



**Request for use of rooms and other facilities at
Galway-Mayo Institute of Technology (GMIT)
(Conferences, meetings, public lectures,
social / cultural events, etc)**

ROOM BOOKING FORM

1. Name & Address of Entity Requesting to use the Facility:

E-Mail Address: _____ Contact Telephone No.: _____

Fax No.: _____ Web Address: _____

2. Description of User/User Group:

3. Purpose for which the facility is needed:

4.: Title of Seminar/Course/Conference

5. Rooms Required:

No of Rooms	Size of Group	Dates		Time – Start	Time - Finish
		Start	Finish		

6. Equipment

Item	Tick
Flip Chart	
Overhead Projector	
Data Projector	
Whiteboard	
Other (Please detail):	

Signed

Date

Authorised Signature

(Name in Block Capitals)

For: _____

(Name of Organisation in Block Capitals)



GENERAL CONDITIONS FOR EXTERNAL USERS

**Galway Mayo Institute of Technology (GMIT),
Dublin Road, Galway Campus**

1. Permitted Users

Provision is made for external users of facilities which support economic development, enterprise, culture and the community. Space is allocated on a first come basis as follows:

1. Accredited programmes/courses and research of GMIT
2. GMIT-sponsored activities and events (student, staff, alumni)
3. All other external organisations

External events are defined as those with a participation rate of less than 50% staff and students and are run by an external lead organisation. Civic, cultural, training, sporting, public and private organisations may be permitted to use GMIT facilities provided that the following rules are observed:

- Primary GMIT activities and events have priority.
- Funds raised in association with events may only be earned for not-for profit organisations and Students Union activities.
- The use of facilities are in accordance with the law and GMIT policies and procedures.
- Approval to use facilities does not necessarily imply approval of the aims and purposes of the sponsoring organisation nor the event being planned.
- The use of the facilities for religious services that are not predominantly attended by students, staff or faculty of the campus is not permitted. Political meetings and sectarian events or any gambling related events are not permitted.

- Any event considered by GMIT, at its sole discretion, to be potentially harmful to the public image of GMIT or could pose potential harm to facilities will not be allocated space.
- External groups wanting to rent facilities must be free of unresolved issues related to prior use.
- GMIT reserves the right, at its sole discretion, to deny use or continued use of its facilities to any person or organisation not complying with applicable policies or laws.
- Short-term and long-term leases are issued separately for continuous use of demised areas of the campuses for periods of over one month duration.

2. Affiliation

Galway-Mayo Institute of Technology (GMIT) prohibits the use of its name, acronym and logo by external bodies, without express permission. Individuals, companies, agencies and organisations who rent rooms and facilities from GMIT may not use the name Galway-Mayo Institute of Technology, the acronym GMIT and/or the logo of the Institute when advertising their courses in any medium - print, broadcast or electronic. The only exception will be to draw attention to the venue. The following wording will be used.

"The venue for the course is Room No.at Galway-Mayo Institute of Technology (GMIT), (insert address of campus). For further information please contact.....(insert name) at(insert telephone number)". The advertisement must state that the course is not accredited by or given through GMIT.

Further, clients should not place external advertisements on public display bearing the name of the Institute or at any of its buildings without first seeking full permission from the Institute, and obtaining planning permission if necessary. GMIT will not accept responsibility for any advertisements/ posters etc. that are displayed in areas that contravenes The Litter Pollution Act of 1997. Any fines received by the Institute as a result of a breach of this Act will be passed on directly to the client.

External users of the facilities are required to inform their students or clients that they are not GMIT students or clients.

3. Campus Signage

This must be of a professional nature and cleared with the Buildings & Estates staff prior to the event. Defacing or the taping of materials to surfaces within the Institute grounds or its buildings is prohibited and any damages will be charged to the client accordingly. Signage & posters are permitted only with written agreement from the Buildings & Estates Department. Alternatively the Buildings & Estates Department will provide generic signage to the event if approved.

The distribution of flyers/leaflets on Campus is forbidden.

4. Cancellation by the Institute

The Institute may cancel an event or booking for any of the following reasons: fire or an act of God, strike action, alteration works or by order of any public authority, insolvency/liquidation/receivership of client or in arrears with any payment to GMIT.

If, in the Institute's reasonable opinion, the event being held at GMIT may prejudice the reputation of the Institute, GMIT reserves the right to cancel the event within three days or more of the event date. Should this be the case, the Institute will refund any payments received.

GMIT reserves the right to provide an alternative venue on Campus best suited for the event, should the number of guests attending the event differ from the number quoted or a more suitable room become available. This will be confirmed in advance with the client.

If a particular space or room becomes unavailable, GMIT will provide a reasonable replacement and give one weeks notice.

5. Damages

Costs for damages to the premises will be charged to the client. The broker of any event is held responsible for any damage to the premises by a contractor acting on its behalf. This includes the mounting of materials by the means of adhesive tape, blue tack and drawing pins to the doors, walls and windows of any facility within the Institute.

The Institute will not accept responsibility for any damage or loss of any personal property, company property or equipment left on the premises prior to, during or following any event.

6. Insurances

All potential clients must provide written evidence of their own insurance cover - Public Liability indemnity of € 6,500,000 Any One Event and Employers Liability indemnity of €13,000,000 Any One Event for the duration of any booking. The insurance cover must extend to cover any activities being carried out whilst on the campus and also that a specific indemnity to GMIT must be in place for the duration of any booking. All contractors acting on behalf of any client, if not covered by the client must also supply certificates of insurance. Students of the client or those of its clients must be made aware of the fact that they are not registered students of the client. Certificates of Insurance must be presented to the Commercial Services Manager. The client shall ensure that its contractors possess all risk insurances to cover their own equipment and personnel.

7. Availability

GMIT buildings are open for students, staff, academics and other clients/users. Exclusive use or access to buildings is not possible. There may be a number of different events taking in the building at any given time.

Except by arrangement, the rooms will not normally be available during holiday periods when the Institute would be closed i.e. Christmas, Bank Holidays, St Patrick's Day, Good Friday. Exceptions can be arranged in some cases, bearing in mind overtime caretaker costs.

8. Mandatory Health and Safety Requirements

External users must supply the institute with a copy of their Safety Statement and a Risk Assessment for the activities proposed on site. A special form for completion of the risk assessment is available. The documents should be returned to the undersigned before commencement.

Theatres and rooms have a maximum capacity which must never be exceeded. If the number of people in a theatre or classroom exceeds its capacity, the event will be cancelled immediately.

Running wires or cables of any size from equipment in the aisles or walkways is strictly prohibited as it causes a trip hazard.

All catering must be served in the designated areas. Under no circumstances can catering be served in corridors or in classrooms / theatres. Catering requirement must be confirmed with the designated GMIT providers.

Event registration areas must be set-up in the designated areas agreed with the Buildings & Estates Department.

Public Health Tobacco Acts 2002 and 2004 Section 47 – Smoking Prohibitions: Section 47(1) of the Public Health (Tobacco) Acts 2002 and 2004 prohibits the smoking of a tobacco product within the buildings. Summary conviction and a fine of up to €3,000 is possible. Organisers and attendees at public events using Institute facilities, such as conferences, meetings, public lectures, social events and cultural events will be required to abide by the Public Health Tobacco Acts. Organisers of such events are responsible for communicating this to attendees and for enforcing the acts.

9. Miscellaneous Items

Goods or services may not be bought or sold on the premises without the prior permission of the Institute. No food or beverages may be served or consumed on the premises unless provided by the Institute or one of its contracted suppliers, without expressed permission of the Institute.

Any excessive litter left by the client or any agents acting on its behalf on Institute grounds will incur a cleaning / clearing charge from the Institute.

GMIT does not permit canvassing of staff, students or third parties on its Campuses.

Transfer of rental agreements with GMIT or sub-letting to third parties is not permitted.

A penalty may be imposed at the discretion of GMIT if any of the terms in this document is breached. The penalty can be as severe as complete cessation of the availability of GMIT facilities without any question of a refund or appeal.

The client is solely responsible for any minors (younger than eighteen years of age) brought on to the site by the client. Any injury of whatever nature and howsoever incurred by those children is the full and sole responsibility of the client, except where it can be proven beyond all reasonable doubt that any injury is as a result of the negligence of GMIT. The client is responsible for ensuring that the health, safety and welfare of minors are protected on site through supervision at all times. In addition, the client undertakes that it is compliant with all current legislation, regulations and guidelines in the vetting of staff who work with minors, as well as ensuring that the supervisor to children ratios for different age groups, the monitoring and control of these are and will at all times be in line with applicable health, safety and welfare legislation, regulations and guidelines. Moreover, the client shall maintain accurate verifiable records of its compliance with the aforementioned requirements.

The institute reserves the right to review these conditions and to revise its contents, as it deems necessary and at any time. The client will be informed in writing of any changes.

10. Booking and Enquiries

Booking forms and any facility requirements must be confirmed in advance with GMIT. Contact is:

Tel. 091 742749

E-Mail: commercialservices@gmit.ie

I certify that I have read, understood and agree with the terms and conditions as set out above.

Signed

Date

Authorised Signature

(Name in Block Capitals)

For: _____
(Name of Organisation in Block Capitals)