

Staff Common Room - 2019 Terms and Conditions

- Membership of the Staff Common Room (“SCR”) will be available to all full-time, part-time, permanent and temporary members of De Montfort University (“DMU”) staff and to all Agency and Associate Workers commissioned by DMU. All staff members who would like access to the SCR must submit a completed membership application.
- SCR Membership runs from 1st April 2019 – 31st March 2020 inclusive.
- All applicants must pay the applicable fee in advance on the DMU Online Store.
- Once an applicant’s membership application has been accepted their ID card will be updated to allow access to the SCR. ID Cards will take 24 hours from purchase for SCR access to be granted.
- The acceptance of an applicant’s membership does not guarantee the issuing of membership during subsequent years.
- No refund will be given on leaving the university or no longer being a member of the SCR.
- Members must comply with the university’s Code of Conduct at all times. This can be provided in hard copy on request by your line manager or POD.
- Members may bring guests into the SCR **provided that they all sign-in using the guest book provided.**
- Guests cannot be **existing staff members** and cannot be **existing students of the university**. Entry for children under the age of 18 is not permitted.
- **Food purchased from the Food Village is prohibited** because VAT must be paid on food eaten in the SCR.
- Packed lunches should not be eaten in the SCR
- The SCR will be open from 07:30-18:30 Monday to Friday (during term time) and 07:30-17:30 Monday to Friday (outside of term time) except on days when the university is closed. The university reserves the right to vary the opening times and days upon which the SCR will be open.
- Food and non-alcoholic drinks may be purchased within the SCR from 7:30am to 6:30pm (last orders at 17.45pm) and VAT will be charged.
- Alcoholic drinks may be purchased within the SCR from 12noon-2pm and 5:00pm - 5.45pm.
- The university, acting reasonably, reserves the right to close the SCR to members and their guests to accommodate pre-arranged events, to carry out maintenance or refurbishment works, in the event of an emergency occurring or for any other reason required.
- The university accepts no responsibility for any damage, loss or theft of members’ or guests’ possessions.