***Societies and Clubs Space Rules - Student Hub***

**Use of Space**

* Smoking and the use of e-cigarettes is prohibited in the building and in the immediate area outside the Societies and Clubs space.
* Beverages are allowed but only in sealed travel mugs.
* Food is not permitted in the space
* All rubbish to be disposed of in designated waste bins and all workspaces and areas to be left as they were found.
* Refrain from reserving spaces in the space. This is a communal area.

*The space rules sanctions are outlined on page two in this document*

**Conduct within Space**

*Students can expect:*

* A space conducive to Societies and Clubs Committee work/ collaboration and networking.
* A safe environment that meets acceptable standards of health, safety and cleanliness.
* Their needs to be addressed regardless of gender, disability, religion, race, age, marital or family status or sexual preference.
* To participate fully in University activities without fear and free from discrimination.
* To be treated with courtesy and respect in an environment free from harassment and abuse of power.

*The Societies and Clubs Office can expect Students:*

* To treat all staff and fellow students with courtesy and respect without regard to gender, disability, religion, race, age, marital or family status or sexual preference.
* Not to harass or discriminate against staff or other students.
* To immediately advise appropriate staff if they have concerns for their personal safety.
* To adhere to the highest ethical standards in language and behaviour.
* To adhere to all general and academic rules, regulations and Codes of Practice as set down in University publications.
* To behave in a seemly and orderly manner.
* To be sensitive to the needs of others and consider the good reputation of the University

***Sanctions for breaching Space Rules:***

For the following rules, the three strike process outlined are the current sanctions:

* Beverages are allowed but only in sealed travel mugs.
* Food is not permitted in the space
* All rubbish to be disposed of in designated waste bins and all workspaces and areas to be left as they were found.

*Three strike process:*

First Strike: Written Warning to individual

Second Strike: Written Warning to individual and relevant club/society

Third Strike: Individual banned from the space for the remainder of the semester

*Remaining space rules:*

Reservation of Spaces:

Verbal Warning and asked to leave for the rest of the day

Printing of non-relevant documents:

The individual will be charged the printing costs and will be restricted entry to the space for a two week period

Breaching code of conduct as outlined in ‘*The Societies and Clubs Office can expect Students:’* section will not be tolerated. Implications of breaching the code will be at the discretion of the relevant executive.