

BUTE SOCIETY ROOM (102)

1. The Bute Society Room (Room 102) is provided by the University for the Bute Medical Society in order that they have a place to work and meet during term time. The following guidance amounts to 'terms and conditions' for the room's use.
2. **Availability.** The room will be available to the Society from Freshers' Week until the day of the last exam in May. Students may use the room from 8 am to 9.45 pm on weekdays and 9 am to 5 pm on weekends. The building will be shut down over the Christmas vacation. Over the summer the room will be used for other purposes and will not be available, although items may be stored in the cupboards.
3. **Security.** The School secretaries will sign out 4 keys to the Bute Society President. Lost keys can only be replaced by the School Office. These keys will not be cut by high street locksmiths. The keys are to be returned by Medical Graduation day.
4. **Presentation.** The room is in a very public position. It must be kept tidy or the facility will be withdrawn. No alcohol is to be consumed in this room.
5. **IT.** The School of Medicine will donate a second hand PC to the society on occasion, probably every 3rd year. The PC will be configured by the School's IT team and any faults are to be reported to MedHelpDesk.
6. **Printer.** The School of Medicine will donate a second hand printer to the society on occasion. The society is responsible for purchasing paper and toner.
7. **Telephone.** An internal telephone is provided by the School of Medicine, extension 1876. This is to be used for Society related business only. External calls can be made through the University operator but these will be charged.
8. **Display Boards.** The Society may use the display boards outside the Tutorial Rooms. No posters or notices are to be fixed to the wall outside room 102, the door of room 102 or the window. There are pin and whiteboards inside the room. No papers are to be pinned to the walls.
9. **Furniture.** The following is supplied and must not be removed:
 - a. desk x 2
 - b. office chair x 2
 - c. meeting chair x 2
 - d. cupboard x 4
 - e. Pedestal x 2