



YOUR 
UNION
UNIVERSITY OF ST ANDREWS STUDENTS' ASSOCIATION

ROOM BOOKING GUIDE

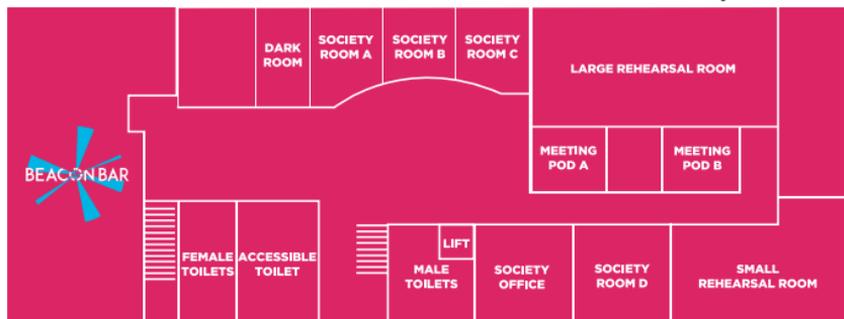
ROOM BOOKING GUIDE

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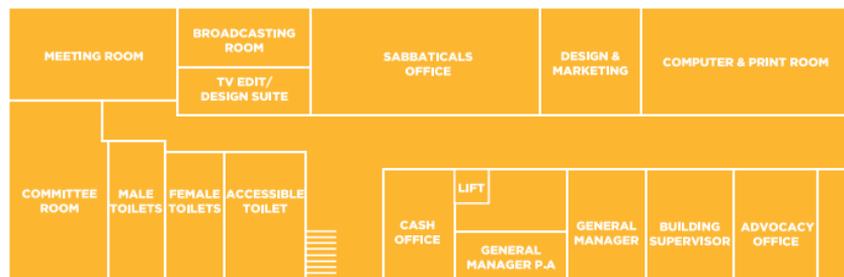
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Union Spaces

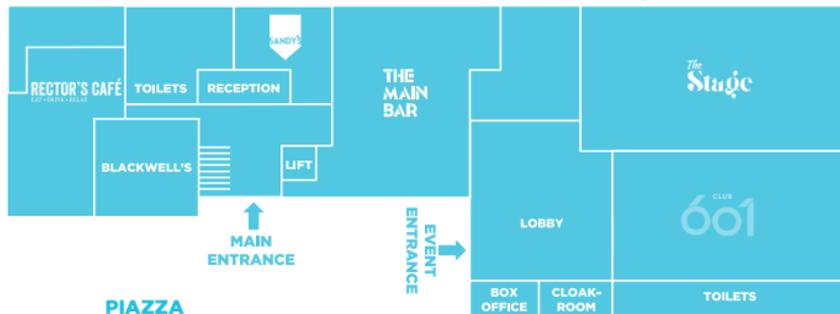
top floor



middle floor



ground floor



Examples of Spaces in the Union:

Beacon Bar



Large Rehearsal Room



Club 601



Sandy's Bar



The Stage



Rector's Café*



*Rector's Café can't be booked for private hire but it may be possible to book it for live music performances for the public.

How to Book a Room

Rooms within the Union are split into two **categories: commercial and non-commercial**. There are two different processes for booking these spaces because different people need to be notified.

Non commercial spaces

Each affiliated society and subcommittee is given unique login details to book via the **union's online room booking system** where they can book meeting rooms and rehearsal spaces. The system is based on a first come, first served basis.

Commercial spaces

Our commercial spaces are: The Beacon Bar, Sandy's Bar, Rector's Café, Club 601 and the Stage. If your booking requires any of these spaces or you require equipment, catering or alcohol you will need to fill out an **online booking form** to give the operations team as much information as possible.

It is important to note that placing a booking online or filling out a booking form is purely **provisional until it is approved and you have received a confirmation email**.

visit:
yourunion.net/bookaroom
to book a room, view our room booking
resources, find out more
or view the online timetable.

Booking Rules and Information

- The system is based on a first come, first served basis.
- Societies are encouraged to block book rooms at the start of term, an email with booking dates will be sent during vacation. (Please email dosda@ if you are unsure of your room booking login details).
- Societies can book rooms for a **maximum of 6 hours per week**, although more time may be approved at the Students' Association reception or by Sabbaticals for £5 per hour.
- Subcommittees room usage is unlimited but subject to availability.
- Your booking time for society spaces includes your set-up and get-out time.
- All commercial space bookings must be booked 1 month in advance of your event.*
- Commercial spaces cannot be booked before noon at the weekend.
- If your booking is in a commercial space you may be required to go to an Ents' Users meeting at least two weeks prior to your event. Meetings are held on Wednesdays at 13.00 in the Meeting Room.
- **Bookings are subject to availability and may be subject to change.**

*We may accept bookings at a later notice but only if the technical and catering requirements are minimal.

Room Rules and Information

- Rooms must be left the way they were found, ie chairs and tables back in the correct place and no litter left.
- If the society space is not left the way it was found or there is a "no show", a mandatory £5 fee must be paid by affiliated groups or the room fee must be paid by non affiliated groups on top of the original price already paid. Please see our cancellation policy for further details.
- No alcohol purchased from outside the building can be brought into the building.
- No hot food or drink is allowed in any Union room unless purchased at Rectors' Café.
- If you require a bar there will be a £50 per hour minimum spend (we will cap this at £200).
- Please note if you require a bar in The Beacon Bar, there will be an additional £50 charge. However for events that run straight into normal service hours (events ending at 9pm or after Wednesday - Saturday) the additional £50 will be waived.
- An evening event in Club 601/ The Stage will also incur a security charge.
- Other specific room charges are referenced throughout this booklet.
- Please visit our room booking resources web page for further information about our cancellation policy, fire evacuation and more.

Top Floor

(All rehearsal rooms: £15 per hour for non affiliated and local groups)

The below rooms along with The Stage & Club 601 (page 9) are the only spaces suitable for dance, performance & singing rehearsals.

Large Rehearsal Room

- AV equipment in room: YES*
- Capacity with chairs theatre style: 100

Large Rehearsal Room A

- AV equipment in room: YES*
- Capacity with chairs theatre style: 60

Large Rehearsal Room B

- AV equipment in room: NO**
- Capacity with chairs theatre style: 30

Small Rehearsal Room (acoustically treated)

- AV equipment in room: NO**
- Capacity with chairs theatre style: 30/40

Small Rehearsal Room



Large Rehearsal Room



*AV equipment: DVD player & stereo sound. Laptop connection HDMI & VGA (we cannot guarantee to have the required adaptor for your Apple product)

**AV equipment: A portable AV (data projector & screen or use of a white wall in room) may be available, please email sarooms@ with your request.

Top Floor

(£5 per hour for non affiliated and local groups)

Meeting Pod A and Meeting Pod B (not soundproof)

- AV equipment in room: NO**
- Capacity with chairs: 4

(All society rooms: £5 per hour for non affiliated and local groups)

Society Room A

- AV equipment in room: NO**
- Capacity with chairs: 10

Society Room B

- AV equipment in room: NO**
- Capacity with chairs: 8

Society Room C

- AV equipment in room: NO**
- Capacity with chairs: 10

Society Room D

- AV equipment in room: NO**
- Capacity with chairs: 16



**AV equipment: A portable AV (data projector & screen or use of a white wall in room) may be available, please email sarooms@ with your request.

Middle Floor

Committee Room

(£10 per hour for non affiliated and local groups)

- AV equipment in room: YES*
- Capacity with chairs: 24

Meeting Room

(£10 per hour for non affiliated and local groups)

- AV equipment in room: YES*
- Capacity with chairs: 18

Design Room

This room can't be booked unless it's for the Design Team but we wanted to highlight this room as it's got some great facilities:

- 6 pcs with Adobe Creative Suite and Microsoft Office.
- 6 spaces with power points for laptops.
- 2 Uniprint devices providing black and white and colour A4 and A3 prints.

Committee Room



Meeting Room



*AV equipment: DVD player & stereo sound. Laptop connection HDMI & VGA (we cannot guarantee to have the required adaptor for your Apple product)

Commercial Spaces

Visit:

yourunion.net/bookaroom

yourunion.net/eventsguide

For more information, to view the online timetable and book a room.

Please note: Placing a booking online is provisional until you receive a confirmation email. We require one month's notice if you ask for equipment, catering etc. Weekend get-ins are noon. If you need a bar there will be a minimum £50 per hour minimum bar spend. Please see page 2 for photos and page 5 for further details.

Beacon Bar (capacity: 140 seated / standing)

- AV equipment: NO
- Comes with a radio microphone & a fixed PA system for background music.

Sandy's Bar (capacity: 100 seated / standing)

- AV equipment: YES
- Comes with two radio microphones & a fixed PA system for background music.

Club 601 (capacity 400 standing)

- Please liaise with the Ents for equipment (page 3)

The Stage (capacity: 345 standing or 165 theatre seating)

- Please liaise with the Ents for equipment (page 3)

Club 601 and The Stage - full venue (capacity 1200)

- Please liaise with the Ents for equipment (page 3)

Main Bar and Box Office - Can't be booked but you may be able to reserve a space as a ticket collection point if your event is in the Union or we are providing a bar. Please ask reception for details.

Outside Area

Piazza

(£5 ½ day, £10 full day for non affiliated student groups)

The piazza is at the front of the Association building and is most commonly used for bake sales and fundraising however why not perform there too. We have a gazebo and there's electricity available. Please fill out an online booking form for a performance or book at reception for a stall.



The Barron

The Barron

- Capacity: 90 standing. 56 with chairs (theatre style).
- Description: Black box stage 5.5x6m. A full lighting rack with 24 channels of dimmable power. Sound system and AV equipment.

Please visit: yourunion.net/thebarron to see availability, booking fees and more information or email: barron@st-andrews.ac.uk.



University Rooms

Accommodation, Conferences & Events (ACE)

These rooms are bookable from **18:00-21:30 Mon-Fri**

Please contact ACE via

E: reservations@st-andrews.ac.uk

T: 01334 463000

Room	Capacity	AV Equipment
Buchanan Lecture Theatre	367	✓
Buchanan classroom 103	18	✓
Buchanan classroom 215	16	✓
Buchanan classroom 216	26	✓
Buchanan classroom 305	26	✓
Buchanan classroom 306	16	✓
Buchanan classroom 312	18	✓
Buchanan classroom 401	12	✓
Buchanan classroom 402	18	✓
Parliament Hall	180	✓
United College School 1	94	✓
United College School 2	94	✓
United College School 3	156	✓
United College School 5	60	✓
United College School 6	106	✓
United College room 30	25	✓
United College room 31	30	✓
United College room 32	28	✓
United College room 36	16	✓
United College room 50	16	✓
United College room 54	16	✓

For any bookings starting prior to 18:00 Mon-Fri (except Parliament Hall), please contact timetab@st-andrews.ac.uk in the first instance

Timetabling Office

For all weekend bookings, please contact ACE

The rooms below are bookable from **18:00-21.30 Mon-Fri**

Please contact the Timetabling Office via

E: timetab@st-andrews.ac.uk

T: 01334 463099

Room	Capacity	AV Equipment
Arts Lecture Theatre	90	✓
Arts Seminar room 1	40	✓
Arts Seminar room 2	22	✓
Arts Seminar room 3	22	✓
Arts Seminar room 4	24	✓
Arts Seminar room 5	24	✓
Arts Seminar room 6	24	✓
Arts Seminar room 7	40	✓
Arts Seminar room 8	22	✓
Arts Seminar room 9	22	✓

Applicable to all University Rooms

- A minimum of three days notice is required for all Mon-Fri bookings.
- For specific AV requirements contact Media Services on 01334 463674 or email media@st-andrews.ac.uk
- Please note that bottled water only is permitted in the majority of the teaching rooms.
- Where permitted, any food, drink and alcohol must be provided by University's Catering Services via cateringservices@st-andrews.ac.uk
- All rooms to be vacated no later than **21:30**. Out of hours charges are applicable all day at weekends.
- Under no circumstances can one society book on behalf of another.
- Room booking and usage are subject to Terms and Conditions.

Information is an indicative guide only and may be subject to change

Useful Contacts

Health and safety / risk assessment questions:	unionra@
Promotional questions:	sadesign@
Log in / society resources / funding questions:	dosda@
Event questions:	does@
Technical / equipment questions:	ents@
Room booking questions:	sarooms@
Catering questions:	sacatering@
Bars questions:	sabar@

Useful Links

www.yourunion.net/bookaroom
www.yourunion.net/union/spacesandservices
www.yourunion.net/eventpromotion
www.yourunion.net/ents/howtobookanevent
www.yourunion.net/designteam
www.yourunion.net/societies

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Did you know?

If you're having an event in the Association building or we are providing a bar we can help you publicise your event and sell tickets online. Contact sadesign@ for more details.

Notes



www.yourunion.net

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