

# GSU Room Booking Policy and Procedure

## How to Book a Room

### Societies or Clubs

Societies and Clubs that are registered with the Greenwich Students' Union have priority on booking rooms within the Students' Union.

- If you are a **Society or Club** and wish to book a room within the Students' Union, your President can request bookings from the beginning of each term via our online room booking system [greenwichsu.co.uk/bookaroom](http://greenwichsu.co.uk/bookaroom)
- These can be one off or recurring bookings. Recurring bookings will only be honoured for **one term** at a time. If you would like to keep the recurring booking into the next term, please fill out an online booking request form stating that you would like to carry the recurring booking over.
- Societies and Clubs may also book rooms with at least **two working days'** notice subject to availability and will have priority over any free rooms on the day.

### General Student Bookings (Study Sessions etc)

Students who wish to book our rooms and are not in connection with a Society or Club are welcome to book the rooms under the following conditions;

- Bookings must be requested at least **one week** in advance of the desired booking date using the online room booking system; [greenwichsu.co.uk/bookaroom](http://greenwichsu.co.uk/bookaroom)
- Bookings for **under two** attendees will not be honoured. If the rest of your party do not show up 1hr into your booking, you will be asked to vacate the room.
- Bookings for study sessions / group work sessions will only be issued in a maximum of **2.5 hour** slots.
- Students booking rooms for study or group work sessions may only book a maximum of **two** sessions per fortnight.

**FACE TO FACE ROOM BOOKING WILL NOT BE ACCEPTED UNLESS YOU ARE REQUESTING A ROOM ON THE DAY OF DESIRED BOOKING.**

**ROOMS MAY BE AVAILABLE FOR BOOKING ON THE DAY BUT WILL ULTIMATELY BE ISSUED TO SOCIETIES AND CLUBS FIRST AND THEN ISSUED ON A FIRST COME FIRST SERVE BASIS SUBJECT TO AVAILABILITY.**

**PLEASE SEE THE WELCOME DESK TO BOOK ANY AVAILABLE ROOMS ON THE DAY.**

## How to Book a Stall

You can book a stall through our online booking system:

[greenwichsu.co.uk/bookaroom](http://greenwichsu.co.uk/bookaroom)

- Please let us know as much as possible about what you will be doing so that we can help you to have an effective and successful stall.
- Please book no later than **two weeks** in advance.
- If it is a fundraiser, please let us know what charity you will be raising money for.
- Doing a bake sale? Make sure a full list of all ingredients is provided on your stall. You will also need to fill out an allergens form so be sure to pick one up from the Welcome Desk before you begin selling!
- Working with an external company or industry professional? Please let us know their details in advance, preferably when booking. Some externals will incur a charge to use our spaces.

**DISCLAIMER: if a stall with a similar theme is already booked in, your stall may be refused or rearranged. So please let us know as much detail as possible ahead of your booking**

## Good Conduct

Our rooms are free for students to use and we love it when you do use them! So please help us to keep our rooms a pleasant and enjoyable space within your university by following our simple requests regarding the use of our rooms. In the instance that these requests are not followed, we have a **three strikes policy**, in which any three of the following can be amalgamated and used to suspend users from booking rooms for one term.

### Housekeeping

- We ask that after each use, you leave the room as you found it. On the back of the doors in each of our rooms is a photo to help you to reset the rooms to their original set up after use. If you require help, please ask Lucy at the Welcome Desk or a student ambassador.
- Do not leave the rooms in a mess. If the room is messy (litter, dirt etc) when you arrive, please report this immediately to the Welcome Desk. In the instance that the Welcome Desk is closed, please e-mail photos of the room to; [gsuroombookings@gre.ac.uk](mailto:gsuroombookings@gre.ac.uk) If this is not done, we will assume that the mess was yours and it will go down as a strike against our **three strikes policy**.
- If your booking has caused a mess for any reason and you think that you may need assistance with clearing it up, please let the Welcome Desk know or email [gsuroombookings@gre.ac.uk](mailto:gsuroombookings@gre.ac.uk) out of hours. If this is not done, it will go down as a strike against our three strikes policy.

### Timekeeping (also applicable for stalls)

- Please ensure that you arrive on time for your booking and leave on time too. If you think you are going to be at least 30 minutes late, please email [gsuroombookings@gre.ac.uk](mailto:gsuroombookings@gre.ac.uk) or call the Welcome Desk on **0208 331 7629** to let us know. Where it is feasible, we may be able to alter the times of your booking but please remember that our rooms are very popular, so this will not always be possible.
- If you do not attend your booking after one hour, we will cancel the booking and it will go down as a strike against our **three strikes policy**.
- **Please remember to cancel your booking by emailing** [gsuroombookings@gre.ac.uk](mailto:gsuroombookings@gre.ac.uk) if you no longer need or want it.