Teaching Room Booking Policy – 2023/24 for Royal Holloway Staff

1) Making Ad-Hoc Bookings

a. Timeslots not used by academic teaching activities may be booked by staff for ad-hoc activities such as meetings and events for College purposes.
b. Ad-hoc room bookings for meetings and other events in teaching rooms will not be considered until the final academic timetable has been published to students unless they are regarded as an essential College event or function as listed in the Timetabling Policy.
c. Where possible we try not to move or rearrange bookings, but, if due to clearing or other important matters the room is required for teaching, we reserve the right to move or cancel bookings. Teaching takes priority in all teaching rooms during the academic teaching year.
d. Dates for annually recurring events must be booked each year and will not be automatically transferred from year to year.
e. Academic Staff should request to book a teaching room via their School Administration.
f. School Administration staff and agreed staff members from Professional Services can book a teaching room via the College’s room booking system.
g. Any other staff should check Web Timetables for availability before emailing Timetabiling to request to book a teaching room.
h. The College’s room booking system should be used for all general requests for teaching rooms during the teaching day. Teaching rooms will only be released for booking on the room booking system after there has been time to make adjustments to the timetable in light of teaching requirements settling at the beginning of each term.
i. Bookings can be made in multiples of 30 minutes.
j. If an event is cancelled for any reason the room booking should be cancelled at the earliest opportunity because of the associated resource and security implications.
k. Submitting a booking request does not guarantee a booking. An event should not be advertised before a booking is confirmed.
l. If you are expecting external attendees to your booking please ensure you liaise with Timetabling to determine how your booking should be processed. Room hire may be applicable if you plan to charge external attendees.
m. Ad-hoc bookings for internal academic purposes are free of charge as long as no payment is being received.
n. Any additional teaching activities should be arranged through the School Timetabler and Timetabling Team in accordance with the Timetabling Policy, and not be made via an ad-hoc booking.

2) Student Bookings

a. The Students’ Union will be allocated a set of rooms to be used by affiliated student societies for out of hours room bookings. The Students’ Union will oversee the bookings on the
College's room booking system and ensure that the responsibilities of the event organiser are met. The set of rooms, times and dates will be agreed annually.

b. Student bookings that are not made through the SU must be endorsed by a permanent member of staff who is willing to oversee the booking and ensure the responsibilities of the event organiser are being met. These bookings should be made for academic purposes only. Students should contact their School Helpdesk to make room booking requests.

3) Room Usage

a. Rooms are available from 08:00-22:00. Contact Security to discuss access outside of these times.
b. Rooms must be vacated by the times specified in the room booking confirmation allowing ten minutes for change over at the end of the session. Your booking times must allow for set-up and set-down.
c. If furniture is moved it must be restored to its original layout after the event; furniture must not be removed from rooms or block fire escapes.
d. Contact Porters for significant furniture moves, for example, specialist seating.
e. Contact AV to move or request AV equipment or if equipment is defective.
f. Contact Estates for maintenance issues.
g. No food and drink (other than water) should be consumed in teaching rooms.
h. Contact Room Bookings & Catering for teaching room/meeting room requests at weekends and outside of term-time (except London Campus and PC labs) and for all catering.
i. Foyers are not individually bookable spaces.

4) Event Organiser Responsibilities

a. The event organiser must declare the intended use of the room at the time of the booking. Any changes to the nature of the event must be communicated in advance of the event.
b. For events featuring a controversial speaker, high profile guest (e.g. a politician) or where the subject matter is likely to attract protest and/or disorder, the plan must be discussed and approved by the College in accordance with the Freedom of Speech Code of Practice. Please note that the Code requires the Principal Organiser to notify the Chief Operating Officer 3 weeks in advance of the event. Bookings should not be made until approval has been gained.
c. The event organiser must arrange related services for room bookings direct with the service provider (e.g. catering, portering, audio visual). A room booking does not guarantee additional services can be provided, especially catering, which is not allowed inside academic rooms. Public areas adjacent to the room may be used as a refreshment area but contact Room Bookings & Catering to confirm location of catering areas.
d. The event organiser must ensure that the number of people attending does not exceed the stated capacity of the room. Location capacities are available on the College website and room booking system.
e. If furniture is moved it must be restored to its original layout after the event, furniture must not be removed from rooms or block fire escapes.
f. It is the event organiser’s responsibility to ensure they and the other room users are familiar with the emergency evacuation procedure for the room.

Any breach of the policy for teaching room booking could result in the cancellation of all future bookings and the withdrawal of the privilege to book rooms for the remainder of the year.

This policy does not cover the booking of meeting rooms or hybrid working spaces.