

UNIVERSITY TEACHING SPACE TERMS OF USE

This document outlines the Terms of Use for University Teaching Space

1. The number of people within a room should never exceed the maximum capacity set by Space Planning.
2. Eating and drinking (with exception of bottled water) is not allowed with teaching spaces.
3. In exceptional circumstance, subject to Central Timetable Unit's (CTU) discretion, refreshments provided by approved caterers may be authorised.
4. It is the responsibility of the person booking the room to ensure the space is tidied after the event and rubbish collected and disposed appropriately.
5. It is the responsibility of the room user to ensure that all handouts and teaching materials are removed from the room at the end of each session.
6. Any display of items of classroom walls or notification on doors must be removed by staff at the end of each teaching session.
7. Staff are encouraged to obtain keys and fobs to access teaching spaces.
8. Activities conducted within or around teaching spaces should not cause disruptions to other room users.
9. If the room occupants rearrange furniture, it should be returned to its original state after use.
10. Furniture must **NOT** be moved out of, or between rooms.
11. No additional furniture should be introduced into rooms.

31st January 2018 Version 2