



# **Imperial College Union Room Booking Terms and Conditions**

# Imperial College Union Room Booking Terms and Conditions

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Date: 1st August 2025  
Review date: 1st August 2026

## 1. Overview

The Students' Union has its own bookable spaces – and is also allocated a set of rooms to be used by student groups for out-of-hours bookings across the various college buildings. Bookings will be made on the appropriate College booking system. The set of rooms, times, and dates available to student groups will be agreed annually with building and department managers responsible for the space.

This document outlines the terms and conditions for booking a Union or University space. The purpose of these terms and conditions is to outline the responsibilities of the space booker and the group using our space booking system.

Cases where the terms below are not adhered to – could result in the cancellation of a space booker's future bookings, the withdrawal of their privilege to book rooms for the remainder of the year, or possible disciplinary action.

### 1.1. Eligibility

Union and University spaces are available for booking by all fully ratified ICU (Imperial College Union) Clubs, Societies and Projects (CSPs), Academic Representatives, Wellbeing Reps, Campaign Groups, Management groups and Constituent Unions, Liberation Officers, and Liberation Networks.

### 1.2. Scope

The terms and conditions below are not related to any bookings for college spaces that do not use the above processes, including Sports Facilities.

The terms and conditions below are in addition to any terms and conditions that are agreed at the point of booking spaces within college with the events and conferences team including but not limited to: The Great Hall, The Senior Common Room, Princes Gardens, and The Queens Tower Room.

## 2. Confirmation of booking requests

All bookings should be submitted a minimum of 10 working days before the event is planned to take place. Submitting a booking request does not guarantee a booking. An event should not be advertised before a booking is confirmed, and the room should not be used without receiving confirmation first.

### 3. Responsibilities of space booker

The Student's Union understands that the committee member or volunteer who booked the room may be different from the committee member or volunteer leading the planned activity. In light of this, the room booking terms and conditions operates under a dual responsibility principle – meaning, there are a set of responsibilities that the named booker is responsible for and there is a set of responsibilities that all club and society members leading the activity are responsible for.

In cases where either set of responsibilities are not met, outcomes will impact the Club and Society as a whole. These outcomes are outlined in section 3.

In the section below, 'booker' refers to the committee member or volunteer who is the named booker on any submitted booking request – 'student group' refers to all the members of the club and society present at the delivered activity.

#### 3.1. Booker's responsibilities – prior to the booking's start time

- 3.1.1. The booker must be a fully registered student at Imperial College London – and will be held responsible for ensuring that the room is used in an appropriate manner.
- 3.1.2. The booker is responsible for ensuring rooms are only booked for student groups or an agreed purpose – and that the activity fits the room.
- 3.1.3. The booker must ensure that nothing in the preparations for, or the conducting of, a meeting or activity infringers upon the law.
- 3.1.4. The booker must declare the intended use of the room at the time of booking. Any changes to the nature of the event must be communicated in advance of the event – and agreed with the relevant members of staff at the Students Union.
- 3.1.5. For events featuring a guest speaker – the booker is responsible for ensuring that the guest speaker policy, and the relevant process of notifying the Union, is adhered to as far in advance as possible. (Controversial or high-profile guests or

subject matters need to be approved by them in partnership with the College in accordance with the Freedom of Speech Code of Practice).

- 3.1.6. The booker must notify the Union, through the activity proposal processes, of the expected attendance of non-members to any on-campus activity.
- 3.1.7. The booker must ensure that they do not deliver any activity in any space that they have not received approval from the Students' Union for – through the events proposal, or annual activity proposal, processes.

### 3.2. Booker's and student group's responsibilities – during a booking

- 3.2.1. The student group must vacate a booked space by the times specified in the room booking confirmation – allowing ten minutes for change over at the end of session. Booking times must allow for set-up and set down.
- 3.2.2. The booker is responsible for ensuring that the number of people attending does not exceed the stated capacity of the room. If a larger number of participants turn up, and the capacity is exceeded – the student group is expected to turn the participants away or cancel the event if they cannot manage this.
- 3.2.3. If furniture is moved – the student group must restore the space to its original layout after the activity. Furniture must not be removed from rooms or block fire escapes. It is important to note that, in certain rooms, the furniture is fixed to a location and therefore should not be forced to move – otherwise this will be classed as breakage.
- 3.2.4. The student group must check the room at the beginning of the booking and report any damages to the Union – to avoid being named responsible for any damages made prior to booking. Any damages found, which were not reported, will be assumed to be the responsibility of the student group using the room.
- 3.2.5. The booker is responsible for ensuring that no equipment is used or tampered with – without prior approval from the relevant team. This includes the moving of lecterns or Audio-Visual equipment.
- 3.2.6. The student group is responsible for ensuring that the room is left in a clean and tidy state – ensuring all rubbish has been tidied away and any moved

furniture is returned to the correct space.

- 3.2.7. The student group must ensure that, before they allow participants to enter the space, a safety sweep has taken place and stewards (if appropriate) are in position – in line with marshalling best practice.

#### 4. Breach of Terms and Conditions

If any of the terms and conditions are breached by the organiser, the matter will be referred to the Students' Union for investigation where an appropriate outcome, in line with the severity of the breach, will be considered. Outcomes include but are not limited to:

- i. Individual referral to either the Union or College disciplinary procedures.
- ii. Removal of the student group's room booking privileges – or/and the removal of existing bookings.
- iii. Incurred financial charges for the relevant student group – in instances of equipment misuse or general damages.

As well as the standard breaches outlined in section 2, we also reserve the right to deliver outcomes on following additional criteria:

- i. Any illegal or inappropriate activity occurring within a Union or College space, including but not limited to, alcohol or drug use, will be considered of high severity.
- ii. Multiple breaches of low-moderate severity throughout the academic year will be treated accumulatively and regarded as high severity.
- iii. Rooms requiring further cleaning following a Society booking will be charged at a standard rate and the Society concerned will be charged directly.
- iv. Departments and Imperial College Union reserve the right to prohibit the use of any space for any user group due to a single or continued breach of the outlined terms and conditions.

#### 5. Cancellation of a booking

The Union and College have the right to cancel any bookings at any time. This shall only occur under emergency or unscheduled circumstances – and shall be avoided as much as possible. Where the space booker has acted within our terms and agreements – the Union will aim to identify spaces of similar characteristics, or which are still suitable for the student

group's needs.

6. All bookings must consider the details outlined in these policies and documents:

- i. [Fire-Safety-Policy.pdf](#)
- ii. [Shared Space Policy](#)
- iii. [Behaviour & Culture Framework](#)
- iv. [Generic Emergency Evacuation Plans](#)
- v. [Imperial Health & Safety Management Framework](#)
- vi. [ICU Health & Safety Policy](#)