

## The Graduate School Social Space Guidelines for Acceptable Use

The Graduate School is a facility that provides our Postgraduate Community with a space that is theirs. It is an intellectual hub; it's where our students study, where they take part in training programmes, and where they learn and teach. The Graduate School is also a space where Postgraduates can gather with their peers between classes, take a break, or sit down to read. All of this is part of the Postgraduate Experience, and we ask that all staff or students hoping to book our upstairs social space area help us uphold the building's unique position in bringing the Postgraduate Community together in one place.

### Things to Remember

- The Graduate School is home to a number of centrally booked teaching rooms, these surround the social space. Teaching and other events take place in these rooms, we ask that your event does not impact this
- Other rooms overlooking the social space are rooms available for Postgraduates to book for group study
- The social space neighbours our Silent Study Suite, this should be treated as though it were a library facility
- We have committed to provide students with at least 24 hour notice (via social media and signage) if there will potential disruption from bookings in this area.

### Guidelines for Acceptable Use

- Any change in layout is to be confirmed with the Graduate School beforehand, via your initial room booking request. Once this has been approved you should contact the Porters to arrange ([porters@qub.ac.uk](mailto:porters@qub.ac.uk), 028 9097 3068), the Graduate School do not have the facilities for this in-house. This must include the return to the original layout after your event, or before 9am the next morning should this be an evening event.
- The area should be left clean and tidy after use. Should you require any additional cleaning services after your event please ensure that you book the cleaners via the Estates Helpdesk/Planon ([estates.helpdesk@qub.ac.uk](mailto:estates.helpdesk@qub.ac.uk), 028 9097 5152). *The Graduate School reserves the right to charge any cleaning resulting from an event to the department who made the booking if necessary.*
- Any presentations or music etc. must be confirmed with the Graduate School beforehand, via your initial room booking request or you will not be permitted to proceed with the event due to the impact on surrounding areas. If you will be requiring any service or equipment for this please contact Media Services directly ([avs@qub.ac.uk](mailto:avs@qub.ac.uk), 028 9097 6499).
- All catering services must be ordered via Queen's Catering ([hospitality@qub.ac.uk](mailto:hospitality@qub.ac.uk), 028 9097 3555). This is the responsibility of the team booking the event, including when the catering arrives. Alcohol is permitted only where a member of Queen's University staff will be present.

- The building is open access from Monday-Friday, 8am to 11pm, Saturday from 8am to 5pm. The building is accessible by Postgraduate student card only from 5pm to 11pm on Saturday and all day Sunday. We close on official university holidays (St. Patricks, Christmas, etc.).
- If you have any issues with access please contact Security ([security@qub.ac.uk](mailto:security@qub.ac.uk), 028 9097 5099), any special circumstances must be confirmed with the Graduate School beforehand, via your initial room booking request.
- Our silent study suite is not bookable under any circumstances and is exclusively accessible and for use by current QUB postgraduates.
- Bathrooms are located on both floors, including accessible facilities. A lift is located to the right of the entrance foyer. Our reception is open from 9am to 5pm Monday-Friday. Please note our reception staff are unable to provide additional administrative support for events, this includes printing services, holding on to personal possessions of attendees, and I.T. support. Please liaise with the appropriate departments for these services. We can provide contact details for these areas if required.
- Please ensure you familiarise yourself and your attendees with the fire evacuation routes, these are listed in each teaching room. Further guidelines are displayed at the reception desk, copies of this can be found in each room. Security and Emergency numbers are shown at reception.

