Beacon House Meeting Room Acceptable Use Policy

Meeting Rooms 1 & 2

1. Room bookings can be made by University of Bristol students and staff.
2. All bookings are subject to availability and numbers must not exceed the recommended occupancy.
3. Rooms are designed for larger groups; if there are fewer than six in a group there may be more suitable rooms within libraries that students can use.
4. Any faults with furniture and equipment must be reported to reception.
5. The University cannot take responsibility for any personal belongings left in the meeting rooms.
6. Meeting rooms are located within study spaces and there is the expectation that those using them will respect the needs of other building users to study quietly.
7. The meeting organiser/event host is responsible for ensuring that non UoB visitors sign in at the Reception Desk.
8. In the event of an emergency evacuation the meeting organiser is responsible for ensuring that attendees leave the building immediately and making their way to the Fire Assembly Point.
9. Hot food must not be consumed in any of the meeting rooms.
10. Rooms must be vacated by the end of the agreed period. It may be possible to extend room bookings subject to availability but this should be done via the reception desk prior to the end of the original booking slot.
11. Meeting rooms must be left clean and tidy and furniture re-arranged.

Seminar Room

1. Room bookings can be made by University of Bristol students and staff.
2. The meeting organiser must provide details of the event and the number of attendees when booking the seminar room.
3. The meeting organiser/event host is responsible for ensuring that non UoB visitors sign in at the Reception Desk.
4. All bookings are subject to availability and numbers must not exceed the recommended occupancy.
5. Any faults with furniture and equipment must be reported to reception.
6. In the event of an emergency evacuation the event organiser is responsible for ensuring that attendees leave the building immediately and making their way to the Fire Assembly Point.
7. The University cannot take responsibility for any personal belongings left in the meeting rooms.
8. Hot food must not be consumed in the seminar room.
9. The seminar room must be left clean and tidy and furniture re-arranged.