



## UCL Student Centre Rules and Regulations

1. A valid UCL ID card must be carried in the building at all times and produced when requested by a member of staff.
2. You must possess a valid UCL Identity Card to gain admission to the Student Centre.
3. UCL ID cards are not transferable.
4. Visitors must report to the ground floor reception in the first instance.
5. Respect quiet areas and do not disturb other users.
6. Mobile devices:
  - Calls can only be taken on the ground and mezzanine floors, and in the Level 3 Café.
  - Mobile equipment must be in silent mode, including key clicks, in quiet study areas.
7. Food and drink

Allowed only in designated areas:

- Cold snacks and sweets
- Hot and cold drinks in containers with a lid or cap

Not Allowed:

- Drinks in open containers
- Hot food (only in the Level 3 Café)

8. Study places may not be reserved apart from within allocated bookable spaces.
9. With the exception of guide dogs, animals are not allowed in the building.
10. Laboratory coats must not be brought into the building.



11. Users must evacuate the building immediately on hearing the fire alarm.  
There are 'fire refuge' areas on every floor for people with mobility difficulties.  
Lifts should not be used when the alarm is sounded.
12. Personal property is brought into the building at the owner's risk. Users should keep their possessions with them at all time.
13. All users should abide by the current copyright legislation and the terms of the copyright licences held by UCL.
14. No notices and material can be posted anywhere in the building.
15. The use of portable computers and mobile devices is permitted in the building provided that they are quiet in operation. Users of such equipment are required to work in specified areas or to stop using a computer if it constitutes a distraction to other readers.
16. Smoking is not permitted anywhere on the premises, or near the entrances. This includes the use of e-cigarettes.
17. Users must not mark, deface or damage the fabric, furniture and fittings in the building. Users must use the furniture in the building with care and in an appropriate manner.
18. Users of computers in the building are required to abide by the regulations for IT Users.
19. Users must respect the displayed rules of the QCR rooms at all times.
20. Any disorderly conduct in the building, or any behaviour which unfairly inconveniences other users or causes damage or the risk of damage to equipment and furniture, constitutes a breach of the Regulations.
21. Items must not be left unattended at desks or other seating areas. Any items left unattended for more than 30 minutes will be removed.

22. UCL Student Centre accepts no responsibility for loss or theft of, or damage to, personal belongings left anywhere in the building at any time.

23. Users must leave the building by closing time, immediately on hearing the fire alarm, when required to do so in an emergency, or when asked to leave by a member of staff.

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