

## Central Room Booking Rules

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

### All bookings

- Rooms must be left tidy – this includes removing rubbish and disposing of it responsibly. Failure to tidy may result in an invoice received from Cleaning Services.
- Rooms must be left in the published layout. Failure to re-set the room may result in an invoice from Campus Services.
- All food & drink must be purchased from University Catering outlets. No food or drink is permitted in lecture theatres or PC rooms.
- No items to be bought or sold on University premises, unless the correct permissions have been sought.
- Maximum capacity of rooms not to be exceeded, unless specifically cleared with Health & Safety Services.
- Technology & Facilities in rooms must not be altered in any way, unless specifically requested through FMD/ITS.
- No amplified music permitted without prior arrangement.
- 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.
- Attendees must not be charged – except any marginal charges to cover costs.
- No external advertising of events.

### Student Bookings (These rules apply in addition to the above)

- Student bookings must be for course related sessions, revision, presentation practices etc. or societies only.
- Society bookings during vacation must be requested through RUSU.
- The latest any student booking can run is until 21:45.
- 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 become registered.
- No dancing permitted in any carpeted spaces.
- No more than 30% attendees of Student events can be external to the University.
- Student society daytime bookings to be requested with at least 1 full day's notice.
- Evening booking requests must be received the previous week.

#### Double bookings and other issues

In the 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 call CRBTO directly on 0118 378 6506.

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