

# University Central Room Booking Guidance & Procedures

## Room Booking Standards

The University has a number of rooms within our buildings that can be booked out for meetings and events which are outside of course dedicated spaces. In order to plan and manage room bookings effectively, we have developed a set of room booking standards. These standards include the way our rooms are booked and also take into consideration the following factors:

- Activities that will be taking place in the room
- Space constraints
- Accessibility
- AV & IT requirements
- Catering requirements
- Lay-out requirements
- Housekeeping
- Fire evacuation

The University's central room booking process is managed and co-ordinated by Estates. This process has been developed to incorporate our room booking standards and the factors highlighted above.

All of the centrally bookable rooms have specific room/furniture default layouts and rooms will not be allocated without review and central approval by Estates, after consideration of all requirements.

It is possible to request alternative room layouts in larger rooms when flexibility is required to support events or meetings but this may change the available room occupancy and any change in layout will need to be returned to the default layout by room users after use when the booking has finished.

**Course areas please note:** If you are requesting a change to an activity that appears on the students' timetable, you will need to email [timetabling@leeds-art.ac.uk](mailto:timetabling@leeds-art.ac.uk) as this is a timetable change request and not an ad-hoc room booking request. Changes to student timetables cannot be made by the room bookings team.

## Central Room Booking Process

Only University staff can make room bookings. Room booking requests need to be submitted to Estates and will be reviewed centrally for approval. The person who has requested the booking will be informed by Estates when their request is approved. Please note that Tutorial Rooms can only be booked by Course staff and the Blenheim Walk Auditorium is only bookable under defined conditions (See Appendix B below)

Booking requests should be submitted at least 1 week prior to the required date of room use. This is to ensure that there is sufficient time to review room booking requests and to make arrangements/ provide resources to support the meeting/activity. This excludes Tutorial Rooms which can be booked on the the day before if available.

1. Any room booking requests must be made by filling in the room booking request form found on the Estates Portal. <https://forms.office.com/e/aaiVyshds6>
2. Please note that all fields within this form are mandatory, and bookings will not be considered or reviewed without completing this form fully.
3. Your completed room booking request form will be considered by Estates for final review and approval. We aim to get back to you with a response within 24 hrs.
4. If approved, Estates will manage the set-up process in consultation with the departments, resources and/or course area.
5. If not approved, Estates will contact you and explain why your booking request has not been successful and to discuss alternative arrangements if possible.
6. If you no longer need your central room booking, please let Estates know by emailing [room.bookings@leeds-art.ac.uk](mailto:room.bookings@leeds-art.ac.uk) so we can cancel it, and make it available for someone else.
7. Our catering/drinks provider is Dot the Lions, and if you require catering or drinks for your activity you must email them at [dotthelions@gmail.com](mailto:dotthelions@gmail.com) with no less than 3 working days advance notice. If you require catering for a large event please give at least 2 weeks' notice. To access the menu please click on; [Dot the lions catering menu](#).
8. Rooms are available during the following times  
**Blenheim Walk** - Rooms Available from 8am to until 8pm Mon-Fri (Sat 10am to 4pm).  
**Vernon/Rossington Street** - Mon to Fri 8am to 5.30pm

This allows us enough time to set rooms up on a morning and to get rooms ready for the next working day. For exceptions to these times please contact Estates using the room booking email above.

### **General House Keeping**

All rooms must be left tidy for the next booking, with any rubbish removed and disposed of responsibly

Furniture and equipment provided must be left in the default layout positions.

No amplified music is permitted in the bookable spaces unless prior approval has been given by the Estates department.

Maximum room occupancy of spaces is not to be exceeded.

Permanent markers must not be used on any mounted writing surfaces (whiteboards/smartboards etc).

Rooms must be booked for the entire time required, including any set up or take down time of the event

Room keys/fobs/codes are to be collected from the Reception. Thank You

## APPENDIX A - LIST OF ALL BOOKABLE ROOMS

ROOM NUMBER	TYPE OF SPACE	LOCATION	ROOM MAX CAPACITY	DEFAULT SETUP
VS.G.65	Lecture Theatre	Vernon Street	77	Auditorium
RS. B.89	Meeting Room	Rossington Street	18	Meeting
B1.UG.07	Tutorial Room	Blenheim Walk	2	Tutorial
B1.UG.15	Tutorial Room	Blenheim Walk	2	Tutorial
B1.2.12	Tutorial Room	Blenheim Walk	2	Tutorial
B1.2.21	Tutorial Room	Blenheim Walk	2	Tutorial
B1.2.33	Seminar Room	Blenheim Walk	24	Seminar
B2.G.03	Seminar Room	Blenheim Walk	32	Seminar
B2.G.04	Seminar Room	Blenheim Walk	32	Seminar
B2.G.17	Meeting Room	Blenheim Walk	4	Meeting
B2.G.18D	Meeting Room	Blenheim Walk	4	Meeting
B2.G.22	Seminar Room	Blenheim Walk	35	Seminar
B2.G.30	Tutorial Room	Blenheim Walk	2	Tutorial
B2.1.05	Tutorial Room	Blenheim Walk	2	Tutorial
B2.2.28	Seminar Room	Blenheim Walk	49	Seminar

## APPENDIX B - ROOM BOOKING REQUEST FORM GUIDANCE

Please note that all the fields are mandatory, and the booking will not be reviewed if one or more of these fields are left blank.

### Information to include when completing the room booking form

1. **Name of activity** - This is the name that will show up in the room booking overview
2. **Description of activity** - A brief description of the meeting/event will help us determine if it is suitable for a particular type of space. This needs to include the type of attendees i.e. staff, students, visitors.
3. **Contact name, email & number** - This will be the main contact for the booking, they will receive all correspondence from the estates department, and this person will receive a confirmation email once the booking is complete.
4. **Date of activity** - The date of the event or meeting.
5. **Duration of activity** - This includes the setup and clean up time. Please note that events/meetings requiring changes to the setup of the room or AV/IT support require at least an additional 30 minutes before and after the event/meeting added to the booking. Large events/meetings may require longer, and this must be included in the booking.
6. **Start time of activity** - This is the actual start time excluding set up.
7. **End time of activity** - This is the actual finish time excluding clean up.
8. **Number of attendees** - This is the maximum number of people required in the room.
9. **Preferred Room** - This is so you can choose your preferred room from the drop-down list of rooms on the booking system.
10. **Layout** - All resource rooms have a default layout, but rooms can be altered if enough notice is given to the estates department. Specific details of required layouts must be passed to the estates department.

1. **Catering** -When requesting catering from Dot the Lions, please provide specific details including any dietary requirements and enough notice so your requirements can be provided in good time.
2. **AV/IT Equipment** - Specific details and enough notice needs to be given if additional AV/IT is required.

### **Blenheim Walk Auditorium**

The Auditorium is not available under the central booking system as this is a facility designed for specific purposes and is therefore available only for the following;

- Music practice/rehearsal/music or theatrical performance that requires stage, PA, controllable lighting
- Public performance/lecture/screening/conference/event (i.e. where controlled entrance/egress, access to the toilet facility and security from the rest of the building is required, e.g. Creative Networks)
- An approved internal event intended for cross-university attendance (e.g. induction welcomes and high-profile speakers aimed at multiple courses, film screenings, conferences) where planned audience attendance exceeds that which can be catered for elsewhere in the University.

Any booking requests for the Auditorium must be made using the same booking form but these bookings will be assessed individually to ensure they meet the criteria set out above.