

UCD Student Centre

Terms of Use

UCD Clubs, Societies, Students' Union and other Student Organisations

Introduction:

Use of the Student Centre is provided to UCD Student Organisations free of Charge. However it is the role of Student Centre management to allocate the space between the many competing organisations and to ensure that the Centre continues to be kept in excellent condition for future generations of Students.

The Terms of Use are designed to allow for the fairest allocations of space while also ensuring that the rooms and facilities are maintained to the highest standards.

Terms:

- Making a booking
 - Bookings can be made up to 3 weeks in advance through our online portal or at Student Centre Reception.
 - To request a booking more than 3 weeks in advance please complete this form and note that these bookings must meet our "Strategically important events" policy in our room booking guidelines.
 - Rooms must be booked 48hrs in advance and the relevant form must be completed and signed.
 - Rooms requested less than 48hrs in advance may be accommodated subject to availability and must be booked at reception.
 - Rooms are booked hourly.
 - Rooms must be cancelled at least 48 hours in advance.
 - Management have the right to cancel or refuse a booking or change the location of the booking to suit the operational needs of the facility.

- Guidelines for usage
 - If an event commences later than the time stated no additional time shall be given in lieu.
 - The Auditor/Captain/Group Organiser shall be responsible for the condition of the room and the room must be returned to it's original state after the booking.
 - Every effort will be made to ensure rooms are set prior to bookings taking place, however, during certain busy periods the Student Centre staff may request assistance from the committees to re-set the space.
 - Furniture may only be used within the room that it is provided in
 - Management reserve the right to draw end to an event at any time.
 - The society / club are responsible for cleaning the room after the event.
 - 15 minutes before event end time the society / club members should be bringing the event to a close.
 - UCD Student Centre will provide relevant cleaning materials where necessary.
 - The society / club are responsible for ensuring the event ends on time and that all attendees make their way out of the building safely and in an orderly fashion before the building closes.
 - The catering contract in the UCD Student Centre is currently with Café Brava and the UCD Clubhouse Bar. Typically all event catering must be supplied by these suppliers.
 - Events must comply with all University Policies and meet all legal requirements relevant to the specific event.

- Charges
 - Room Bookings are provided free to UCD Student Organisations as defined above
 - It is assumed that all bookings take place within the Centre's normal opening hours. Use outside of these hours may incur a charge

- Event Management
 - Most events taking place in the Student Centre fall within the normal operating procedures of the Student Centre.

- Events with over 100 guests, alcohol or special guests (Eg. VIPs, Ambassadors or Celebrities) may be required to produce an event management plan which will be subject to approval by Student Centre Management, UCD Safety Office, UCD Estate Services and the relevant oversight body (eg UCD Societies Council).
- Final decisions on matters of safety, security and building operations rest with the Student Centre Duty Manager and/or Student Centre Management team.
- All group using an external company to supply equipment, food or any other items to events are required to provide the insurance certificates of these suppliers to Student Centre management