

UNIVERSITY OF BRADFORD

**ROOM BOOKINGS**

(Ancillary Services Division)

**Terms and Conditions of use of University  
Accommodation and Associated Services**

1. It shall be the responsibility of the organiser(s) of any function held in any part of the University to ensure that the function
  - (a) is conducted in a lawful and orderly manner, such that no nuisance or annoyance is caused to the University or others lawfully on the University's premises and that the University's name or standing is not brought into disrepute, and
  - (b) is carried out in accordance with the terms and conditions of any licences by which the function, or any part of it, is permitted.
2. The organisers shall ensure that the University is informed at least 21 days in advance of any meeting or other event at which the speaker or the subject matter to which the meeting or event relates, is of such a nature that difficulties might be created for the University in the discharge of its legal responsibility to ensure that freedom of speech within the law is secured for persons using its premises.
3. The University accepts no responsibility for loss of, or damage to property brought on to University premises. Except for any liability resulting from negligence and as required by law, the University shall not be liable for any consequential or other loss, damage or injury howsoever caused which may arise out of or in connection with the use of University premises by the Organisers(s), their agents, servants or contractors, or those participating in the function.
4. The organisers shall accept full responsibility for making good any damage caused to the premises, furniture, equipment or other property of the University by the organiser(s), their agents, servants or contractors, or those participating in the function, and for the cost involved in any substantial alterations of the normal furniture layout of the accommodation to be used or where more than normal costs are involved in cleaning it and restoring it to order after use.
5. The organisers shall be liable for and shall indemnify the University against any claims in respect of death, injury, loss or damage where any such claim is caused by or arises by reason of the acts, omissions or negligence of the organisers, their agents, servants or contractors, or of those participating in the function.
6. The University shall provide accommodation, catering services and other services specified in writing in the booking and which the University has undertaken in writing to provide, except that it accepted no liability for any loss to the organisers due to failure of electricity, heating systems, water supplies, fire, flooding or for any other cause beyond its reasonable control which may cause the University's premises or part of them to be temporarily closed or the booking to be interrupted, interfered with or cancelled.
7. Unless subsequently agreed in writing the charges relating to the booking shall be those expected to be current at the time of the conference/course/event. However, the

University reserves the right to vary the charges from those confirmed at the time of booking by giving notice to the organisers not less than 10 weeks in advance of the commence of the conference/course/event.

8. An official University function will take precedence over all other bookings, if necessary causing the cancellation of the firm booking of any other organisation, subject normally to the latter being given one month's notice of cancellation; in the event of such a cancellation the University will consider the indemnification of the organisation against any financial loss incurred.
9. Room reservations must normally be made by Thursday of the week preceding that in which the function is to be held. All reservations will be confirmed in writing, on receipt of a copy of these Terms & Conditions of Use duly signed. Cancellation of a booking must be received 14 days prior to the booking; a cancellation received thereafter will normally be subject to a cancellation fee.

Reputation of the University:

1. The University reserves the right to refuse any booking which, in its sole opinion, may bring the University into disrepute, lower its academic standing or expose it to risk of prosecution.
2. We reserve the right to decline bookings from organisations offering self-accredited degrees or other qualifications if there is the potential perception by the public that they are University of Bradford qualifications, or that the University of Bradford has endorsed them by making available its facilities.
3. You must disclose in full the nature and purpose of the event at the time of booking. If you fail to disclose facts which would have caused the booking to be refused, the University reserves the right to cancel the booking unilaterally and without compensation.

I/We declare that I/We have read and accept the Terms and Conditions.

Signature.....

Date.....

On behalf of.....

(company, organisation, etc., as appropriate)

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FOR OFFICE USE:

DATE OF EVENT:

ROOM(S) BOOKED:

NOTES: