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## **Conditions of use for teaching rooms in the Garrod building**

(As endorsed by SMD Dean for Students and Dental Education Committee)

Students are permitted to use these rooms for private study without having to make a formal booking, provided that the following conditions are observed:

1. The rooms are to be used for private study purposes only, for individuals or small groups of students. Dance and fashion show rehearsals must be booked in the same way as other student society bookings (including revision lectures and OSCE practice)
2. Only students of QMUL are permitted to use the rooms, and College ID cards must be produced upon request
3. Any room must be vacated if someone else with a confirmed booking wishes to enter
4. Any furniture which is moved must be re-set into the correct layout (as per the picture on the room information poster by the door) before the room is vacated
5. Fire escapes must not be obstructed, and furniture must not be put in the corridors
6. It is forbidden to smoke within the Garrod building
7. No eating or drinking is permitted within the teaching rooms
8. All litter must be put in the bins provided
9. Items left in unoccupied rooms are done so entirely at the owners' risk
10. Use of the AV equipment is permitted only for studying purposes
11. Rooms 2.06 and 2.07 are not available for students to use

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