Terms of use for Scala Hall

All committee members/student leaders are responsible for ensuring any members of your group participating in activity at Scala Hall adhere to these terms of use at all times.

Any procedures that are not followed may result in group or individual access being revoked.

General Rules for Use

- Capacity of the space is 60 persons at a time – this must not be exceeded
- Spaces should be left clean, tidy and free of rubbish. Please use the recycling bins as appropriate
- Fire doors should NOT be propped open at any time
- Access doors should NOT be propped open, nor held open for non-group members or non students to gain access
- Windows should NOT be opened at any time
- Noise should be kept to a minimum – this is a residential area with neighbours in close proximity
- It is strictly prohibited for students to consume alcohol in the premises
- Individuals must ensure all doors are closed and secure when leaving
- If Scala has been booked for a specific activity then those already in the space may be asked to leave

Rules of use for group/activity bookings:

- Groups must have an approved risk assessment before use
- Groups must have read the Scala Hall-specific risk assessment before use
- Groups must adhere to the fire safety and evacuation notices (displayed throughout the building)
- If using the kitchen, groups must complete both the kitchen opening and closing checklists
- All bookings must be finished, and spaces vacated by 21:00
- Committee members/student leaders must ensure all doors are closed and secure when leaving

Access and Bookings

- Committee members/specified student leaders will be granted access via their library card. This means at least one committee member will need to be present at each booking

- Committee members/specified student leaders must request bookings from their group email via their respective area (i.e. Societies, Sports, Arts, Volunteering)

- If you arrive prior to your booking start time, please be respectful of those who may be still be using the space whilst you wait

- If you find that the space is not in a clean and tidy condition upon your arrival, complete a 'Report an Issue' form via the QR codes

- Ensure that you finish your booking by the end time including the completion of the following:

  o Leave the space clean, tidy and free of rubbish

  o Remember to take any food/perishables with you

  o Complete the kitchen closing checklist

  o Ensure all the doors are closed

Contacts in case of emergency or access issues:

University security- contact via the SafeZone App or on 01225-385349 (Non-Emergency) or 01225-383999 (Emergency).