

Terms and Conditions of Booking and Using the Global Lounge

Updated: 16/09/2022

The Global Lounge is a vibrant and multicultural hub which welcomes all students – home and international – to join in with a vast range of social events and cultural celebrations, throughout the year. Helping to integrate students into the city and University, it brings students from the UK and all over the world together to socialise, celebrate global festivities, and share and learn about others' cultures and traditions in a friendly and inclusive environment.

It is advised that the person booking the space should first contact the Global Lounge team (global-lounge@bristol.ac.uk) to enquire about availability before completing [our booking form](#).

1.0 Space allocation

- 1.1 The Global Lounge can be booked for meet-ups under the following conditions:
 - Up to 40 expected attendees
 - Specific space layout is not required
 - Equipment such as projector or microphone is not required
 - Other visitors might be sharing the space nearby
- 1.2 Availability for meet-ups are prioritised on the following days:
 - Mondays and Fridays, 9am-5pm
 - Tuesdays and Thursdays, 9am-12pm
- 1.3 The Global Lounge can be booked for all other events under the following conditions:
 - More than 40 expected guests, or
 - Specific space layout is needed, or
 - Equipment such as projector or microphone is required, or
 - Complete privacy is required
- 1.4 Availability for all other events is prioritised on specific available slots on Tuesdays and Thursdays, 9am-7pm.
- 1.5 No bookings can be made on Wednesday, Saturday, or Sunday.
- 1.6 To ensure the Global Lounge is used to its full capacity and its purpose is protected, the following priorities are considered during space allocation:
 - 1.6.1 Priority is given for Welcome activities to support new international students during September, January, and summer.
 - 1.6.2 Priority is given to activities which tie in with the Global Lounge's ethos of celebrating cultures, building communities, and inspiring a social exchange
 - 1.6.3 Activities or events open to all are prioritised over private bookings which are only open to those who book the space
 - 1.6.4 The Global Lounge cannot be reserved for studying but can be booked for a collaborative group work as a 'Meet up event'
- 1.7 Any student and staff group can book designated spaces within the Global Lounge using the space booking process. In exceptional cases students and staff can request a last-minute booking at the Global Lounge reception, which will be granted at the discretion of the Global Lounge staff, subject to availability.

- 1.8 Student groups are not required to be affiliated with Bristol SU to make a booking – individuals or groups of friends, students from the same course are also welcomed to make bookings.
- 1.9 In exceptional circumstances, the Global Lounge may approve a booking outside of the working hours if the planned activity is open to all members of the University; but such bookings will be considered on a case-by-case basis.
- 1.10 Appropriate space is allocated based on the type of activity, expected attendance and equipment required.
- 1.11 Recurring bookings are only accepted for one term and will be considered on the case-by-case basis to ensure spaces are allocated fairly to all members of the University.
- 1.12 Bookings from outside of the University community are not accepted.

2.0 Booking a space

- 2.1 The person booking the space must ensure that the activity taking place has been explained in the booking form and therefore approved by the Global Lounge. The person booking the space must inform the Global Lounge if there are any changes to their activity which could put their group members and other visitors at any type of risk.
- 2.2 The person booking the space is responsible for setting up and tidying up and needs to include sufficient time for that in their booking request.
- 2.3 The Global Lounge reserves the right to alter the time and/or space booked where exceptional circumstances apply e.g. for the safety of building users, due to interference with other activities, or to meet essential business needs.
- 2.4 The Global Lounge reserves the right to refuse, amend or cancel a booking, including for the following reasons:
 - 2.4.1 The activity is deemed to be unsafe.
 - 2.4.2 The activity contravenes University of Bristol rules and any other premises-related regulations.
 - 2.4.3 The activity is deemed to breach the University's External Speakers' [policy](#).
 - 2.4.4 The activity contradicts the Global Lounge's ethos.
 - 2.4.5 The booking has been made in the interests of a commercial or a group outside of the University community.
 - 2.4.6 The booking is outside of the Global Lounge's working hours.
- 2.5 Bookings are considered and approved on a case-by-case basis.

3.0 External speakers

- 3.1 All events with an external speaker must be approved through the University's external speaker process. Any booked event that does not disclose full speaker details, or give sufficient notice, may result in the booking being cancelled. The Global Lounge reserves the right to refuse a booking if the activity is deemed to breach the [University's External Speakers' policy](#).

4.0 Cancellations

- 4.1 The person who booked the room should notify the Global Lounge as soon as possible or at least 5 working days in advance of the booking via email at global-lounge@bristol.ac.uk if it is no longer required, so that the room can be reallocated to another group.
- 4.2 If groups are going to be late, they should inform the Global Lounge at global-lounge@bristol.ac.uk or 01174283343 to prevent their room being given to another group.

5.0 Health, Safety and Fire

- 5.1 The person responsible for the activity needs to familiarise themselves with the Health & Safety arrangements and provide the event risk assessment to the Global Lounge team.
- 5.2 Any unusual activities must be mentioned in the booking form and approved by the Global Lounge which may ask for additional risk prevention measures to be put in place.
- 5.3 The person responsible for the activity must ensure that all attendees are aware of Health & Safety arrangements at the start of the meeting.
- 5.4 In the case of building evacuation this person is responsible for ensuring all attendees follow the fire marshal's instructions and proceed to the muster point.
- 5.5 For First Aid issues space users must report to the Global Lounge welcome desk.
- 5.6 In the case of fire or a medical emergency, call 999 and report to the Global Lounge welcome desk. If the main fire alarm sounds, University Security will be notified and should arrive.

6.0 Arrival

- 6.1 The person responsible for the activity must sign-in at the Global Lounge Welcome Desk.
- 6.2 The person responsible for the activity must arrive at the start of their booking but before their event begins, with enough volunteers, to set up for the event on time.
- 6.3 The person responsible for the activity can leave feedback at the Global Lounge reception if their booked space has not been set-up as previously agreed with the Global Lounge.
- 6.4 The person responsible for the activity must report any damage. Reports of damages will be recorded by the Global Lounge Welcome Desk staff, and the cost of repairs will be passed onto the group who used the space most recently.

7.0 Space Use

- 7.1 Meeting spaces are unpartitioned, and therefore are not suitable for sharing confidential information or when complete silence is required.

- 7.2 The person responsible for the activity must ensure that children under the age of 16 years are supervised by a responsible adult over 18 years. It is the adult's responsibility to ensure the safety and wellbeing of the child they are supervising.
- 7.3 The person responsible for the activity is accountable for external visitors who must make up less than half of the space users per booking. Attendance of any external visitors at the event must be agreed with the Global Lounge staff in advance and access arrangements must be put in place.
- 7.4 Furniture and equipment must not be removed for the space unless by prior agreement with the Global Lounge team.
- 7.5 The Global Lounge is responsible for ensuring the booked space is reserved but any space alterations should be completed by the person responsible for the booking and their volunteers.
- 7.6 The person responsible for the activity must ensure that if the space layout is altered it is returned to the expected layout by the end of the booked period.
- 7.7 The person responsible for the activity must ensure that all attendees vacate the space by the end of the booked time.
- 7.8 The person responsible for the activity must ensure that the space is used only for activities considered on the booking form.
- 7.9 Space users must not play amplified music if that has not been previously agreed with the Global Lounge when making a booking.
- 7.10 Each space user may bring in food for their own consumption. The responsibility for ensuring it is fit for consumption is with the space user. Food must be covered in the risk assessment and needs to be sourced from reliable and reputable supplier with allergen labels displayed upon serving. Food suppliers must be agreed with the Global Lounge in advance.
- 7.11 Free tea and coffee are available for visitors and meetings but refreshments and catering for events must be agreed with the Global Lounge in advance
- 7.12 Space users are not permitted to consume alcohol.
- 7.13 Space users must not smoke or use cigarettes or E-cigarettes within this building. Smoking is only permitted in designated areas outside of Senate House.
- 7.14 Space users are not permitted to affix materials such as blue tack or similar to the walls, doors, windows etc. of the room. Decorations are welcomed but must be discussed with the Global Lounge team.
- 7.15 Activities which are open to all might be eligible for marketing support and funding to cover the costs of catering, decorations, and other event resources.

8.0 Departure

- 8.1 The person responsible for the activity must ensure that the space is left in a clean and tidy state, with all waste responsibly and sustainably disposed of. Recycling and waste bins are located on the floor. Spillages and marks must be cleaned – cleaning materials are available from the Global Lounge Welcome Desk. Any additional rubbish must be removed from the Global Lounge, and taken to the bins outside of Senate House (Global Lounge staff will direct event organisers where to take the bin bags to)
- 8.2 The person responsible for the activity must ensure the space has been returned to its original layout and their activity guests have vacated the space at the end of their booking time.

- 8.3 The person responsible for the activity must ensure that any remaining literature, publicity or marketing materials promoting the event are removed and sustainably disposed of after the event.

9.0 Breaching this Policy

- 9.1 The Global Lounge reserves the right to pass on any costs for loss or damage caused by the person responsible for the activity to them.
- 9.2 The Global Lounge operates a “three strike” system. Failure to adhere to the any of the terms above will result in a warning and may result in space booking privileges being revoked and any bookings already in place being cancelled.
- As the Global Lounge is still developing its policies, the terms and conditions will be reviewed and updated regularly.