It's My Campus! Policy

1.1   King's College London (KCL) has made it a priority to make our campuses as available for as much time possible to students, in order to promote student activities including free and open debate. Bookable rooms on campus are used primarily for teaching. However, once teaching needs are met, KCL will make available as many spaces as possible for student usage, notwithstanding advance bookings for external events. KCL is committed to supporting student societies and co-curricular activities on campus.

1.2   Students wishing to book a room should fill in the enquiry form https://internal.kcl.ac.uk/about/ps/estates/meetings-events/students-book-a-room

1.3   There is no charge for usage of standard AV or IT equipment that is installed in KCL rooms. Standard equipment is a data projector/LCD screen, PC with audio and network connection, visualizer, overhead projector or flipchart. If non-standard equipment is required, or if AV support is required outside of core AV hours (9.00 – 17:00 Monday-Friday), a charge may be levied, with a reduced rate charged to student societies regardless of their affiliation to KCLSU. Bookings should be made using the online booking form: https://internal.kcl.ac.uk/it/av

1.4   Limited self-catering is permitted, i.e. soft drinks & snacks, provided that the room is cleared at the end of the event. Any other catering should be booked through King's Food: https://internal.kcl.ac.uk/about/ps/estates/Kings-Food/Hospitality-and-catering. No alcohol is permitted unless booked through King's Food.

1.5   Student room bookings will not pay room hire charges. If King's Venues decides that there is a need for a security presence, the charges for this will be waived.

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1.7   If external speakers are involved procedures in the Room Bookings with External Speakers Policy should be followed https://www.kcl.ac.uk/policyhub/external-speakers-policy

1.8   Organisers must ensure that nothing in the preparations for, or in the conduct of, a meeting or activity infringes upon the law i.e. by conduct likely to cause a breach of the peace. For guidance, please refer to the KCLSU Safe Space Policy: https://www.kclsu.org/resources/kclsu/Safe-Space-Policy/

1.9   It is the responsibility of the organiser to ensure they are aware of fire procedures and in the event of a fire are responsible to instruct those in attendance to fire exits. Fire regulations can be found here: https://internal.kcl.ac.uk/about/ps/safety/fire-building/fire-safety

1.10   The event organiser will be responsible for ensuring that the room used for the event is left in a clean and tidy condition.

Approved by Ian Creagh, Head of Administration & University Secretary, December 2015