

Community Room Booking Policy and Procedures

Subject to availability and the following criteria, the University offers free of charge a meeting room to local voluntary and community sector organisations/groups.

Criteria

We define voluntary and community sector groups/organisations in the following ways:

- Established as a charity or not for profit organisation or social enterprise or an unconstituted group with charitable objectives - that is, generally established for the public good
- Examples might include tenants and residents associations, support groups and certain interest groups e.g. local History groups etc.

All groups/organisations must agree to abide by the terms set out below. Bookings will not be accepted from organisations with aims/philosophies that conflict with the University's ethos set out in its Strategy 2020. Please ensure you are familiar with this before booking.

<http://www.nottingham.ac.uk/about/documents/uon-global-strategy-2020.pdf>.

Policy

A room in the **Hemsley building on University Park** will be available **up to a maximum once per calendar month per group** and will be booked on a first-come first-served basis. We can only take a limited number of bookings per month but requests can be taken up to six months in advance. The room is free of charge to groups who qualify.

Bookings can currently be taken for evening meetings according to the conditions laid out in this document. Unfortunately the room is not available at weekends or Friday evenings and no bookings can be made during August as the club is closed. Bookings cannot usually be taken during the day under this policy as the rooms are in use by the University or for business bookings. If your meeting can only be held in the day we may give your request consideration based on the situation at the time.

Disabled Access - Important

Unfortunately the rooms in the Hemsley building are not accessible for wheelchair users as they are all on the first floor and the building has no lift facilities.

Rooms are occasionally available at Nottingham Lakeside Arts <http://www.lakesidearts.org.uk/> which has full disabled access and they offer reduced rates for charities and not for profit groups.

For more information or to ask about availability please contact Lakeside via email:

lakesidehires@nottingham.ac.uk or on 0115 846 7277.

Bookings

All bookings must be made through **Liz Cervenak** at <mailto:liz.cervenak@nottingham.ac.uk> or you can call her on 0115 9515950 to arrange. Liz is the Duty Manager at the Hemsley.

When booking, please indicate the time that you anticipate you will require for the preparation and 'take-down' as well as the actual duration of the meeting.

Guidelines for use of the room

- Please use the club facilities for your refreshments. Menu and price lists are available upon request, together with contact details of the manager at the Hemsley who will take your hospitality booking.

Last updated February 2016

- If you wish to bring your own refreshments, you must let us know at the time of booking.
- If you need to move the furniture please move it back when you are finished. Your organisation/group will be charged if the room requires “resetting”
- Please remove all rubbish. It is your responsibility to make sure that the room is kept clean. A charge will be levied if the room requires extra cleaning
- You and your organisation/group will be held liable for any theft or damage to the room and its contents
- Please ensure you familiarise yourself with fire procedures for the room you are using
- If using your own electrical equipment, it must be less than a year old or PAT tested
- **All meetings must finish by 9.00pm**
- If any of these guidelines are not adhered to, you and your organisation/group may be fined and further bookings suspended

Audio Visual Equipment

Audio Visual equipment can be provided if available and there is usually no charge. Requirements must be specified at the time of booking.

Refreshments

Refreshments can be provided at a cost to the organisation/group. Hospitality orders must be placed directly with the duty manager at the Hemsley email: elizabeth.cervenak@nottingham.ac.uk Hospitality booking forms, menus and pricelists are available upon request at the time of room booking. Please try to give a week’s notice if ordering refreshments.

Car Parking at University Park

- Between the hours of 9.15am and 4.00pm, the designated visitors’ parking spaces must be used and charges apply.
- There are designated spots for blue badge holders throughout the campus –please see campus map (link at bottom of this page) for details of car parks and blue badge spaces
- The pay and display charges are as follows: £7 per day, £5 for up to 4 hours, £3 for up to 2 hours and 30 minutes free.
- **After 4.00pm and at weekends visitors may park free of charge anywhere on campus** as long as they are in a marked bay, not causing an obstruction, not in a restricted or blue badge area (unless entitled to park there).

Maps/Directions/Public Transport

- Directions and Public Transport information can be found here: <http://www.nottingham.ac.uk/about/visitorinformation/mapsanddirections/universityparkcampus.aspx>. The post code for the campus for anyone using Sat Nav is NG7 2QL
- A map of the University Park campus can be found here: <http://www.nottingham.ac.uk/sharedresources/documents/mapuniversitypark.pdf>. The Hemsley is number 8 on the map (right in the centre of the campus).