

Drama Alumni Room Booking Policy

Background

This policy recognises that on occasion Drama alumni may benefit from one-off free of charge room usage for the purpose of audition preparation, self-tape recording, or personal practice to help maintain craft skills.

We also recognise that space across the Guildhall campus is in high demand and that core school activities, including short courses, and rooms bookings for current students will take priority over any alumni requests.

Policy

1. Subject to availability and capacity to accommodate student bookings you may book a room free of charge for the purpose of audition preparation, self-tape recording, or personal practice only.
2. Recurring bookings, or bookings for rehearsals or performances cannot be accommodated.
3. Room bookings for the purpose of running workshops, teaching/training or classes for independent business or profit is prohibited.
4. The duration of your booking must not exceed 2 hours.
5. Your request should be emailed to dramaroombooking@gsmd.ac.uk with no less than one working days' notice. Emails are only picked up during regular office hours (Mon-Fri 09:00 – 17:00).
6. Bookings cannot be accommodated between 09:00 – 19:00 on Saturdays, or on other occasions when under 18's on may be on premises.
7. The School is committed to a robust safeguarding culture where the safety and wellbeing of our students is a top priority. We take all safeguarding concerns seriously and therefore ask that you familiarise yourself with our Safeguarding Policy which can be found [here](#). Please contact us immediately if you notice a concern or if you have any questions regarding our safeguarding processes.
8. Please ensure you have read the terms and conditions of booking before submitting your request.

Terms and Conditions

- 1) All bookings are subject to availability for the purposes set out in this policy.
- 2) Booking is allowed for Guildhall School alumni only and is not available for third parties.
- 3) You may be required to show proof of booking before being given access.
- 4) The alum in whose name the booking has been made must be present throughout the booking and the names of any guests must be provided in advance and guests must sign in at Stage Door.
- 5) Any additional services requested (i.e., Equipment loan) are subject to availability and may be chargeable.
- 6) Rooms must be vacated at the end of the session in a timely manner and rooms left tidy.
- 7) In unforeseen circumstances the Drama, Production & Design Administration Office may need to amend or cancel your booking. If you need to cancel the booking, please do so as soon as possible.
- 8) The School reserves the right to decline requests for free of charge bookings.
- 9) It shall be your sole responsibility to ensure the proper and responsible use of the facilities and for the proper and adequate care of your belongings and equipment whilst on the premises and Guildhall School accepts no responsibility under any circumstances for any injury, nor for any theft, loss or damage to any property of yours or guests whilst on Guildhall School property.
- 10) You shall be responsible for all or any loss or damage of whatever nature suffered by Guildhall School including (but without limitation) the cost of repair, replacement or remedial work to any part of the fabric of the building, instruments, furniture or equipment, arising as a result of the negligent or intentional misuse or vandalism of the building, instruments, furniture or equipment by you or your guests.
- 11) Should any remedial work be required, the full cost of this will be charged to you and Guildhall School will add a handling/administration charge equal to 10% of costs incurred. Any spillages, breakages or damage must be reported immediately to Drama, Production & Design Administration (office hours) or Stage Door (out of office hours).
- 12) You shall comply with all health and safety and emergency procedures and instructions as notified by Guildhall School personnel.
- 13) The School has a no smoking/vaping policy and smoke alarms are situated throughout the buildings.