

Room Booking Policy – For internal staff and Reference

We welcome students, colleagues and other groups to use our space. This room booking policy is in place to ensure rooms are effectively used in a legal, consistent and fair manner.

**This policy only applies to internal bookings. If an external organisation wishes to book the any of the Students’ Union space, please forward their enquiry to Adam Riglar, Events & External Relations Coordinator (****a.riglar2@wlv.ac.uk****).**

Reception should only accept bookings that have no support requirements and are scheduled during reception’s normal operating hours. If a booking is requested outside of these times, the enquiry must be book with at least 1 weeks’ notice, to allow organisation of staff supervision. Please double checked the booking for attendance numbers. If the booking exceeds 50 people, this must be brought to the attention of the Events and External Relations Coordinator.

Reception should **not** accept bookings without checking with the Events and External Relations Coordinator if any of the following apply:

* The Hirer wishes to sell anything
* Enquiry made by an external organisation
* More than 50 people are expected to attend
* Event is outside normal working hours
* Use of microphones or audio/visual equipment
* Any licensable activities (see below list, not exhaustive)
	+ Supply or consumption of Alcohol
	+ Showing of a live or recorded film/footage
	+ Indoor sporting event
	+ boxing or wrestling entertainment
	+ performance of live music
	+ performance that is to be recorded
1. All bookings for The Venue should be put onto the outlook calendar named “MD062 – THE VENUE”. Reception should only accept bookings that do not have any special requirements.
	1. While we may allow the use of ‘The Lounge’ space, this can never be booked, guaranteed or made exclusive during normal operating hours. Reception should never book this space. All enquires need to go to the Events and External Relations Coordinator.
2. All bookings for stalls in the Student Space should be put into the outlook calendar named “MD067”. A maximum of 2 tables at a time ONLY. The only exceptions to this can be by Student Union staff for fayre events with multiple stalls that are of the same theme.
3. All bookings must have a filled “Room Booking Form” attached, this can be completed electronically and attached to the room booking in the outlook calendar. If it’s completed by hand, please scan a copy and attach to the relevant outlook calendar appointment.
**If completed by hand please ensure that the email address is legible and a copy is scanned in.**
4. Reoccurring events require an end date. Events should not be in the calendar if the room is not being used. Only reserve what is required any cancelled bookings should be deleted from the calendar.
5. Reception should check The Venues calendar daily and advise the Events Coordinator if any bookings fall outside of Receptions opening time where access may be different to normal day use. This information must be provided with as much notice as possible, as additional staffing requirements may be needed to facilitate the event. It is always useful to check forward at upcoming events for the rest of the week.
6. If an event requires extra time to allow setup or tidying, please extend the booking time in the calendar- This will ensure others do not book events in that time.
7. If the booking requires use of the audio visual equipment, this must be brought to the attention of the Events and External Relations Coordinator, prior to the event taking place. The audio visual equipment should never be used while unsupervised or without the relevant training. Please ensure that the cupboard is locked at all times.
8. For any events that involve physical activity, food or Beveridge - we will require a risk assessment. These types of events should not be booked through reception; please inform the Events and External Relations Coordinator.
9. If booked by an external organisation the event organisers shall be informed of the Fire Evacuation plan. We may need copies of their Public Liability insurance and Risk Assessments. These should be booked with the Events and External Relations Coordinator.
10. Reception staff or the Events and External Relations Coordinator, will check the venue after each booking slot to ensure it was left tidy and furniture has been returned. If not, they will contact the member of staff that the room was booked with. They are then to follow this up with the hirer.
11. Any damage or problems with The Venue should be reported the Events and External Relations Coordinator as soon as possible. If the room has not been tidied by a previous booking they should be contacted ASAP to remind them of their obligation to leave the room as they found it.
12. If the booking is linked to a society, the booking and event must be discussed with the Society’s Support Coordinator, Ellie Lodge-Chilton (e.lodge-chilton@wlv.ac.uk) prior to the booking.
13. The Students Union reserves the right to remove the user from any of its spaces, if the use is deemed inappropriate or in breach of health and safety regulations.