

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.]

	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. Permission under more restrictive conditions for hot food, pizza etc. Bookers must ensure room is cleared and aired before the end of their booking period.	Food and drink with permission of CTO or S&E.
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.	Drinks may be served from the area to the rear of the main staircase with permission from S&E. 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 S&E
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	Food and drinks may be served outside of main teaching hours	Exhibition space and area where food and drink may be served with

Foyers level 1 and level 0	(Monday to Friday 8.15-17.05, 08.15-13.05 on Wednesdays) with permission of CTO on booking. Specific use guidelines apply see: http://www.bath.ac.uk/timetable/east_building_foyer_1_and_0_displays.pdf	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. Specific use guidelines apply see: http://www.bath.ac.uk/timetable/east_building_foyer_1_and_0_displays.pdf
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 S&E
2 East and 3 East Foyers	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.	
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	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.]