

Room Booking Agreement

Completion of an application for facility use is subject to the conditions set out in the Conditions of Room Booking and adherence to the attached Requirements Relating to Covid-19.

It is open to the University to accept or reject an application at its absolute discretion. In the event of termination due to the failure of the applicant to fulfil the requirements of the *Conditions of Room Booking at University College Cork Document* and/or the *Requirements Relating to Covid-19*, no liability shall attach to UCC for any loss howsoever incurred.

The University reserves the right to offer alternative accommodation of similar standard for events scheduled to its rooms, and will not be liable for any damages resulting from such changes.

I have read and understand the foregoing/following and I apply to book a room on these conditions.

If an individual is either (a) unwell; (b) displaying any symptoms of COVID-19; (c) in self-isolation for any reason related to COVID-19; (d) in receipt of advice to restrict their movements; or (e) suspects/confirms they may have contracted COVID-19, they must not attend the University campus. You hereby confirm that you will inform all attendees of this requirement.

SIGNED: _____

On behalf of: _____

Date: _____

I have returned the ‘Attendee List’ to the Room Bookings Office in accordance with the Requirements Relating to Covid-19. YES/NO

Room Booking Agreement – Requirements Relating to COVID 19

The COVID-19 Pandemic continues to evolve very quickly. Whilst public health restrictions have suppressed the spread of COVID-19, the virus has not been eradicated. As such, you acknowledge that the risk of infection from COVID-19 remains in the community. It is important to ensure you continue to get the latest up to date health advice and information from reliable national and international authorities: Health Service Executive <https://www2.hse.ie/coronavirus/> and the Government www.gov.ie

All individuals/parties, who book rooms via the Room Bookings Office, are responsible for ensuring they and the attendees at their event uphold the current HSE and Government advice, guidelines and regulations, in relation to COVID-19 for period of their booking/s, with particular attention to 2 metre physical distancing, face coverings where required by public health guidance, hand hygiene, coughing and sneezing etiquette and the maximum permitted number of attendees for an indoor gathering in the nature of the activity for which you have booked the room (as stated in current public health guidance).

UCC will implement the HSE and Government advice, guidelines and regulations, in relation to COVID-19 at all times. You and individuals attending your event must also adhere to the General COVID-19 Infection Control Measures which apply in UCC while on campus (as appended to this document and as updated from time to time).

All individuals/parties are required to fill out and return the ‘Attendee List’ to the Room Bookings Office, UCC prior to the event/reoccurring bookings, to document the names and contact details of those present at the agreed date, time and room, for the purpose of contact tracing if required. On the day of the booking, the co-ordinator of the booking is responsible to take a record of attendance and inform the Room Bookings Office of any changes in terms of attendees. Please see ‘Attendee List’. You shall inform attendees that the Attendee List is for the purposes of maintaining contact tracing records and will be shared with UCC. The Attendee List will be retained for a minimum of 4 weeks.

The event organiser is required to carry out a COVID-19 Briefing to all attendees at the start of the event to include details of COVID-19 precautions in place for the event and details of what to do if someone becomes ill or believes they may have COVID-19 during the event.

Failure to return the ‘Attendee List’ prior to the event and to adhere to the Health Service Executive, Government and UCC guidelines may result in UCC cancelling your booking(s).

If an individual is either (a) unwell; (b) displaying any symptoms of COVID-19; (c) in self-isolation for any reason related to COVID-19; (d) in receipt of advice to restrict their movements; or (e) suspects/confirms they may have contracted COVID-19, they must not attend the University campus. You must inform all attendees of this requirement.

UCC General COVID-19 Infection Control Measures

In order to protect the health of the University community and to minimise the risk of spread of COVID-19 the following general controls are to be adhered to when accessing any University building.

Existing fire and occupational health and safety regulations must continue to be adhered to.

General Requirements

1. Adherence to Irish Public Health guidance at all times.
2. Access to and exit from any building is only through the entrance signposted and /or specified in the building layout provided to you.
3. Where possible have open ventilation in all areas (except for toilet areas).
4. While any individual should not attend the University if displaying any symptoms of COVID-19, if a person displays symptoms or believes they may have COVID-19 whilst at the University you must have in place a procedure for dealing with a suspected case of COVID-19 and shall furnish a copy of same to UCC on request. You shall as soon as possible notify UCC General Services (021) 4903111 if your procedure has been activated so that UCC may take appropriate steps to have the room you were occupying for your event cleaned.

Physical Distancing Requirements

Public health guidelines require a distance of 2 metres or more, between people, where possible, when carrying out any task. Attendees at your event are to:

1. Avoid physical contact including hand-shaking.
2. Observe 2 metre social distancing where possible.
3. Have attendees use face coverings where required based on public health guidance. Face coverings are recommended by the University for all when in indoor open spaces especially when moving through corridors and where it is difficult to maintain 2m physical distance. Exemptions from the recommendation to wear a face covering may apply in some circumstances as detailed in the guidance of the Health Service Executive: <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>.
4. Observe and follow all directional and other guidance signage within the building(s) and campus.
5. Follow any one-way system or marked lanes in place to separate the flow of people.
6. Adhere to room occupancy limits as displayed outside each room and in any event not exceed the maximum number of attendees for an indoor gathering in the nature of the activity for which you have booked the room (as stated in current public health guidance).
7. When entering/exiting any doors, please look left and right and proceed if clear.
8. Do not congregate near entrances and exits.
9. Keep 2m away from lift discharge points and stair access points.
10. Minimise use of lifts or use them for the movement of heavy goods and impaired persons if possible. Lifts should be only used by one person at a time.

11. When using a lift or stairs, please ensure that the lift is free or the stairwell is clear. Adhere to related signage instructions where one-way systems apply.
12. If you see someone approaching any door, please stand back until they are clear.
13. Where possible, walk on the left hand side of the corridor and/or stairs.
14. Ensure the room is adequately ventilated during your event (e.g. open windows).

Hygiene

It is important that attendees practice good hygiene at all times. Attendees are to:

1. Wash their hands with soap and water or sanitise with an alcohol-based hand rub regularly and in particular:
 - before and after eating and preparing food
 - after coughing or sneezing or blowing of one's nose
 - after using the toilet
 - before smoking or vaping
 - where hands are dirty
 - before and after wearing gloves
 - before and after being on public transport
 - before leaving home
 - when arriving/leaving the workplace/other sites
 - after changing tasks
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
2. Not share pens/stationary and objects that touch their mouth, for example, bottles or cups
3. Practice good respiratory measures to limit the spread of the virus including:
 - avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin

Conditions of Room Booking at University College Cork

1. Booking Confirmation

All booking applications must be made in writing, via email to the Room Bookings Office at least 4 weeks prior to your event. By applying, you confirm that you have read and understood the conditions laid out in this document.

2. Cancellation

Cancellation of your event, whether there is a room hire charge or no room hire charge, must be notified in writing, via email to the Room Bookings Office at least 4 weeks prior to the event. Any service cost incurred by the university due either to your failure to cancel your event, or the late cancellation of your event (Security Staff on overtime, cleaning etc.), will be billed to you.

3. Room Layout

The client is not permitted to change the layout of centrally booked lecture and meeting rooms. By prior arrangement with Security Staff, through the Room Bookings Office, the layout of the Aula Maxima (and in special circumstances, other teaching/meeting rooms) can be custom configured for your event. In some cases, a charge will apply for this service. Layout information must be supplied to the Room Bookings Office when booking your event. In these cases, it will be the responsibility of Security Staff to convert the layout to its next configuration.

Please Note:

Special Safety arrangements must be applied to large halls fitted out with loose seating in concert/conference mode. Room layout arrangements are undertaken by the General Services Security Staff only, who comply with UCC Health & Safety Procedures.

It is not permitted to remove furniture from University rooms or to move furniture from one room to another under any circumstances. If you encounter difficulty with furniture in a centrally booked lecture or meeting room, please contact the General Services Security Staff immediately.

4. Food/Drink Consumption & Smoking

Smoking is prohibited internally in University buildings.

It is not permitted to consume food and/or drink in University rooms.

In exceptional circumstances, catering may be ordered to a centrally booked lecture or meeting room, from the University caterers (Kylemore Catering: 021-4902675). It is then the responsibility of the group using the room to prepare the catering materials for collection by the caterers. In the case of the latter, tables and catering points, including electrical supplies to same, may not reduce the effective width of the escape route, encroach on exits or constitute trip hazards or danger to building users.

Please note:

Prior to entering into any catering arrangement for centrally booked lecture or meeting rooms, confirmation must be sought from the Room Bookings Office as to the feasibility of accommodating catering in or outside of the room.

5. Room Condition after Event

It is the responsibility of individuals/groups to remove all materials brought to a room for an event (for example, posters, hand-outs, flower arrangements etc.). Individuals/groups will be invoiced for any additional cleaning/waste disposal costs caused by their event.

6. Special Requirements

Should you have any special requirements for your event (for example, disabled access requirements etc.) these must be discussed with the Room Bookings Office at the time of booking to assess feasibility as a number of the central teaching facilities in the older buildings are unsuitable for people with disabilities. If special requirements come to light less than four weeks prior to the event, then the University cannot guarantee that such requirements will be met, and will not be held responsible for any resulting circumstances.

Please note:

Due to the constant changing nature of campus, ongoing building development and associated restrictions, it is imperative that you meet with the General Services Duty Officers prior to your event if you have any special requirements.

7. Damage

The organisers of an event shall be liable for any damage resulting from the event to furniture, fittings, fixtures, equipment or any other property of University College Cork.

8. Service Charge

There are two possible service charges (in addition to room booking charges where applicable) relating to the booking of central lecture and meeting rooms. These are for (1) security staff and (2) additional cleaning:

(1) A service charge applies for security staff if:

- A building is open outside of its normal opening hours.
- Any circumstance where extra security staff is required due to the nature of the event.

(2) A service charge applies if additional cleaning is requested by your organisation..

This could arise when:

- The event is taking place in the evening and the most recent cleaning will have taken place before 9am that morning.
- The cleaning tasks to be undertaken for the event are additional to the regular scheduled cleaning tasks.
- Any cleaning required after the event to restore the room to its pre-event condition

9. Advertisement and Signs

Where an event is taking place in the University, University College Cork expressly prohibits any organisation from inferring in any advertisement or otherwise that the event is organised or endorsed in any way by the University. The event organiser shall be permitted to use the name of the University solely in the context of stating the venue of the event. Any other use of the University's name, symbol, trademark or logo is strictly prohibited.

It is the responsibility of the Event Organiser to ensure that any advertisements or signs for the event are removed in compliance with the Litter Pollution Act, 1997. University College Cork does not accept responsibility or liability for any advertisements or signs which contravene The Litter Pollution Act 1997 and any fines received by the University in this regard shall be remitted to and discharged by the Event Organiser.

10. Start and End Times of Events

It is the responsibility of groups and individuals to supply the correct start and end times of events (for each day of the event) to the Room Bookings Office. These times determine the opening and closing times of the rooms booked and possibly the building in which the room is located.

11. Event Set-Up/Set-Down

Equipment may not be left overnight in central teaching rooms unless by prior arrangement. Please discuss with the Room Bookings Office at the time of booking but note very limited opportunities will exist in this regard. Equipment and combustible materials may not be left unattended in circulation / escape routes either prior, during or after events. Please note University College Cork does not accept responsibility for any loss or damage to your equipment.

12. Guest Speakers/VIPs

It is the responsibility of the organiser to inform the Room Bookings Office if there is any possibility of controversy/protest/civil disorder in relation to the event or any participants.

13. Parking

Visitor car parking on campus is very restricted. Consequently, visitors are encouraged where appropriate to use public transport or taxis. It is the responsibility of event organisers to notify participants of the parking situation. Parking facilities can be viewed on <https://www.ucc.ie/en/discover/visit/parking/>

Illegally parked vehicles may be clamped.

Please Note:

Visitors who are unable to obtain parking on the campus are requested to pay due regard to the access needs of the residents in the area surrounding the campus. Prepaid disc parking controls operate on most of the on street parking in this area.

Visitors with disabilities are permitted to access campus whenever possible on request at the vehicular entrance to the main campus. A number of designated marked spaces on campus are solely for the use of people with disabilities.

14. Audio Visual Equipment

Should you require additional technical equipment or advice for your event, you must contact the Audio Visual Media Services at UCC (021-4902596 or avms@ucc.ie). Charges may apply for Audio Visual Media services.

It is advised to contact the Audio Visual Services prior to your event to ensure all the audio visual equipment is in working order.

15. Wi-Fi

Wi-Fi login information can be requested for your booking by contacting the Room Bookings Office at roombookings@ucc.ie or 021 – 490 3588.

16. Flip Charts

Flip-chart stands (not paper & pens) can be booked in advance of your event through the Room Bookings Office. These stands are available on a first-come-first-served basis.

17. Insurance

You shall put and keep in place, for the duration of the use of facilities at UCC to cover the use of the facilities by you and your employees and invitees, policies of employers' liability

and public liability insurance in the sum of €13 million and €6.5 million respectively with a specific indemnity in favour of UCC endorsed on said policies. Copies of the policies shall be furnished to UCC at least 7 days in advance of the event. Please note that the University accepts no responsibility for loss or damage to property whilst on campus.

18. Exhibition and Registration Desk Space

Due to Fire and Safety regulations the availability of such space in circulation routes/escape routes outside central teaching and meeting rooms is limited. If you require such facilities, please discuss this with the Room Bookings Office at the time of making your booking.

19. Safety Procedures

There is a Fire Action notice affixed to the wall adjacent to the lectern of every central teaching and meeting room in UCC. This notice outlines the procedure to be followed if the fire alarm operates. It is the responsibility of every group facilitator/lecturer to draw the attention of the group to the notice. Please find a copy of this notice enclosed. This should be read to your group, inserting the correct Assembly Area from the notice on the wall of the room booked. Emergency exits should be pointed out to participants before the event or session begins. Aisles and exit doors must be kept clear at all times.

Electrical cables or other trip hazards shall not be run across escape routes.

20. Capacities of Central Teaching and Meeting Rooms

Each central and meeting room has a maximum capacity. This is the maximum number of people that should be in the room at any given time. It is not permitted to exceed this capacity. Standing or sitting in the aisles or placing of briefcases/luggage in aisles is prohibited. Irrespective of the usual maximum meeting room capacity, an event/meeting shall not exceed the maximum number of attendees for an indoor gathering in the nature of the activity for which you have booked the room (as stated in current public health guidance).

21. Service Requirements / Reporting difficulties with Rooms or Room Bookings

Should you experience difficulties with central teaching/meeting rooms, or with your booking on the day of your event, the first step is to make your difficulty known to the closest Security point. Security staff will then attempt to resolve your difficulty as quickly and efficiently as possible.

If a Security staff member is not at the Security point, contact a General Service Duty Officer at tel. 021-4902266.

On the next working day after your event, you should report your difficulties to the Room Bookings Office. The Room Bookings Office, in consultation with the General Service Duty Officers on duty at the time of your event, will attempt to establish the cause of your difficulties, and will take any action required to ensure that further difficulties are not encountered.

22. Accidents/Dangerous Occurrences

Please report to the General Service Duty Officers on duty so that the relevant forms may be completed prior to leaving the precincts.

Contact Telephone Numbers: -

Room Bookings Office	021 - 4903588 / 4902123
General Services Office	021 - 4902265

General Services Supervisors 021 – 4902266/2722
Audio Visual Media Services 021 – 4902596

23. Termination

If you are in breach of any of the conditions herein contained, then the University may immediately terminate this Agreement, but without prejudice to any claim in respect of any antecedent breach of any condition herein contained.

University College Cork

Fire/Emergency Assembly Areas

All College Houses/ College Road/Perrott Avenue/ Donovan’s Road/ Western Road.

(1) One Fire/Emergency Assembly Area – In front garden of each house.

Aras Na Laoi

Two Fire/Emergency Assembly Areas:

- (1) To front of building in car park area.
- (2) To the rear of the building near the Biosciences Building.

Brookfield Health Sciences Complex

Four Fire/Emergency Assembly Areas:

- (1) To left of under-croft car park entrance.
- (2) To the right of waste yard.
- (3) In paved area opposite Main restaurant.
- (4) In large paved area outside Main Entrance.

Boole Library

Four Fire/Emergency Assembly Areas:

- (1) To the right front of building on paved area by Presidents Garden.
- (2) In the rear courtyard.
- (3) To left of Main Entrance to Concourse and lecture theatres, Boole 1, 2, 3 & 4.
- (4) At the rear of the new post graduate library by Disability Support Centre.

Cork Enterprise Centre

Two Fire/Emergency Assembly Areas:

- (1) In car park opposite main entrance.
- (2) In car park to right of building.

Civil Engineering

One Fire/Emergency Assembly Area:

- (1) To right of main entrance by Staff Restaurant.

Connolly Building

One Fire/Emergency Assembly Area:

- (1) In car park (Bro. Connolly Building)

Cavanagh Pharmacy Building

Two Fire/Emergency Assembly Areas:

- (1) In car park by Food Science (Dual Sign).
- (2) In green area to right of College Road entrance.

Distillery House

One Fire/Emergency Assembly Area:

- (1) In small garden to left of main entrance.

Electrical Engineering Building

Two Fire/Emergency Assembly Areas:

- (1) In car park at the front of the building.
- (2) In car park at the right of the building.

Food Science and Technology

Four Fire/Emergency Assembly Areas:

- (1) By Biosciences Building.
- (2) In car park by processing block.
- (3) By exit near glasshouses (Green area).
- (4) To right of Block E by Aras Na Laoi (Gaol Walk side).

Geography Building

One Fire/Emergency Assembly Area:

- (1) In car park by external fire escape.

Kane Building

Three Fire/Emergency Assembly Areas:

- (1) On roadway opposite main entrance.
- (2) In car park at northern end.
- (3) In car park by Gaol Walk.

O'Rahilly Building

Three Fire/Emergency Assembly Areas:

- (1) To front of main entrance on paved area.
- (2) To rear of building in Courtyard by coffee shops.
- (3) In roadway by Honan Chapel.

Quadrangle Buildings

Four Fire/Emergency Assembly Areas:

- (1) Opposite East Wing.
- (2) Opposite North Wing.
- (3) Opposite West Wing.

All located in Main Quadrangle.

Aula Max

One Fire/Emergency Area

- (1) Located in Car Park to rear of North Wing.

Western Gateway Building

Four Fire/Emergency Areas:

- (1) West side Victoria Cross end corner of building
- (2) West side by river corner of building
- (3) West side City end corner of building
- (4) South side City end corner of building.