose name the booking has been made to immediately report any faults or problems with the room to The Edge Customer Services Reception for venues in The Endcliffe Village or The Ridge Customer Services Reception for venues in The Ranmoor Village.
- Any damages or vandalism that can be attributed to a booking will be the responsibility of the person in whose name the booking has been made. Charges will be made for damage. Failure to accept responsibility and settle the charges may result in the termination of the Residence Contract (if applicable).
- Bookings for student events or activities will only be accepted for the period of the current academic year. Bookings can be made during the summer vacation for the next

academic year but enquiries must be directed to The Edge Customer Services (0114 222 8800).

- Provisional bookings will only be held for 10 working days, after which the room can be offered to alternative bookings.
- The group or individual making a booking is responsible for ensuring that all attendees are aware of Health & Safety issues (such as fire emergency procedures) and for the proper conduct of all attendees.
- The use of space by space for student activities at the times allocated will be on a free of charge basis, subject to the rooms being used for student residents only. Charges will only be made in certain circumstances as detailed above.
- The person responsible for the booking must ensure that ACS catering is used for any food or refreshment. Outside catering is not permitted to be brought into the facilities.
- Furniture / equipment must not be taken out of the rooms to be used elsewhere.
- If an individual or group persistently fail to use rooms they have booked and have not cancelled 7 days prior to the date of the event, then ACS reserves the right to refuse future bookings.
- We reserve the right to change the booked room to another room in exceptional circumstances, e.g. for health and safety reasons or essential business needs.
- Any remaining literature, publicity or marketing materials promoting the event must be removed and disposed of after the event by the person or persons in whose name the booking has been made.
- Any child under the age of 16 years must be supervised by a responsible adult over 18 years. No children are allowed into licensed areas and must be supervised in toilets. It is the adult's responsibility to ensure the safety and wellbeing of the child they are supervising. There must be a maximum of 4 children per supervising adult.
- Bookings will not be permitted if the following are considered to apply:-
 - That damage to the facility could result from the event
 - The event has an insightful political / religious motivation
 - The event has content of a sensitive nature
 - The event would contravene University policy

- The event would encourage inappropriate behaviour
- Involve the sale or consumption of alcohol, unless prior agreement from the Accommodation and Commercial Services Bar Manager