



The  
University  
Of  
Sheffield.

Accommodation &  
Commercial  
Services.

## ACS Room Booking Policy for the Residences

A room booking policy is in place to enable a consistent and effective system for the booking of meeting and function rooms within the Residences. The policy clarifies which groups can make bookings, which venues are available and states any associated conditions and/or procedures. This policy applies to student room bookings, in the residences, during normal student semesters.

### Booking Procedure

***N.B.** All bookings will be made with consideration to existing bookings. Please note that whilst we will always endeavour to allocate a room for all enquiries, we cannot guarantee all bookings. However we will offer alternatives where possible to best accommodate the event. Whilst most bookings are free of charge, there are some circumstances where ACS reserves the right to charge which will be communicated at the time of enquiry.*

- **Residence Life Activities and Events**

Bookings to be co-ordinated via the Residence Life Engagement and Development Team. Room bookings will be free of charge but activities must be for University residents only. Due to Residence Life events taking priority, bookings for other students, societies or activities may be altered through changes to time and/or date, but every effort will be made to give sufficient notice.

For Residence Life and Endcliffe Studio bookings, please contact the Residence Life Team – 0114 222 5295 or email [residencelife@sheffield.ac.uk](mailto:residencelife@sheffield.ac.uk)

- **Students' Union Clubs and Societies**

Bookings for recognised SU Clubs and Societies are to be co-ordinated through the Events Coordinator, located at the Students' Union building or in Stephenson Hall on Tuesdays. Rooms will be allocated based on suitability and availability. Room bookings will be free of charge provided that there is no ticket or entrance charge made by the event organiser.

For Students' Union Club and Society bookings, please contact the Events Coordinator – 0114 222 8524 or email [belinda.hall@sheffield.ac.uk](mailto:belinda.hall@sheffield.ac.uk)

- **Individual Student Activities**

Bookings to be co-ordinated via the Edge Customer Services Team located at the Edge Reception. Room bookings will be free of charge provided that there is no ticket or entrance charge made by the event organiser.

For bookings, please contact the Edge – 0114 222 8800, in person at the Edge Reception or email [acs-customerservices@shef.ac.uk](mailto:acs-customerservices@shef.ac.uk).

- **All Other Bookings – Internal or External**

Bookings to be co-ordinated via the cUStomised team on a commercial basis with appropriate charges.

Contact cUStomised – 0114 222 8822 or email [conferences@sheffield.ac.uk](mailto:conferences@sheffield.ac.uk)

### **Terms and Conditions**

- The person or persons in whose name the booking has been made will assume full responsibility for the condition of the room. Failure to leave the room in an acceptable condition (including the removal of litter), damages/vandalism found following use or deviation from the room booking policy may result in a suspension or termination of room booking privileges for the responsible person and/or group. Charges will be made for any damages that can be attributed to a booking or wherever excessive clean-up is required.
- The group or individual making the booking assumes responsibility for all Health and Safety aspects concerning the event (such as fire emergency procedures, risk assessments, conduct of attendees etc.).
- For all enquiries, 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 (See below for rooms and typical capacities).
- We reserve the right to change the booked room to another location in exceptional circumstances – e.g. for health and safety purposes or essential needs of the business.
- All locations must be vacated by 12am midnight, with the exception of Stephenson Hall, which must be vacated by 11 p.m
- Block bookings are permitted only on a per-term basis in order to ensure access to a wide range of clubs and societies. Block booking requests for the proceeding term will be considered commencing the last week of the existing term.
- A maximum of three hours per week is available for regular weekly bookings to ensure access to a wide range of clubs and societies.
- Provisional bookings will only be held for 10 working days, after which the room can be offered to alternative bookings. Final bookings will be confirmed with a 'Kx' reference number.
- We reserve the right to refuse future bookings if an individual/group persistently fails to show without advanced notice.
- Furniture/equipment must not be taken out of the rooms to be used elsewhere.
- 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(ren) they are supervising.
- Bookings will not be permitted if the following are considered to apply:
  - That damage to the facility could be a consequence of 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
  - The event would involve the sale or consumption of alcohol, unless prior consent is given by the Bar Management
  - The event does not meet Health and Safety requirements

## Rooms Available for Student Activities

**N.B.** Please note the stated capacities cannot be exceeded under any circumstances.

Venue	Times Available	Capacity (Seated)	Additional Info
High Tor 1 (The Edge, Endcliffe)	Monday to Friday (6.30pm-12am)  Saturday and Sunday (8am-12am)	300	Available for one-off events. Wooden floor, fixed AV, presentation screen and sound system.
High Tor 2 (The Edge, Endcliffe)	Monday to Friday (6.30pm-12am)  Saturday and Sunday (8am-12am)	200	Ideal for dance/fitness activities. Wooden floor, fixed AV, presentation screen and sound system.
High Tor 3 (The Edge, Endcliffe)	Monday to Friday (6.30pm-12am)  Saturday and Sunday (8am-12am)	50	Ideal for small scale dance/fitness activities, lectures, seminars and meetings. Wooden floor, fixed AV, presentation screen and sound system.
High Tor 4 (The Edge, Endcliffe)	Monday to Friday (6.30pm-12am)  Saturday and Sunday (8am-12am)	50	Ideal for small scale dance/fitness activities, lectures, seminars and meetings. Wooden floor, fixed AV, presentation screen and sound system.
High Tor 5 (The Edge, Endcliffe)	Monday to Friday (6.30pm-12am)  Saturday and Sunday (8am-12am)	100	Ideal for dance/fitness activities. Wooden floor, fixed AV, presentation screen and sound system.
Dovedale (The Ridge, Ranmoor)	Monday to Friday (6.30pm-12am)  Saturday and Sunday (8am-12am)	150	Available for one-off events. Carpeted floor. AV and DVD available.
Endcliffe Studio (Crewe, Endcliffe)	Monday to Sunday (9am-10pm)	50 (seating unavailable)	Suitable for dance/fitness activities. Wooden floor and carpeted area. Please collect door entry code from The Edge Customer Services desk.
Monsal Dale (The Ridge, Ranmoor)	Monday to Friday (6.30pm-12am)  Saturday and	40	Suitable for quiet activities such as meetings, study, debates.

	Sunday (8am-12am)		
Music Room (Stephenson Hall, Endcliffe)	Monday to Friday (6.00pm-10pm) Saturday and Sunday (8am-10pm)	50	Suitable for small groups or music practice. Piano available. No alcoholic drinks are to be brought into this room.
Stephenson Lounge/Bar (Stephenson Hall, Endcliffe)	Monday to Friday (6.00pm-10pm) Saturday and Sunday (8am-10pm)	20	Suitable for small groups or music practice.
Stephenson Activities Room (Stephenson Hall, Endcliffe)	Monday to Friday (6pm-10pm) Saturday and Sunday (8am-10pm)	100	Suitable for large presentations, dance/fitness activities, and one-off events. Piano, TV, Table Tennis available. No alcoholic drinks are to be brought into this room.