

Policy for Hosting Events in 34 Basement

As passed at the 148th General Meeting, 7 February 2021

This proposal mandates that all events in basement of 34 Wright's Houses must follow these rules. If an event needs to deviate from the rules for some reason, this can always be brought to a General Meeting where ESHC is able to make an exception or change the policy at any time through normal General Meeting procedures.

1. Responsibility

1.1. The organisers of the event are responsible for ensuring that the ESHC event guidelines are met and understand that they are accountable for any mess or disruption caused.

1.2 The organisers of the event are also responsible for advertising any age limit on attendees and ensuring that any under 16's are appropriately supervised by trained and PVC checked adults. By default, events will be assumed to be over 16s only.

1.3 Events should clearly advertise if there will be food, at what times food will be visible, and we mandate that it's properly cleared up.

2. Booking

2.1. Events to be booked through the Communal Space Coordinators.

2.2 Preference should be given to internal coop events, and then external groups (not universities societies), and finally university-society meetings.

3. Noise levels

3.1. All music must have a set end time.

3.2. Guests should be encouraged to congregate ONLY in the basement. If they wish to smoke, this should be done in front of the building on the links - not in the yard - after 10pm due to reducing the noise to our neighbours.

3.3. Event organisers should keep in mind the schedules of members when organising the date of an event. For example, many members have work or university classes during the weekdays. There are also key times of the year that are notoriously stressful for students, i.e., December/January exams, May/June exams, end of semester hand ins in December, April, August.

4. Safer Spaces Policy

- 4.1. The ESHC Safer Spaces Policy (SSP) applies to all interaction between coop members and also to non-members as soon as they enter the coop. Members are responsible for ensuring their guests are aware of the policy, and this extends to all attendees of events hosted by ESHC or in the basement areas.
- 4.2. Groups whose fundamental policy, principles, ethos, or practice violates the ESHC/Basement Safer Spaces Policy will not be permitted to book the space.
- 4.3. For events hosted by ESHC where there are likely to be large numbers of people, for example music gigs and Halloween parties, there must be nominated members of ESHC who stay sober and are able to ensure the SSP is adhered to, and to deal with any possible issues that may arise. Their names, along with a summary of the SSP, will be well publicised at the event.
- 4.4. Event themes must be in line with the SSP. If there is doubt, please discuss at a Welfare WG or People WG.

5. Drugs & Alcohol consumption

- 5.1. If alcohol is to be sold or consumed in Basement 34, then the event organisers are responsible for ensuring they have any necessary licensing for this. The responsibility for this does not lie with Edinburgh Student Housing Co-operative.
- 5.2. No smoking or drug use in the basement.

6. Paid entry & Fundraising

- 6.1. No entry fees should be charged for ESHC events, as the basements are communal spaces. Any event who wishes to charge, even to cover their costs, must be brought to a General Meeting for the co-operative to decide as a whole.
- 6.2. In the event of a fundraiser, the destination of donations must be agreed upon at a General Meeting.

7. Tidying up

- 7.1. The event organisers are responsible for tidying the basement within two hours of the event, or midday the next day if it's a very late one. This includes removing empty drink bottles or rubbish left on the entrance stairs and in the yard, and mopping the stairwells, basement corridor and entrance stairs.
- 7.2 A refundable £20 deposit will be taken for any external groups using 34 basement to cover any cleaning fees or damage caused. If this is not completed, the Use of Spaces Coordinators will arrange a paid external cleaner.

7.3 Internal ESHC events will be expected to nominate a person/ or persons who is responsible for cleaning the space, when they request the booking. They should also advertise when the space will be cleaned and encourage all those who attend to take part in cleaning.

8. Security

8.1 Groups should consider how they will keep the space safe - will there be someone "on the door" at the gate? How will external people be prevented from going into the communal hallway to the 34 building?

8.2 It will be the job of the basement 34 coordinators to advertise (e.g. Zulip, noticeboards, weekly digest) any group with a strong ideological or political message who wishes to use the space, for a minimum of 1 week, clearly advertising how an individual may raise a discussion about a group or veto them. A reason will not have to be given for a veto. If controversial, the discussion may be brought to a general meeting for the co-op to officially decide per usual GM rules.

8.3 We encourage everyone to consider meeting police in a different space if possible in order to keep all members feeling safe, but if police must enter the space, please ensure this is well advertised so that co-operators will know police will be in 34 basement and when.