



Security Charging Policy for External Customers in Central Pool Teaching spaces.

The tables below detail when additional security cover is required. Where an additional security requirement is established, all chargeable customers will be billed, irrespective of whether the building is being used by others.

Security Coverage Schedule

No additional security required for Learning and Teaching Building; the following applies to other buildings.

Time	Building Access	Security Requirement
Monday–Friday, 08:00–17:00	All buildings open	No additional security required
Monday–Friday, 17:00–22:00	Selected buildings open (see list below)	Security may be required for bookings with over 150 attendees (subject to risk assessment). Bookings in closed buildings will incur a security charge.
Monday–Friday, 22:00–08:00	All buildings closed	Security charge applies
Weekends	Buildings closed (except Learning and Teaching Building)	Security charge applies (except Learning and Teaching Building)

Building Access Details

Learning and Teaching building:

- Mary Dunn Wing – Open 09:00 -21:00 7 days a week
- Jocelyn Bell Wing – Open 07:00 – 22:00 7 days a week

Open on Weekday Evenings (until 22:00):

- Graham Hills
- Livingstone Tower
- Royal College (James Weir Entrance)
- Lord Hope
- Learning and Teaching Building (Mary Dunn Open 08:00–21:00 on weekends)

Closed on Weekday Evenings (Security charge applies 18:00–22:00):

- Collins
- John Anderson
- SBS Business School (Stenhouse and Cathedral Wings)
- Robertson Wing

For further information, please contact the Room Bookings Section.

Security Services Provided

When additional security is needed or requested, security staff will be assigned to the event. Each staff member costs £128 + VAT for a minimum 4-hour bloc, plus £32 +VAT for each additional hour.

Security staff responsibilities include:

- Unlocking and locking Central Pool Teaching rooms before and after the event.
- Being available at the building reception throughout the booking.
- Helping attendees with directions to rooms, toilets, emergency exits, and fire evacuation points.

Customer Responsibilities

Regardless of whether security is present, organisers are responsible for the safety and welfare of attendees. For housekeeping procedures (e.g., evacuation plans, emergency contacts), contact the Campus Support Supervisors.

Security Staffing Requirements for Out-of-Hours Bookings

Number of Attendees	Mon–Fri 17:00–22:00	Mon–Fri 22:00–08:00	Weekends & Public Holidays
1–149	0	1	1
150–199	2	2	2
200+	Determined by risk assessment (consult Campus Support Supervisors)		

Security Charges

- £128 +VAT for the first 4 hours per security staff member, £32 +VAT for each additional hour per security staff member.
- Minimum charge: 4 hours
- No charge for weekday bookings ending by 18:00, provided the space is vacated by that time
- Double charges apply on Bank Holidays