Please note;

·         Teaching timetables are not confirmed until approx 3 weeks into each semester. Until the timetable is confirmed we are unable to book facilities prior to 1815

·         Users should

Use the room for the purposes stated at point of booking and for no other purpose

Take all reasonable steps to ensure that no damage is caused to the room by those attending the event and it must be left in a clean and tidy state, with furniture returned to the default layout

Ensure that they do not exceed the capacity for the room

Consider the noise levels associated with their activities and ensure that they do not cause unreasonable disturbance to users of neighbouring areas

Ensure that the AV facilities in the room are used with due care

·         You are obligated to notify the conference office of any damage to equipment, fabric or furniture and/or accidents within 24hrs. Subject to investigation charges may be applied to repair, replace or specially clean

·         Facilities are provided free of charge on the basis that;

The event is free for delegates to attend. If you intend to charge a delegate/entrance fee this must be declared on the booking request

The booking is not made on behalf of or in conjunction with an external organisation. If the booking is associated with an external organisation this must be declared on the booking request

·         We must be notified of any events that involve external speakers by identifying them at the point of booking, events involving external speakers cannot be publicised until the booking is confirmed

·         Visitors and delegates are strictly not permitted to consume food, alcoholic and non-alcoholic beverages on University premises that have not been supplied by Hospitality Services without advance notice. Food and beverages are not permitted within classrooms

·         If you are planning an employer event, authorisation must be given by the Careers Service prior to approaching conference office to book a room. Please contact Kristi Hayes, Employer Liaison Officer, [k.hayes@hw.ac.uk](mailto:k.hayes@hw.ac.uk) to seek authorisation.

·         We reserve the right to transfer your booking to a comparable room

·         Permission is not guaranteed

·         The University reserves the right to refuse a booking if the aims of those requesting the booking are considered to be in conflict with, or in violation of University Policies or Values.