AUSA Hillhead

Terms and Conditions

Before booking:

* The AUSA Hillhead space can only be booked by AUSA affiliated societies, sports clubs and student groups.
* The booking form must be sent via your activities AUSA email address.
* Please submit your required forms at least two weeks before the event.
* Your activity must have submitted and had approved the appropriate risk assessment for face-to-face activity; if a risk assessment hasn’t been approved your request will be declined.
* If you need to see if the space is free on another date, you can look at the AUSA Hillhead event calendar [here](https://www.ausa.org.uk/getinvolved/studentroombooking/ausarooms/).
* If you are hosting an external speaker, you will also need to submit an external speaker form.
* If you need to see if the space is free on another date, you can look at the AUSA Hillhead event calendar [here](https://www.ausa.org.uk/getinvolved/studentroombooking/ausarooms/).
* AUSA Hillhead has kitchen facilities; if you are planning on serving food or drinks at your event you’ll need to state this in your booking request form and make sure this aspect is covered in your risk assessment.
* No political campaigning for a specific political party can be done on AUSA property. As a student union, we need to ensure we are apolitical.

When booking has been approved:

* Once approved your booked time will be added to the AUSA Hillhead Event calendar.
* Upon arrival, you will need to get the key from the Hillhead reception. They will require a student ID and this will be returned to you when the key is returned to reception.
* If kitchen facilities are used, the area must be cleaned to a satisfactory level using the cleaning materials provided. Any issues with kitchen appliances or fixtures should be reported back to [activities@abdn.ac.uk](mailto:activities@abdn.ac.uk) as soon as possible.