<p align="center">University of Plymouth</p>
<p align="center">**Equality, Diversity & Inclusion Team**</p>
<p align="center">**Community Room Hire**</p>

We are proud to offer spaces for hire at no charge to local community groups and organisations; it is important to us that we help support our local communities and we want to be involved in any way we can.

Who can have a room?
You will qualify to hire a space as long as you meet the following criteria:
- You are a non-profit group
- You are not aligned to any political party
- You will be using the space for the good of the community; it may not be used for any illegal or immoral purposes or anything that can cause public nuisance
- You will not be using the space for performance, physical activity or anything that risks physical harm
- You will not be engaging in discriminatory language or behaviour

If you are looking for a space which is suitable for physical activity, such as an exercise class, then you should contact the Wellbeing & Occupational Health Team on 01752 587412 to see if they can assist you.

What are the terms?
Space hire is granted on the understanding that you will be using the space for its intended purpose as outlined in your application and that you will not cause any damage to the space and that you follow and all safety guidelines.

Please bear in mind that the University reserves the right to refuse to accept any application for Hire and the University can revoke room hire at any time should there be cause for concern over its use. The University will not accept bookings from anyone aged under 18.

You must complete this application form and keep us up to date with any changes.

When are rooms available?
Spaces can be booked up to two months in advance and are available between the hours of 8:30 and 21:00, Monday to Friday. If you need a room over a weekend or outside of these hours then give us a call on 01752 588261 and we will see if there is something that we can do.

Obviously we cannot guarantee a room will always be available at the time and exact location you'd prefer but we will do our best. Please give us as much notice as possible so we can find you something suitable; last-minute hire is difficult to arrange.

What type of rooms are available?
The University has a wide range of rooms across multiple different sites from lecture theatres to classrooms to small meeting rooms. Room size can vary from space for 100+ people down to a 10-person meeting room but the majority of spaces will comfortably hold between 30 and 60 people.

Most rooms have a projector or smart-board and a connected PC; these will be made available to you if you request this when booking and if a room is available.

Most rooms are a mix of tables and chairs with the exception of lecture theatres and some seminar rooms; please tell us if you require anything specific.

Are the spaces accessible?
The University is a member of AccessAble and we can provide detailed information on the accessibility of all of our sites. If accessibility is of a particular concern, please mention this when booking.

What if there is an emergency?
You will be given full guidance on what to do in the event of an emergency and how to get in touch with the University's Security Team. The main campus has 24 hour security, 7 days a week and all security guards are first aid trained.

How do I get in and use equipment?
After the application form on the next page we have included all the information you should require to gain access to your room and how to work the equipment if you need to use it. If you have any further questions just email us on equality@plymouth.ac.uk or call 01752 588261

Do I need to pay a deposit?
No. Room hire is free of charge with no deposit necessary and is hired out at the University's discretion. If, at any point, we have concerns about how the space is being used we will revoke the room hire.

Do I need special insurance?
You should already have public liability insurance; however, all buildings and activities going on in them (bar the exceptions already listed such as an exercise class) are covered under the University's Insurance. You will need to undertake your own risk assessments for activities you are leading.

University of Plymouth
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Community Room Hire

APPLICATION FORM

Organisation Name:	
Contact telephone:	
Contact Email:	
Name of contact:	
Requested Date(s):	
Requested Time(s):	
Anticipated group size:	
Intended purpose for hired space:	
Are there any access requirements?	
Do you have any specific requests? (eg. Tables, lecture theatre, a particular building)	

Will you need to use University IT equipment (projector, PC etc.)?	Yes	No
Are you a none-profit organisation?	Yes	No
Are you aligned to any political party?	Yes	No
Are you using the space for physical activity (such as an exercise class)?	Yes	No
Are you over 18?	Yes	No
Do you have public liability insurance?	Yes	No
Has all equipment you will be using been PAT Tested within the past 12 months?	Yes	No

For room hire, you agree that:
- You will be using the space for the good of the community; it may not be used for any illegal or immoral purposes or anything that can cause public nuisance
- You will not be using the space for performance, physical activity or anything that risks physical harm
- You will not be engaging in discriminatory language or behaviour
- You will not cause any damage to the space and you will follow all safety guidelines.
- The University reserves the right to refuse to accept any application for Hire and the University can revoke room hire at any time should there be cause for concern over its use.

Once completed, email this form to equality@plymouth.ac.uk. You will receive a response within three working days; your booking is not confirmed until you have received the room details in a confirmation email from us.

Accessing your hired space

Once you have received your confirmation email, you will be given the details of the room(s) you have been allocated. At 17:00 every day, all University buildings automatically lock for security reasons; if your hiring period is after 17:00 then we will arrange for the space to be left unlocked. If your space is not unlocked or a member of the security team have not arrived to unlock it within ten minutes of your booking, call them on 01752 588400.

Fire Safety

In the event of a fire:
- Immediately leave the building via the nearest exit,do not stop to collect belongings
- Congregate outside, away from the building
- Security and the fire service will automatically be called
- Do not re-enter the building until you are told it is safe to do so

IT Support

You must let us know in your room hire application form whether you will need to use our IT services as part of your hire; this includes the use of PCs and projectors in rooms.

You will be given a 'Guest log-in' via email to use the computer in the room if necessary at least 24 hours before your hire; please keep this safe.

We will give you detailed instructions on how to use the equipment in the room should you require it; there will no technical assistance available if your booking is after 17:00 and before 09:00.

First Aid & Medical Emergencies

All security staff on site are First Aid trained, should you need assistance you can call them on one of the numbers below:
- In an emergency, call: 01752 583333
- For routine matters, call: 01752 588400

If it is a medical emergency, dial 999 and follow this with a call to the emergency security number on 01752 583333.

Risk Assessments

You are responsible for undertaking your own risk assessments for the activities you will be leading the University takes no responsibility for this.