BOOKING AGREEMENT

As the meeting organiser or a designated host, I will:

- Share safe evacuation procedures and housekeeping information with all attendees.

- Ensure all attendees sign in with security on the ground floor.

- Leave the room as we found it.

- I will contact the university security team on 0114 225 5555 in case of an emergency.

- I will abide by the University's values: Any activity which deems to oppose the university's values could be subjected to further investigation or cancellation, these values can be found via this link Our values | Sheffield Hallam University (shu.ac.uk). I agree to comply with the University's Freedom of Speech Code of Practice which can be found via this link Freedom of Speech Code of Practice | Sheffield Hallam University (shu.ac.uk). Sky Wi-Fi provide the guest Wi-Fi guest service. Sky Wi-Fi provide the administration and support of the service users. The University exercises no control over the nature, content or reliability of the information and/or data passing through our network. Check Wi-Fi is enabled on your device, select 'Wi-Fi Guest' from the available network list and follow the on-screen instructions. The University operates a no smoking policy.

- Advise all attendees to follow local guidance/signage and national regulations in regard to COVID-19.

- Agree to Terms and Conditions – to found in the Terms and Conditions document.