

## Room Bookings – Student Societies

Student Union societies and sports clubs may request to use teaching rooms or other University spaces on campus for their meetings and activities. Bookings should be made by one of the society committee members – the Activities Zone of the Students' Union provides a list of committee members who are eligible to make room bookings. You will not be able to make a booking if you have not been added to the list provided by Activities Zone.

### Making a booking

To make a booking you should visit the Information Desk on the 1<sup>st</sup> floor of the IC, which will be open between 11:00-14:00, each weekday during term time. You will need to have your Ucard with you to book a room.

During vacation time you should visit the Room Bookings office which is based in the CiCS building at 10-12 Brunswick St. The office is open between 11:00-14:00 each weekday.

You will be asked to complete a room booking request form when making your request..

### Using a room

- The person making the booking must attend the event
- Please familiarise yourself with fire exits and emergency evacuation routes
- Please cancel rooms if they are no longer required
- Use only the space that you have booked
- Do not exceed the capacity of the room (please see the sign in the room)
- If you move furniture please make sure the room is returned to its default layout (see room sign)
- Do not disturb other building users
- Tidy up any rubbish afterwards
- Food and drink are not permitted in University teaching spaces
- Notify room bookings of any change to your booking

### External visitors/speakers

If a speaker is not a current student <sup>1</sup> or a member of staff at the University of Sheffield, we will ask for more information. We also manage events differently if your event is organised in conjunction with an organisation external to the University and/or is open to people beyond the University of Sheffield or its Students' Union and/or is publicised externally.

If you organise an event to which members of the public are invited and/or are making a charge for attendance then there is likely to be a charge for the room

If you have an external speaker (not a current student or member of staff – see above) then you must provide:

- The name(s) of any speaker
- The group/organisation that they represent

- The title of their address to your group – the topic and an outline of its content
- How the event will be advertised
- Who the event will be open to – UoS students only, other students, members of the public

Information about external speakers must be provided at least 14 days in advance of your event, if we do not have 14 days' notice then we will not accept your booking.

<sup>1</sup> Please bear in mind that some members of the Students' Union are not current students of the University (and may therefore be external speakers).