

# CRBT Central Room Booking Guidelines

Sessions must be for internal uses only. For external sessions, please check with Venue Reading for rules & procedure.

## Student Bookings

- Student bookings for course related sessions, revision, presentation practices etc. or societies only.
- Student Societies must be registered with RUSU - At the start of Autumn Term, new societies are permitted 2 free bookings to gain membership before they must become registered.
- No dancing permitted in any carpeted spaces.
- No more than 30% attendees of Student events can be external to the University.
- Any evening bookings (after 18:00) MUST be requested at least the week previously.

## All bookings

- No charges permitted – except any marginal charges to cover costs.
- No external advertising of events.
- Rooms must be left tidy – this includes removing rubbish from central rooms and disposing of it responsibly. Failure to tidy may result in an invoice received from Cleaning.
- Rooms must be left in the published layout. Failure to re-set the room may result in an invoice from Campus Services.
- No items to be bought or sold on University premises, unless the correct permissions have been sought.
- No amplified music permitted without prior arrangement.
- Maximum capacity of rooms not to be exceeded, unless specifically cleared with Health & Safety Office.
- Technology & Facilities in rooms not to be altered in any way, unless specifically requested through FMD/ITS.
- Noise to be kept at a minimum to avoid disruption to other sessions nearby.
- Rooms must be booked for the entire time required, including any set-up/take-down time.

In the unlikely event of any double booking, in the first instance, please check the sheet on the front of the door. If this does not resolve the issue, please speak with CRBT directly at x.6506

With any issues arising out-of-hours (evenings/weekends), please speak with the porter of the building.