

ASTON PRESTON HALL OF RESIDENCE

PROCEDURES REGARDING THE USE OF HALL SPACES/ROOMS

1. All requests from students or external persons for the use of hall space must be done in writing to the Student Services and Development Manager (SSDM) at least two (2) week in advance of date when space is needed.
2. The SSDM or his/her nominee will make decision on the request and forward a written response to the Operation Supervisor.
3. The Operation Supervisor or his/her nominee will verify the availability of the space requested and communicate with the student or external party requesting the use of the space.
4. Should the space be available, the Operation Supervisor or his nominee may arrange for a site visit by external party.
5. The Operation Supervisor or his/her nominee will ensure that the space is prepared and ready for use for external party. In the case of a student's request, such student will prepare the space for use with relevant instruction from the Operation Supervisor or his/her nominee.
6. On the day when the space is to be used, the Operation Supervisor or his/her nominee, in the presence of the student/external party, by way of a checklist, will:
 - 5.1. check all items of furniture and fixtures in the space
 - 5.2. inspect the current state/condition of all items of furniture and fixtures in the space
 - a. inspect the state of the wall and floor
7. The Operation Supervisor or his/her nominee will record the use of the space in the Loans Book. The Book will have details such as: name of event, date of event, time of event, duration of event, venue of event, sign-out time, sign-in time etc.
8. The student/external party will sign in the Loans Book indicating that he/she is borrowing the space and is taking full responsibility for the space throughout the duration of the function.

9. The Operation Supervisor or his/her nominee will provide student/external party with any pertinent instructions that are needed regarding the use of the space
10. During office hours (between 8:30am and 4:30pm) the Operation Supervisor or his/her nominee will ensure that the space is open for use by the student/external party. If the time is outside of regular office hours, the key is made available by the Operation Supervisor or his/her nominee and #6 is followed.
11. Upon completion of the use of the space, the Operation Supervisor or his/her nominee, in the presence of the student/external party, will check the space to verify that it is left in a condition as agreed upon or as when it was given over to student/external party.
12. Both the Operation Supervisor or his/her nominee and the student/external party will sign the Loans Book to confirm that the space is in good condition.
13. Should the space be left in an unsatisfactory condition as determined by the Operation Supervisor or his/her nominee, the Operation Supervisor or his/her nominee will indicate this in the Loans Book in the presence of the student/external party.
14. The Operation Supervisor or his/her nominee will assess the area and assign a cost to recover the condition of the space.
15. The student/external party will be billed for the unsatisfactory condition of the space. The student/external party may be denied future use of space.