## CONDITIONS OF USE

1. Facilities will not in any circumstances be granted for religious, political or commercial purposes.
2. Application for use of facilities must be on the official form which must be submitted to the Estates Department, normally not less than 14 days before the date of the proposed use.
3. No use of facilities may be made without the prior consent of the Estates Manager.
4. The person(s) named as responsible in the application will be held entirely responsible for the conduct and supervision of all persons involved, for the termination of use at the hour specified, and for any damage or loss caused to the premises or property arising out of such use. The College reserves the right to make good such damage or loss and to recover the cost from the user.
5. All use of facilities must take place on the day and between the time stipulated in the approval. Premises must be completely vacated fifteen minutes after the agreed time. Failure to comply with this condition may result in the future use being refused.
6. The College’s consent to use of facilities on a seasonal basis will lapse automatically on 30th June. A new application will be required for use of facilities during the following year.
7. College owned equipment is not available to users unless specifically authorised beforehand.
8. The College must be satisfied that users of specialist accommodation or equipment are suitably qualified and experienced in its use.
9. Intoxicating liquor may not be sold or consumed on premises without the prior approval of the Board of Governors and the Director (Note: The sale of intoxicating liquor in unlicensed premises is prohibited).
10. All irregularities, damage and loss relating to the facilities and College owned property must be reported to the Estates Manager within 24 hours of occurrence.
11. Cancellation of a booking must be notified to the Estates Department as soon as possible and in any case not later than three days before the date of use.
12. Where an organisation has been granted use of facilities free of charge and fails to attend without giving proper notice of cancellation a charge may be made by the College.
13. All charges become payable immediately on receipt of letting agreement.
14. No facilities, other than that authorised, may be used, disturbed or entered into.
15. All approvals are subject to cancellation by the College without notice. (This right will not, however, be exercised unless absolutely necessary).
16. The College shall not be responsible for any loss, damage or injury to items of personal property of the applicant (or the applicant’s invitees).
17. The College shall not be responsible for any loss, damage or injury to any property or person or persons (including the applicants invitees) suffered by reason of any act, neglect or default of the user.
18. Organisations applying for use of premises must have Public Liability Insurance to cover its own liabilities.