

Room Booking Rules & Guidelines

These are in addition to rules set out by Estates & Facilities, RSU or University Governance.

Contents

All Bookings	1
Student Bookings	2
Non-Society Bookings	2
Society Bookings	2
Issues During Bookings	3

The rules as set out below are not exhaustive. There is an expectation that University space is used reasonably and the Timetabling & Room Booking Team reserves the right to reject bookings deemed inappropriate, even if not specifically forbidden by these rules.

The interpretation of all rules is at the discretion of the Timetabling & Room Booking Team and other teams that are concerned with the proper use of space.

All Bookings

- Room bookings must be for internal events only. External sessions must be requested through Venue Reading (info@venuereading.com).
- All central rooms are available to book Monday–Friday between **08:00 – 18:00**, except for **Edith Morley and Palmer buildings**, which are available Monday–Friday between **08:00 – 21:45**.
- Other areas can only be booked out of hours with specific permission from Estates.
- No charges are permitted to be levied by event organisers or attendees, other than marginal charges to cover any cost of running the session. This will be decided on a case-by-case basis.
- No external advertising of events.
- Rooms must be left tidy, with any rubbish removed and disposed of responsibly. Failure to do so may incur a charge from Cleaning Services.
- Furniture in rooms must be left in the published layout. This can be found on the information board in every central room. Failure to do so may incur a charge from Campus Services.

- No items may be bought or sold on campus unless the correct permissions/licences have been granted.
 - No amplified music permitted in central teaching spaces unless permission has been granted.
 - No dancing permitted in carpeted spaces.
 - Maximum capacity of spaces is not to be exceeded unless written permission has been given from Health & Safety services.
 - Technology and facilities in rooms must not be altered in any way unless the relevant permission has been granted by DTS or Estates & Facilities.
 - Permanent markers must not be used on any mounted writing surface (whiteboards/smartboards etc.).
 - Rooms must be booked for the entire time required, including any set up/take down time of the event.
 - Submitting a booking request does not guarantee a space. A booking has only been made when a booking confirmation has been received.
 - Good conduct is expected from all users of University rooms and facilities, and all University rules and procedures must be adhered to by both staff and students at all times.
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Student Bookings

Non-Society Bookings

- Non-society student bookings are permitted for **course-related activities only**.
 - Spaces can be booked between **09:00 – 18:00 Monday–Friday**.
 - If a booked space is required for a University session, your booking may be moved or amended.
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Society Bookings

- Society bookings in teaching rooms are permitted **during term time only**.
- To qualify as a society booking, the group must be **registered with RSU**.
- New non-registered societies are permitted **two bookings** to gain members for the group, but proof must be provided that an application to RSU has been submitted or that an application is being prepared.

- Society bookings are permitted:
 - **18:00 – 21:45 Monday, Tuesday, Thursday & Friday**
 - **13:00 – 21:45 on Wednesdays**
 - If your event is to be held at a different time, please contact rooms@reading.ac.uk with details.
 - Society booking requests must be received **at least the week prior to the event taking place**. The latest a booking request can be accepted for the following week is **12:00 on Thursday**.
 - Our office will endeavour to complete all bookings which are submitted by this deadline. However, if we are unable to confirm your booking to you prior to 17:00 on Friday, your booking will unfortunately need to be rejected.
 - If reports are received of a group acting inappropriately, these will be passed to **RUSU**, and booking privileges may be affected.
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Issues During Bookings

In the unlikely event of any double booking:

1. First check the **booking sheet on the front of the door**.
2. If this does not resolve the issue, contact **Room Bookings directly on x.6506 or rooms@reading.ac.uk**.

If any issue arises during an event taking place **outside of office hours** (e.g. evenings or weekends), please speak with a **porter or Security Services**.