

Student Education Service  
**Teaching Space**  
**Conditions of Hire**

The making of the booking will imply acceptance by the organisation or group concerned of the following conditions:

1. You may after initial discussions be offered a provisional booking. This booking is not binding upon the University until a follow up booking confirmation email is sent to you.
2. The University reserves the right to alter quoted charges at any time up to five weeks before the event for which a booking has been made.
3. The University reserves the right to cancel any booking of its premises at any time upon 7 days prior notice. The maximum amount of liability for the University upon cancellation shall be the return of any booking fee so far paid.
4. The University does not accept responsibility for loss of or damage to property brought onto University premises.
5. Except in cases of death or personal injury caused by negligence of the University, the person making the booking ("the Organiser") takes full responsibility for all liabilities that may arise from the booking of the University's premises (including damage to University property and injury to other persons). Insurance is advised.
6. In the case of a cancellation of a booking by the Organiser, at least 72 hours written notice must be given to Space Management & Timetabling. If this is not done the Organiser will be required to pay the whole booking fee.
7. The booking fee must be paid by the Organiser within 30 days of the invoice date.
8. The Organiser may not transfer the booking to any other persons. Only the organisation mentioned in the booking form, and their guests may attend the booked University premises.
9. If necessary the University reserves the right to provide suitable alternative accommodation to that which has been reserved.
10. Pets are not permitted on the premises. The University welcomes people with disabilities accompanied by clearly identified Assistance Dogs.
11. Neither the Organiser nor their guests shall interfere with or move any fire extinguisher at the University. The Organiser and their guests shall acquaint themselves with any instructions in case of fire or bomb alert which may be given to them or displayed at the premise and the situation of emergency exits.
12. The Organiser shall comply with the reasonable direction of any representative of the University and in any respect with regard to the use of the premises and at all times will permit all persons duly authorised by the University to enter the premises for any proper purpose subject to strict compliance with any special security arrangements.
13. Under the provisions of Section 43 of the Education (Number 2) Act 1986, the University has a duty to ensure that freedom of speech within the law is secured for members, students, employees, and visiting speakers. Organisers of events on University premises are obliged to advise the University of any meeting or session which may be "controversial" in terms of speaker(s) and/or content(s). The University publishes a Code of Practice on Freedom of Speech, which provides more detailed information; copies of which are available on request

from the Central Teaching Space, University of Leeds. The Organiser shall, and shall ensure that those attending their event shall, comply with the Code of Practice on Freedom of Speech.

14. The Organiser shall be responsible for the payment of all fees and royalties due to the Performing Rights Society and/or Phonographic Performance Limited and all other relevant persons, firms and corporations. The Organiser when playing music or using audio and/or projection equipment must make sure that it in no way interferes with or causes any disturbance to the University. In any cases of complaint the University's decision will be final. No Organiser may use the premises for the exhibition of television and shall not without the previous written consent of the University, by telegraph, telephone, television or wireless or any other means transmit from the premises or permit the transmission therefrom of any commentary thereon. Furthermore, the Organiser shall not without prior written consent, produce at any place outside the premises the audio or visual reproduction of any event taking place in the premises, or the subject matter of any exhibition or other matter held; nor shall the Organiser take or permit to be taken any photographs within the premises without the previous written consent of the University.
15. The Organiser shall ensure that the premises are only used in accordance with the law. If any accident should occur or any incident giving rise to potential liability the Organiser shall immediately inform the Porter of the premises.