

Terms and Conditions for using The Gilchrist Postgraduate Club Seminar Room

1. Only current Postgraduate students and staff of the University of Glasgow will be allowed to hire the Seminar Room in the Gilchrist Postgraduate Club. The Seminar Room can only be used for events that are beneficial (either socially or academically) to the postgraduate community at the University of Glasgow. These Terms and Conditions must be read before the booking form is completed.
2. A £100 deposit in the form of cash or cheque must be paid at the SRC Welcome Point at, or before, the time of booking the Seminar Room. For those who are having a member of University staff accept liability (or for University staff who are booking the Seminar Room) an email must be sent to gilchristpgclub@src.gla.ac.uk accepting liability to any theft or damage to items within the Seminar Room, and the room itself, instead of the £100 deposit. This liability email will be used for all future/repeat bookings that the School or individual makes. This will be held for 12 months from the first booking and then the liability will expire.

For use of the AV equipment, please allow an extra 30 minutes at the start of your booking time for staff to set up the equipment and test it to ensure everything is working correctly.

If your booking is outwith office hours Monday to Friday, staff will need to set up the AV equipment at 4:30pm (Monday to Thursday) or 3:30pm (Friday). It is the person/group's responsibility to inform staff of exactly what AV equipment they will need.

If cash or a personal cheque is paid as a deposit, then the Seminar Room can only be hired by the person who left the deposit. That person/group is responsible for ensuring that all who attend the event within the Seminar Room adhere to all of these Terms and Conditions. Cheques will automatically expire after 6 months. Your deposits will not be refunded if the following conditions are not adhered to:

- a) The Seminar Room must be kept in a clean and tidy state at all times.
 - b) The tables and chairs should be returned to their original position, as stated by the poster on the door.
 - c) Smoking is strictly prohibited within the Seminar Room and within the building at all times.
 - d) Any damage to furniture or equipment should be reported to the SRC Welcome Point.
 - e) The fire alarm should not be set off except in the event of a fire.
 - f) If using AV equipment, at the end of the hire period please ensure that all equipment is switched off and stored away correctly.
 - g) At the end of the hire period please contact a member of staff from Hospitality Services within the Gilchrist Postgraduate Club so that the Seminar Room can be locked appropriately.
3. Those attending an event may consume food and drink purchased from within the club in the Seminar Room. Alcoholic beverages will be permitted within the Seminar Room but they must be purchased from the bar or through Hospitality Services. **Under no circumstances can alcohol be brought into the Gilchrist Postgraduate Club and consumed.**
 4. The Seminar Room will be opened 15 minutes prior to the start of hire and will be locked 15 minutes after the period of hire has ended. Please ensure all those attending are made aware of this and that no one will be able to gain access to the room before this period. Please bring a copy of your booking form with you. Anyone without a booking form will not be permitted to use the Seminar Room.
 5. You can collect your deposit 5 days after the booking has taken place from the SRC Welcome Point.