

## **Policy – room booking procedures**

There are a number of rooms that can be booked for either internal or external events. Generally the booking procedures are followed correctly and events pass without any problems. However, there have recently been some complaints about the smaller rooms. Some societies that book these rooms on a regular basis have been overrunning their booking times, and have also refused to adhere fully to all room booking procedures.

### **Factors to consider**

- There should be clear room-booking policy, which is applied to everyone wishing to book a room.
- Institutions should work with student societies and the student union to ensure all those likely to be booking rooms are aware of the process, and potential sanctions
- Under extreme circumstances the organisation of meetings may be unlawful
- Regulations must be followed by all, and without discrimination
- Those booking rooms should consider ways to mitigate risk, particularly if the speaker or topic of an event is controversial
- What redress is there if the society or individual that books the room fails to adhere to the dedicated policies in place?

### **University reflections**

***“Rules and regulations have to be in place, and all students must obey these rules, it’s not a free for all. In the outside world there are rules and regulations and students know this, so why should it be any different on campus? We had an issue with free rooms being used for prayers, overrunning and taking up the yoga groups time. I put it to the group that at 5.15 yoga is booked, so yoga will happen, they are free rooms so they can be used by anyone. For your personal religious needs you shouldn’t put others into difficulty. Your religion is very flexible, so don’t restrict it”. University Iman***

***“We were under the media spotlight after a leaked paper led to students protesting against the alleged problems we had that made the national papers. This brought about a meeting with all the stakeholders and societies and the Pro Vice Chancellor which exposed the weaknesses in their own systems and highlighted those societies that were not democratic and needed change in policies. The big change came in room booking procedures where there was no real emphasis on societies to take responsibility for their speakers or what was going on in the rooms. Therefore we brought in policies where it’s limited who can book rooms from individual societies, and that person has to sign a document taking responsibility for the speaker and the event. This includes taking responsibility if the event has problems by things like paying for security needed” Head of student support services***