



Room Booking Policy & Procedures

York St John University

Table of Content: To head to a specific section please click on one of the below links

1.	Introduction.....	2
2.	Aim.....	2
3.	Use of any Location.....	2
	a) Bookable Locations	2
	b) Location Use Criteria	2-3
	c) Booking Confirmation	3
4.	Key Principles	3
	a) Student Booking	3
	b) Student Society Booking	3-4
	c) Non-Academic Staff Booking	4
	d) Academic Staff Booking	4
	e) Internally Hosted Event	4
	f) External Visitors	5
	g) Booking a Music Room	5
	h) Booking a Performance Space	5
	i) Booking a Film Studio	5
	j) Unforeseeable Booking Occurrence	5
	k) How to Cancel/Amend a booking	5
5.	Disclaimer.....	6

1. Introduction

This paper proposes a set of principles, and some key processes for translating them into practice, relating to the use of the **WRB**¹ for ad-hoc bookings.

2. Aim

To create the best possible use of the University campus for non - academic teaching related activities and to provide both staff and students with the best possible facilities.

To deliver the aim by:

- Embedding key parameters for the use of all bookable locations. These will include particular constraints for both staff and students.
- Automating the **WRB**¹ system
- Maximising the effective use of the technology

Please note that the above will have no impact on any academic taught sessions and is designed purely to make the most efficient use of the estate and to offer both staff and students the option to manage their own ad-hoc bookings outside that of the academic timetable.

3. Use of any Location

Each location has been given a particular capacity, with specific fittings and specialist equipment, designed for the use of each individual location. A document can be found in each room that outlines the capacity, also the default layout. Should you wish to move any of the furniture, could you ensure that once your session has been completed it is returned back to the default layout.

In the interest of health and safety it is asked that the capacity of any location is not expanded and that additional furniture is not requested. Should the numbers increase/ decrease or should the nature of the booking change, it is asked prior to the event that you amend the original booking to meet your requirements.

It is important to note that it is only possible to use any location on receipt of an email confirmation from either the timetable office or the conference and events office . Anybody found not booked into the pre-booked location on the room allocation software will be asked to leave the location and book an alternative room. For further information about booking confirmation please read [below](#).

a) Bookable Locations

Both staff and students are able to book any location found available within the appropriate location group (location groups are filters that permit the user to select from the available resources within their particular area).

Any location selected must first meet the requirements of the activity i.e. the equipment required, the expected number of attendees etc. However, to enable users to select an appropriate location for their activity, they must select a room that meets the correct location use criteria.

b) Location Use Criteria

For a general teaching room to be booked the event occupancy should be no less than approximately 50% of the capacity of the requested location.

¹ Web Room Booking Tool – University room booking application

For example: Should an event require an activity for 25 people, the maximum sized location should be requested is a 35 capacity location.

The above criteria is not required for requesting a performance/ practical location, however, it is encouraged that the space is shared where possible with other potential users.

d) **Booking Confirmation**

Once the booking has been requested, the sender will receive an email receipt, once authorised the booking will become provisionally booked. The booking is not official until the sender has received an email confirmation informing them of the location booked.

Please note: On occasion a space may be requested but not necessarily given for a particular event. The Timetable Office and the Conference and Events Offices reserves the right to allocate a suitable alternative, should the requested room be better allocated with a more suitable use.

4. Key Principles

a) **Student Bookings**

A student location group has been created that will enable any student to book any available location within this group. For the purpose of equality, a constraint has been introduced that will allow any one student to book a space for a maximum length of *3 hours per day* and that no one booking may be booked for more than 4 consecutive weeks. Should any student try to extend the booking, the system will simply unscheduled the original request, or if the request is the original then the system will not permit the booking to be scheduled. However, should the student give a valid reason for the requested extension, along with the permission from their tutor, then it is possible to book for a longer duration - you would need to contact the timetable office directly to extend the original 3 hour booking.

When making a request it is important that as much information is provided about the event as possible i.e. a full title, who is expected to attend and the nature of the activity. Only activities directly linked to student's studies will be accepted.

For students wishing to book a music rehearsal room, please follow this [link](#). Also, only students who are taking either Physiotherapy or Occupational Therapy as part of their studies may use the OT/Physio practical rooms.

***Please note that a review of the above constraints will be reviewed based on any feedback provided by the students ***

Inviting External Guests: Students wishing to book a location and to invite an external guest/s can only do so if it relates *directly* to their studies. For example: Should a student be studying the complete works of William Blake and their tutor has asked that they track down a leading expert, then he/she may attend the event at no cost to the student. However, this is categorised as an 'internally hosted event' and an additional series of principles is required. For further information regarding internally hosted events please see point 4e (internally Hosted Events) below.

Any other type of booking for example: Band practice, making up the numbers for a game of football, or a society that is not directly linked to the students union, where external guests are to attend must be booked through the [Conference & Events Office](#). However, please be aware that there will be a charge for these events.

b) Student Society Bookings

Student Society bookings are only able to be requested by the society captain's. Also, should the required activity be longer than 4 hours then the captain must contact the Sports & Societies Development coordinator to request the booking on their behalf. Unlike student bookings, an activity *may* be booked for more than four consecutive.

c) Non-Academic Staff Bookings

A series of location groups have been created that will enable staff to book any available location within their particular group. For example if you are from the Faculty of Arts, please select the *Faculty of Arts as your location group. There are no restrictions on the number of hours or sessions that a member of staff may book. However, it is encouraged that staff help improve the estate utilisation by booking as close to their requirements as possible and to avoid over-booking the space, in line with the University Location Use Criteria (see above).

Should a location be requested that the Timetable Office may deem to have a negative impact on the utilisation of the estate or that the room is not suitable for the proposed activity, then the Timetable Office will review before determining the decision of the requested booking.

It may well be in the unlikely event that an event may not be possible to happen at the originally requested time and that an alternative date and time may well be required.

d) Academic Staff Bookings

The above principle applies also. However, should an academic member of staff wish to add an additional breakout session to an already taught module then they will need to refer to the [Breakout Session Policy](#).

Please note that with the exception of the breakout session the WRB¹ is not to be used for amending any module activity.

e) Internally Hosted Events

External attendees attending key core activities such as having a partnership meeting, faculty meeting or a show round of the university would not be classed as a 'Internally hosted event'.

If your booking has external delegates attending that are not linked to your key core activity these *will* be classed as an 'Internally hosted event'.

Therefore if you as a faculty have agreed to host an event/meeting on behalf of the University for an external organisation/guests or an event where the University is holding a conference but the main audience is external guests which is outside of your normal activities, these will be 'Internally hosted events'. You will then be contacted by the Conference and Events Office to complete a risk assessment, and be able to gain support about the organisation of such events.

For example: Agreeing that York St John University will host a meeting on behalf of an external organisation wanting to use our facilities to hold a AGM or your faculty holding an event where your main audience is purely externals which the Dean of Faculty has agreed to

host due to improving partnerships, profile building or student experience/involvement in order for them to gain from having contact with a specific Faculty.

It is important to note that should you request a location for an event and not have completed and returned a risk assessment form it will not be possible to host the event

f) **External Visitors**

The use of the **WRB¹** is *not* permitted. However, should the event organizer wish to use any additional locations they would need to contact the Conference & Events Office.

g) **Booking a Music Room**

Only BA Music/BA Music Production or QTS/PGCE students may book Music rooms for rehearsals. Non-music students may use the rooms only when there is at least one music student present.

Music students who may be involved in a band that is not directly part of their studies, and where possibly non-YJSJ personnel may wish to use the Music facilities can still be booked. However, it is important to note when requesting that the nature of the booking is an internally hosted event and will subsequently be booked through the Conference & Events Office where there will be charges for the use of the space.

All Music facilities (which includes the Chapel) can be booked anytime between 9am and 10pm Monday – Sunday.

h) **Booking a Performance Space** (*Dance and Theatre locations*)

Performance spaces are reserved exclusively for particular events where an open space is required to carry out a practical activity. These locations are designed for performance events. However, they are by no means entirely limited to just performance sessions.

Performance facilities can be booked anytime between 9am and 10pm Monday – Sunday.

i) **Booking a Film Studio**

Film Studios may only be booked via with the **WRB¹** with prior authorisation from a member of staff from the Faculty of Arts (Film). Once the request has been sent, it is advised that a staff member from the Faculty of Arts (Film) is contacted and asked that they email the timetable office directly, informing that the booking has been authorised. It is important to allow for a few days for this process to be actioned before the event is due to commence.

Film Studio facilities can be booked anytime between 9am and 10pm Monday – Sunday

j) **Unforeseeable Booking Occurrence**

Should you arrive at your pre- booked location to find somebody already using the space. Could you ask for the person using the room's name, followed by contacting the timetable office. From there the timetable office will handle the situation accordingly.

k) **How to Cancel/Amend a Booking**

In the event that your booking is no longer required, please cancel the booking through the on-line Web Room Booking system (**WRB¹**). Should your booking require any alterations to

your original request, you can either add any additional time by creating an additional booking or by cancelling the original booking, followed by entering your new requirements using the **WRB¹**.

If you are already using the allocated location and wish to extend your activity it is possible to view whether the same space is free for the required duration by using the QR code found outside each room above the door number. For further information regarding the use of QR codes please follow this [link](#).

Important to note for all bookings: *When selecting a particular room, that a suitable location is requested that meets both the requirements of the planned activity and that an appropriately sized location is utilised for the full duration of the activity.*

5. Disclaimer

Use of the (**WRB¹**) is subject to acceptance of the terms and conditions held within this document. The Timetable Office reserves the right to relocate or cancel any booking, without notification or explanation that is deemed not to meet any of the above criteria found within this document, or by following an inappropriate procedure. Furthermore, in the interest of future development, should the Timetable Office introduce an additional or replacement regulation, this will be outlined within this document.

Document Details

Version:	2.1
Document Owner:	Timetable Office
Document Sponsor:	Timetable Office
Approved By:	Head of Systems and Scheduling
Date Approved:	January 2016
Date Issued:	January 2016
Date of Next Review:	January 2018