

2017

# UCD Student Centre Room Booking Policies



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# UCD Student Centre Room Booking Policies

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## Context

UCD Student Centre is at the core of the UCD Student Experience, providing a home for Clubs and Societies as well as housing many of the essential services students interact with on a daily basis. If it is catching up for a drink in the Clubhouse, attending a play in the DramSoc Theatre, joining in a weekly debate in the Chamber or even just settling down for a blockbuster in the state of the art cinema, the Student Centre is the hub of UCD Student Life. Also housed in the Student Centre are a wide range of shops and restaurants, a pool room, the student health service and the multifunctional Astra Hall that across the year plays hosts to a range of events including concerts, musicals and guest speakers.

Within the Student Centre there are also a number of meeting and function rooms which can be hired by clubs and societies for a range of functions. The above facilities are also available to hire privately making UCD Student Centre the ideal venue for meetings and conferences.

## Who can make bookings?

The UCD Student Centre is primarily a space for Student Life outside the classroom to compliment the college experience. Therefore; bookings by Student Organisations such as societies, the Student Union and Sports Clubs are prioritised during term time. The cost of these bookings is free to officially registered student organisations.

The Student Centre also accepts bookings from Internal clients like schools and units within the University and External Clients. These clients pay commercial room hire rates for the use of space.

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## Definitions

It is important in the context of this document that a number of terms are explained to ensure clarity:

### Clients

#### UCD Student Societies (Socs)

These are societies recognised by the Universities Student Activities Group and UCD Societies Council. Typically in the context of this Student Centre this refers to bookings made by officers on the committee of a society.

#### UCD Student Sports Clubs (Clubs)

These are Clubs recognised by the Universities Student Activities Group and UCD Athletic Union Council. . Typically in the context of this Student Centre this refers to bookings made by officers on the committee of a club.

#### UCD Students' Union (UCDSU)

The Students' Union of UCD – Typically in the context of the Student Centre this refers to bookings made by elected officers of the SU such as the Sabbatical team or the Class Representatives

#### Internal Clients (Internal)

This typically refers to a unit, college or school in UCD (eg. UCD school of History or UCD Presidents' Office)

#### External Clients (External)

This typically refers to any client without a direct connection to UCD (eg. RTE, IRFU)

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## Terms

### 3 Week Rule

Student organisation bookings are typically only accepted up to 3 weeks in advance to ensure that strategically important events have enough space to proceed.

### Strategically Important Event

Strategically important are typically those events which must take place at a certain time in a certain place for a specific reason.

Student Centre Management can choose to waive the 3 week rule to allow these events to proceed. The clearest example of this is the visit of a guest speaker which is likely to generate a certain level of interest and travel arrangements are also required for the guest. Another example would be the production of a musical performance which requires a certain venue.

### Recurring booking

A recurring booking is a booking that takes place in the same place on a regular basis. Most bookings in the Student Centre are non-recurring due to the 3 week rule and necessity to keep space available for strategically important events.

Some spaces which are designed for specific activities do have recurring bookings to allow these activities to proceed.

## Facilities

### Garrett FitzGerald Debating Chamber.

#### Context and general notes

- The home of the Universities two debating unions the FitzGerald Chamber is a versatile miniature parliament.
- The room is designed initially for debate is the venue for College Society house debates as well as hosting a number of guest lecturers.
- The chamber has a seated capacity of 232 with room for an additional 100 people standing in the balcony.
- The chamber has its own built in projector and sound facilities with excellent acoustic capabilities.
- This room is ideally suited to presentations, debates and lectures.
- The balcony outside the Chamber is booked as part of the Chamber and can be used for pre and post event catering

#### Regular bookings

- The UCD Debating Societies (L&H and Lawsoc) are the primary tenants of the Fitzgerald Chamber.
- The Chamber is held provisionally for every Tuesday and Wednesday evening of UCD undergraduate teaching term time for use by the debating societies (days/times subject to change).

#### Other Bookings

- Other bookings will be considered to take place in the chamber on a case by case basis in line with this policy
- Bookings which require food or alcohol are specifically excluded from the Chamber but the Fitzgerald Chamber balcony can be made available for this purpose.

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## Astra Hall.

### Context and General Notes

- The Astra Hall is the largest venue in the UCD Student Centre. It can cater for up to 540 people for a seated event and 850 standing.
- The Astra hall can be divided into two sections if necessary the 1/3 can cater for 200 with the seats out and the 2/3 can cater for 400 with the seats out.
- The Astra hall is ideally suited for: presentations, conferences, speeches, exhibitions, dinners, theatrical / musical productions and gigs.
- Receptions may be held in the Astra Hall when approved by management and are in-keeping with the food and alcohol policy.
- The Astra Hall has basic AV provisions which should be operated by trained personnel only.
- Food and alcohol is permitted once the appropriate paper work is completed and approved.
- An Astra Hall re-set takes approximately 4 hours, this must be accounted for when taking all bookings
- Societies and clubs are responsible for leaving the venue in an orderly condition and clearing all rubbish associated with their booking.

***All bookings for the Astra Hall whether internal, societies or external must go through Student Centre Management.***

***Normally a client will be requested to email [student.centre@ucd.ie](mailto:student.centre@ucd.ie) with a request for the use of the Astra Hall. The Student Centre management team will then respond promptly to assess the availability, logistics and suitability of the event.***

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## Seminar Rooms.

### Context and Notes

- There are 3 seminar rooms, the Red Room, the Blue Room and the Quad Room
- Seminar rooms are like large meeting rooms which have a much higher level of furnishing.
- All 3 rooms have built in screens, projectors and audio facilities. (no microphones are built in)
- The seminar rooms are ideally suited for presentations, award ceremonies, boardroom meetings, conferences and reception.
- All 3 rooms can cater for 30 people in boardroom set up, 60 people in theatre style and approximately 90 people for a standing reception.
- Alcohol and food are permitted in the seminar rooms once the appropriate paperwork is completed and approved. The Quad Room is not normally permitted for alcohol.
- Societies and clubs are responsible for leaving the venue in an orderly condition and clearing all rubbish associated with their booking.

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## Meeting Rooms.

### Context and general notes

- There are up to 7 meeting rooms available in the Student Centre
- Each meeting room is appropriate for a small meeting of approx. 8- 10 people board room style
- Between rooms 5-7 there are retractable walls which can be moved in or out to cater for larger meetings in boardroom (approximately 20 people) or theatre style (approximately 30-40 people).
- Projectors, Whiteboards and TV's can be provided on request.
- Room 7 has built in presentation facilities which can be made available to larger set ups involving rooms 5&6&7
- Alcohol is not normally permitted in the meeting rooms.

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## Foyer areas

- Main foyer of New Student Centre
- Atrium of Original Student Centre
- Fitzgerald Chamber Concourse

## Context and General Notes

- There are three Foyer areas which are available to book across the New Student Centre and Original Student Centre.
- These areas are generally booked as a reception space or for small information stands
- Small events sometimes take place in the foyers also.

## Receptions

- A reception is usually linked to an event taking place in another part of the building. Receptions which are not linked to other events are not normally approved.
- Alcohol and food are permitted at events subject to the appropriate paperwork being approved.
- Receptions must use caterers from within the UCD Catering framework.

## Stand Bookings

- A stand booking is typically the space of a single 6ft trestle table. Anything other than that must be approved by management.
- It is possible to book stands in the above reception areas.
- Stand bookings should generally relate to student activity.
- Commercial stand bookings are usually made via the SU and must be approved by management
- There is a limit of 3 stands to a foyer.
- Anything that is not directly linked to a society activity (External) will need prior approval by a member of management.

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## UCD Cinema

### Context

- UCD Cinema exists to further the Student Experience of UCD Students and provide a social outlet where students can be exposed to top quality Cinema while also have the facility to display their own work.
- UCD Cinema can seat 86 people within an additional 2 wheelchair bays.
- UCD Cinema is equipped with audio description facilities.
- UCD Cinema is the Home of UCD Filmsoc and UCD Sci-fi society.

### Film Programme

- UCD Cinema is charged with providing an excellent film programme to UCD Students. 4-7 screenings of external “commercial screenings take place each week.
- 3 slots are allocated weekly to UCD’s Student Film Societies
- 2 slots are allocated per week to other UCD Student groups.
- Daytime periods before 5pm and weekends are used for various clients as the film screening demand is low.

### Birthday Parties at UCD Cinema

- The Cinema is available for birthday party/Community bookings during the weekends at 10am, 12.30 pm or 3pm (times subject to change).
- Inquiries are taken in writing to [cinema@ucd.ie](mailto:cinema@ucd.ie) only
- Groups eligible for community bookings include scouts, youth clubs, charities etc.
- Cafe Brava offer a children’s meal, menu is available at reception (subject to change).
- Payment must be made in full before the start of the screening.
- **The minimum age for a cinema birthday party is 5yrs old** (i.e. the child whose party it is must be turning 5 or older.)

### Guidelines for using the Cinema

- All DVD screenings are subject to the UCD umbrella DVD licence. (Please check the distributor list to ensure the film is covered – If the distributor is not on the list the film cannot be shown.)
- If a film is suspected to be in breach of the licence, UCD Student Centre management reserve the right to stop the screening immediately
- All films must start sharp on time and **must be less than 2 hours in duration**.
- Food is permitted in the cinema but may be restricted at any time by staff.
- Hot food is not permitted in the cinema.
- Alcohol is not permitted in the cinema.
- Chewing gum is not allowed in the cinema.
- Management reserve the right to stop a film at any time due to anti-social behaviour.

## Appendix

### General Guidelines applying to all bookings

- Bookings which fall outside of standard opening hours must apply to Student Centre management for an extension.
- Any events expecting large numbers need to be pre-approved by Student Centre management.
- Student Centre management need to immediately be made aware of any events that may have any dignitaries or people of notoriety in attendance.
- All student groups are responsible for leaving the room in an appropriate condition after they use it, usually taken as “as you found it”
- All bookings conclude 15 minutes before closing time.
- If a double booking arises it is the booking which was made first which generally takes precedent (this may change on a case by case basis depending on event etc).
- Alcohol is not permitted in the Student Centre apart from certain designated areas where permission has been pre-approved (Seminar Rooms, Astra Hall, and Foyers etc.).
- The 3 week rule applies to most Student Bookings. Any groups interested in applying to have a booking approved as a “strategically important booking” should write to [student.centre@ucd.ie](mailto:student.centre@ucd.ie) explaining why the event must take place at the specific time requested, in the specific location and what the specific reason for the request is.
- Student Centre Management reserve the right to amend or cancel any booking for operational reasons or where a booking does not meet this or any other relevant policies of the UCD Student Centre or UCD.
- Where an event is deemed to pose an unusual risk (either by activity or by scale) an Event Management plan may be requested.
- All bookings must comply with the relevant “terms of use” documents on the Student Centre Website.

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## Alcohol Permits:

- The Student Centre permits alcohol at a reception but is generally not a venue for parties.
- Alcohol Permits are available for the Seminar Rooms, Astra Hall and Foyer/Concourse areas.
- Typically spirits are not allowed on the premises.
- Beer, cider and wine are ok.
- Maximum 2 drinks per person.
- Food must be provided also.
- The UCD Clubhouse Bar is the preferred location for the consumption of alcohol on the premises.
- Student Centre Management will make the final decision on the issuing of alcohol permits for events.
- The Student Centre Duty Manager has full discretion to reduce the terms of an alcohol permit issued where they do not feel adequate oversight is in place at the event.
  - Options open to the Duty Manager include
    - Reduce the amount of alcohol in the room
    - Reduce the time allowed for alcohol use
    - Close the event
    - Contact Campus security to assist in closing the event
    - Make a report to the Student Centre Management team for further consideration.
- Breach of the Alcohol rules may result in some of the following consequences.
  - The group may be reported to the relevant oversight body (for eg. The Societies Council, AUC)
  - The group may be suspended from using alcohol permits.
  - The group may be suspended from booking facilities.
  - Where anti-social behaviour has occurred the UCD Student Code may be deployed.

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## Advance and Recurring Bookings

- The Student Centre typically allows for bookings for around 3 weeks in advance. This rule provides for flexibility within the system to facilitate important events as the crop and to avoid the facility being dominated by large blanket bookings.
- Bookings for more 3 weeks in advance may be taken if the booking meets the criteria of a “strategically important event”

### “Strategically important events”

Strategically important are typically those events which must take place at a certain time in a certain place for a specific reason.

Student Centre Management can choose to waive the 3 week rule to allow these events to proceed. The clearest example of this is the visit of a guest speaker which is likely to generate a certain level of interest and travel arrangements are also required for the guest. Another example would be the production of a musical performance which requires a certain venue.

It is noted that Student Centre management will make the final decision on whether an event is deemed strategically important. Other stakeholders such as the Societies Council, AUC or the SU sabbatical team may be asked to offer an opinion in certain circumstances.

A Strategically important event may meet (but not be limited to) the following criteria:

- A special guest speaker
- A competition (for eg an intervarsity competition)
- A theatrical production or concert
- An event where guests require advance notice (for eg a book launch)
- Annual events of importance to individual groups
- Dinners

The following are an example of some events which typically will not meet the criteria for strategically important.

- Rehearsals (Save for rehearsals noted as having specific needs and requirements such a size and space)
- Parties or receptions (Save where the event meets some of the requirements above)
- Coffee mornings or afternoons.
- Events which don't have a specific need to be on at a certain time, in a certain place.

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## External Events

- External events must comply with the External Client terms of use available on the UCD Student Centre Website.