

Policy for the serving of food and drink within University teaching rooms, foyer and other open spaces

[Members of the Vice-Chancellor's Group will have authority to invoke exemptions to the provisions below for high profile corporate events.]

Please note all Foyer spaces have specific use guidelines available from CTO.

	Non-vacation weeks	Vacation weeks
Flat teaching rooms and Committee rooms	Food and drink may be served with the permission of CTO on booking the room. Permission will generally be granted for non-alcoholic drinks, finger buffets/sandwich lunches etc. Hot food, pizza etc is not generally allowed in teaching rooms but may be permitted for occasional academic or corporate events Bookers must ensure room is cleared and aired before the end of their booking period. No food may be prepared in teaching rooms.	Food and drink with permission from the Conference and Events Team.
Tiered lecture theatres and Computer rooms	No food or drink to be served under any circumstances	
Chancellors' Building Level 1 Foyer	No food to be served. Drinks may be served from the area to the rear of the staircase outside of main teaching hours (Monday to Friday 8.15-17.05, 08.15-13.05 on Wednesdays) with permission of CTO on booking. No exhibition space.	Food and Drinks may be served from the area to the rear of the main staircase with permission from the Conference and Events Team. Limited exhibition space.
Chancellors' Building Level 2 Foyer	Food and drinks may be served outside of main teaching hours (Monday to Friday 8.15-17.05, 08.15-13.05 on Wednesdays) with permission of CTO on booking.	Food, drink and exhibition space with permission from Conference and Events Team.
Chancellors' Building circulation spaces levels 3, 4 and 5	No food or drink to be served under any circumstances	
4 West Atrium	Exhibition space and area where food and drink may be served with permission of CTO on booking. Bookers must be mindful of the proximity of teaching rooms and offices. Permission may be denied if teaching is taking place in adjacent rooms.	

East Building Foyers level 1 and level 0	Food and drinks may be served outside of main teaching hours (Monday to Friday 8.15-17.05, 08.15-13.05 on Wednesdays) with permission of CTO on booking.	Exhibition space and area where food and drink may be served with permission from the Conference and Events Team.
1W L2 Foyer (outside 1W 2.101)	Food and drinks may be served outside of main teaching hours (Monday to Friday 8.15-17.05, 08.15-13.05 on Wednesdays) with permission of CTO on booking.	Food, drink and exhibition space with permission from CTO. Permission may be denied if teaching is taking place in adjacent rooms.
2 East, 3 East, 3West North and University Hall Foyers	Food and drink may be served with permission of CTO on booking, though this will not generally be given within teaching hours (Monday to Friday 08.15-17.05, 08.15-13.05 on Wednesdays). Bookers must be mindful of the proximity of teaching rooms and offices. Permission may be denied if teaching is taking place in adjacent rooms.	
5W Foyer	Controlled by Department of Pharmacy and Pharmacology, permission must be obtained from both CTO and Pharmacy and Pharmacology for use of this Foyer.	
All other Foyers (including The Edge)	Controlled by various departments, permission must be obtained from the controlling department before use	

Policy approved by the Vice-Chancellor's Group on 3 March 2014

[This policy will be reviewed on a regular basis.]