

ASTON PRESTON HALL MEMORANDA

The following listed and attached memoranda have been issued by the Student Services & Development Manager to members of, or persons associated with the Hall, or to provide clarification of existing policies and regulations regarding the following:

- [1] Procedures for Approval and Supervision of Events.
- [2] Procedures for Complaints and Issues with Student Relations
- [3] Procedures for Booking of Equipment and Use of Facilities

Preliminary

In these documents, unless otherwise stated:

Hall refers to Aston Preston Hall

Members of Hall Administration are:

- a) The Hall's Student Service & Development Manager (SSDM)
- b) The Hall's Resident Advisor (s) (RA)
- c) The Hall's Administrative Secretary
- d) The Hall's Operation Supervisor
- e) The Hall's Courier Attendant

A planned activity is:

- a) a recognized activity on the Hall Calendar that is ALSO organized by the Student Hall Committee or the Executive of the Preston Entertainment & Cultural Ensemble.
- b) An activity spearheaded by a Member of the Hall Administration.

Facilities: any room or open space, used as a meeting place, assembling point in Hall.

Equipment: all tools, materials, items and furniture purchased through money belonging to the Hall and University, which includes fabric, sound and multi-media equipment.

Event(s) are -

- a) any planned activity by resident member(s) of the Hall that is hosted on the Hall.
- b) any un-planned activity knowingly organized or facilitated by, associated with resident member(s) of the Hall that is hosted on the Hall.
- c) Any activity that associates and or makes use of the Hall and or its name.