

# Room Booking Rules & Guidelines

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

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**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.**

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## All Bookings

- Room bookings must be for internal events only. External sessions must be requested through Venue Reading ([info@venuereading.com](mailto: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](mailto: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**. If your booking is submitted after this, it will 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](mailto: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**.