



JEAN MUIR

COMMUNAL AREA BOOKING POLICY

1. The person making the booking is responsible for ensuring all attending the booking are aware of and abide by the terms and conditions
2. On the date of your booking you will be required to complete a 'Track & Trace' form which will be securely kept for 21 days. A QR code for this will be within the lounge. This form will only be used to contact lounge users for COVID-19 related reasons
3. You are responsible for abiding by maximum capacity as noted (Lounges & Multi-purpose room = 15/ Thread = 20).
4. You are responsible for familiarizing yourself with all Accommodation and University rules, policies, and procedures; and the terms set out within your Accommodation Contract. Breach of such terms and conditions may result in financial, disciplinary and/or academic action.
5. All student residents are responsible for their individual behaviour. As a condition of this booking, those present must treat University Staff, and each other with courtesy and respect - with a zero tolerance to unacceptable behaviour.
6. Students are expected to maintain an acceptable level of noise that does not cause disruption to other Residents within or external to the lounge. Excessive noise may cause noise complaints and subsequent attendance by our SafeGuarding Team. If you are given an initial warning and fail to adhere expectations, you will be asked to leave the lounge immediately, and may incur a financial and/or disciplinary action. Extreme disruptions or violations may result in the immediate removal of certain or/all persons within the lounge without warning.
7. The condition of the Lounge must be left in its original state after use. If the lounge is found to be in an unacceptable condition, you may incur a financial penalty and/or disciplinary action.
8. Members of Safeguarding or Accommodation staff may visit during your booking for health, safety, security, maintenance, or operational purposes.
9. You may be asked to confirm your identity if required for security purposes.
10. Lounge windows must be kept open to promote air ventilation.
11. No food or drink is to be left in the lounge, and any rubbish is to be placed in the bin, which must be taken out at the end of your booking.
12. Residents must not attend the booking if feeling unwell or displaying COVID-19 symptoms, or if you have been asked to self-isolate by Test and Protect or due to recent travel.
13. Please inform BordersHalls@hw.ac.uk of any spillages, damages, or maintenance concerns.
14. Please familiarize yourself of the nearest fire exit. If the fire alarm sounds during your booking you must vacate the lounge and proceed to the nearest fire assembly point immediately.
15. If you have any safety or health concerns whilst using the lounge, please contact SafeGuarding Services for immediate assistance.
16. The lounge area will be thoroughly cleaned between bookings to limit surface transmission.

17. The University and University Staff are not responsible for any personal property taken inside or left in the lounge during your booking.