



DRAFT ROOM & SPACE BOOKING POLICY (this is an agreed derogation from the Space Management Policy) – Version 1.0 (February 2015)

1 Introduction

1.1 When considering requests, timetabled teaching takes precedence. Ad-hoc bookings can only be considered when the teaching timetable is finalised. Ad-hoc bookings are defined as any bookings outside of scheduled teaching and are governed within the University's approach to space management as defined within that policy.

2 Criteria

2.1 The University will adopt the following criteria when considering room booking requests:

- The proposed use is governed by the University Space Management Policy.
- The use of the University's rooms and facilities must support the University's Strategic Framework.
- All events must be managed within existing University policies and guidelines.
- Bookings will only be considered from University members of staff and the Liverpool Students' Union.
- Bookings relating to essential University events and functions, including graduation, civic engagements, open days and other student recruitment activities will take precedence over general bookings.
- Evening and weekend bookings will be considered and an appropriate solution found in terms of environmental sustainability.
- When considering competing claims for space, the student experience will be prioritised
- Rooms will be allocated on a first come, first served basis.
- The Room Booking Service is responsible for booking space, the user is always responsible for the event itself, this is particularly pertinent for external events – accordingly the user is also responsible for any Health & Safety Risk Assessments / safeguarding activity that may need to be covered as detailed in LJMU Safety Codes of Practice 2,12,18,30,36,37

(<http://www.ljmu.ac.uk/HSU/65144.htm>) in particular, but these are not exhaustive. Events or meetings can be complex and varied, please seek advice from the Health & Safety Unit if you are unsure.

- The person booking the room needs to have the appropriate authority invested in order to take full responsibility for the booking or be able name a person who is.
- 2.2 Ad-hoc bookings should not be made as cover, be block booked or booked for more hours than are necessary.
 - 2.3 Ad-hoc booking should not be made in lieu of timetabled or modular activity; where this is required it should be booked via faculty timetablers in order for it to be captured in the right place for the University
 - 2.4 There will be instances where bookings cannot be accepted. These could include:
 - Space is not available at the required time. In these cases alternative dates and times will be considered and offered
 - Concerns over the appropriateness of the bookings. This may be the nature of the event and/or concerns regarding Health and Safety – this is why it is important to furnish full details of the event when booking rooms and that the person making the booking is armed with all the facts and the appropriate authority
- 2.5 Event or booking that fall outside of normal building opening times will incur a charge for the security and opening of the building. In these instances users will need to contact the Estates Management Helpdesk (5533) and schedule in additional building opening times which will require provision of a budget code during booking (this is covered off in more detail in section 5.2)

3 Student Clubs, Students and Societies

- 3.1 Only student clubs and societies recognised by Liverpool Student Union can submit room booking requests. Room requests for affiliated student clubs and societies must go through the Liverpool Students Union based in John Foster Building – room bookings will not be accepted on behalf of the SU and only accepted by the nominated contact and deputy as agreed with the Central Timetabling Team
- 3.2 Student clubs and societies are normally expected to commence outside of teaching hours and should be restricted to Monday, Tuesday, Thursday and Friday 6pm – 9pm, and Wednesday 1-9pm.
- 3.3 Students may also book tutorial rooms, but this must be endorsed by their lecturer/tutor and only if this supports their study aims. This can be done by applying the lecturers name to the booking request (the lecturer / tutor will also be copied into the acknowledgement). Students must also include their programme, and the module that supports the booking on the form.

4 Responsible Usage

4.1 Rooms must be used responsibly in accordance with the University Space Management Policy and the Code of Practice. See Appendix One.

4.2 It is the responsibility of the user to comply with all existing University policies, procedures, regulations and guidelines – this also means ensuring the room is left in a tidy condition and per the agreed layout (guidance for the room layout can be found on the door itself or via the webpages). There is also a requirement to report any defects or untidiness on taking charge of the space to the Central Timetabling Team as any investigation into misuse will be directed to the last user of the space.

4.3 It is the event organiser's responsibility to ensure that any external speakers comply with the LJMU External Speakers Policy :-

http://www.ljmu.ac.uk/MKG_Global_Docs/External_Speakers_Policy_Feb13.pdf).

5 Charging

5.1 There will not be a charge for booking rooms within building opening times.

5.2 There will be a charge for booking rooms outside of building opening times and the request for additional opening must be channelled via the Estate Management Helpdesk (5533). These are:

During Semester

- After 9pm Monday to Thursday.
- After 7pm on a Friday
- Saturday and Sunday opening.

Outside Semester

- After 7pm Monday to Friday.
Saturday and Sunday opening.

5.3 The Estate Management Helpdesk will capture this information and a cost will be applied to the budget code provided.

6 Process

6.1 Bookings will be processed through an on-line booking form.

6.2 In normal circumstances a minimum of 48 hours' notice is required for room bookings

6.3 It is not possible to book non-teaching events for the next academic year until the teaching timetable is complete. Room requests received during the timetable construction process, are not guaranteed and cannot be confirmed until the timetable is finalised in September.

APPENDIX ONE

CODE OF PRACTICE – USE OF GENERAL TEACHING SPACE

1 Introduction

General teaching space in LJMU buildings is available to all LJMU staff and students. To ensure the health and safety of all using LJMU general teaching space, this Code of Practice must be adhered to.

2 Room Booking Process

Please follow the agreed Room Booking Process when booking space. Room booking requests must be made using the on-line Booking Form.

3 Smoking

Smoking is not permitted in any JMU space (this includes the use of e-cigarettes). The University has a published no smoking policy prohibiting smoking in all designated areas.

4 Food and Drink

Reasonable food and drink may be eaten in teaching spaces, as long this is not hot or food creating odour. If food or drink is taken then people are responsible for taking their packaging and food out with them or disposing over in the appropriate bins.

5 Vandalism

Defacing and damaging equipment, furniture and room decoration is a disciplinary offence. Any visitors who wilfully damage or cause disruption may be referred to the Police.

6 Room Capacity

Published room capacities are not to be exceeded – these are typically displayed on the doors or rooms but the numbers engaged during the booking should be observed and not derogated from.

7 Room Furniture

Furniture in rooms is set out to a standard layout. You are permitted to change the layout of furniture by prior arrangement. However, please ensure that furniture is returned to its original format at the end of the session and that the room is left in a clean and tidy condition.

8 AV and Other Equipment

The majority of JMU accommodation has fixed AV. Ensure the AV Support Team is aware of your equipment requirements 48 hours prior to your session. Please remember to turn off all AV equipment before you vacate the room. Relocation of AV equipment must only be carried out by a member of the AV support team for the building you are located in IF it is required.

9 Health and Safety / Safeguarding

The University has legal and corporate responsibilities around the use of its space and facilities, for people booking space there are specific guidelines that need to be followed, in particular if the events involve external events and bodies. Advice may be sought by the Health and Safety Unit.

10 Reputation of the University

For external events in particular, users and people responsible need to ensure that the University's values and standards are held up at all times and no event should be planned where it can be foreseen that the University's reputation may be brought into disrepute

11 Reporting a Problem

Please advise Estate Management through the Helpdesk on extension 5533 if you experience any problems with your room or equipment.

12 Vacating the Building

Rooms should be vacated ten minutes before the session ends to allow for changeover or the closure of the building.

Please let reception staff know when your event is finished and you are vacating the building.

13 Fire Evacuation

You must be aware of fire and evacuation procedures and escape routes for the area in which you are working and obey fire evacuation regulations in the event of a fire. Arrangements must be made by the person responsible for individuals who may require assistance with evacuation and for visitors who are not familiar with LJMU policies.

Fire Evacuation Policy (Health and Safety Codes of Practice 2)

http://www.ljmu.ac.uk/HSU/HSU_docs/SCP2_Evacuation_Procedures_September_2013_-_name_change.pdf

14 Cancellations

If, for any reason, you need to change or cancel your event, please remember to advise Estate Management.