

UNIVERSITY OF ST ANDREWS STUDENTS ASSOCIATION

Room Code of Practice

Rooms in the Students' Association are a shared resource and inconsiderate use can cause inconvenience for other users of the room. To help us maintain these areas in good condition please follow this code of practice which is designed to be of benefit to all users.

Furniture

- The room furniture is arranged in a standard layout. Should you need to rearrange the furniture, you must ensure it is returned to the original position at the end of your booking in preparation for the following booking.
- Do not take furniture from another room. If you require something which isn't in the room please notify a porter.
- Do not deface, damage or alter furniture, equipment or the fabric of the room.

AV Equipment

- Some society rooms have AV equipment, you can find a guide to using them on our room booking resources page.
- The removal of any audio-visual equipment from the room is prohibited.
- After use please make sure that you switch off all **AV** equipment.

Food, Drink and Catering

- Food and drink (except for bottled water) are not to be consumed in any society rooms.
- Catering involving food, hot drinks or soft drinks must be arranged with or agreed with [sacatering@](mailto:sacatering@st-and.ac.uk)
- Drinks in any rooms must be arranged with or agreed with [sabar@](mailto:sabar@st-and.ac.uk)

Tidiness

- Any litter must be disposed of in the bins provided and ensure that the room is left as clean and tidy as possible.

Safety and Fire Evacuation

- It is your responsibility to be aware of the fire evacuation procedure which can be found on our room booking resources page.
- If the Fire Alarm sounds, everyone **MUST** evacuate the building by the nearest emergency exit.
- Do not obstruct fire exits.
- Smoking is not allowed in any part of the building.
- The user must ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other firefighting equipment except in the case of emergency.
- The user must not interfere with fire doors and doors fitted with automatic closers (no fire door should be wedged or held open by any object). The user shall keep every corridor, passage, and exit of all rooms clear of obstruction and ready for use in an emergency.
- No naked flame should be used under any circumstances in the building (this includes no candles).
- Any decorations must but be fire proofed and the Ents Crew must be informed in advanced

Zero Tolerance

The Student's Association enforces a strict **zero tolerance policy to harassment and bullying**. The policy shall protect all members, visitors, and staff in all Students' Association venues. Definition of **Harassment**: Unwanted verbal, non-verbal or physical behaviour of any kind that is unwanted, unreasonable and offensive to the recipient and violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Further details can be found [here](#):

<https://www.yourunion.net/union/policiesandprocedures/zerotolerance/>

Reporting a Problem

The Association makes every effort to keep its rooms to a high standard. It would therefore be helpful if room users could ensure that any problems are reported promptly.

- **If you experience a room clash** please contact: sarooms@
- **If you experience an online room booking problem** please contact: sarooms@
- **If you require technical assistance** please contact ents@
- **If you are unhappy with the room booking service please follow this link:**
<https://www.yourunion.net/union/contactus/feedback/>

Email:

sarooms@ will respond to emails: Monday – Friday, 9am – 5pm
ents@ are volunteers and they will respond as soon as possible

Reception:

You can also visit reception which is open:

Monday: 9am – 1am

Tuesday – Friday: 9am – 2am

Saturday: 10am – 2am (subject to staffing)

Sunday: 10am – midnight (subject to staffing)

Call:

01334 462700

Facebook:

@yourunionevents

Or

@standrewsunion

**We will keep your booking form on record for auditing purposes.
Our privacy notice on our website shows further details on how we store information.**