

GSU Room Booking Policy and Procedure

Welcome Back! Since last term we have made some changes to our room booking process and policy here at Greenwich Students' Union. Greenwich Students' Union would still love for students to use and enjoy our rooms and spaces however, we have added some extra rules and guidance to make using our rooms and spaces Covid-19 safe. Please read below to find out more on how to book and use rooms and spaces within your Students' Union.

Room Bookings under Covid-19 Restrictions:

We have now opened our student group rooms for Societies and Sports clubs to book as well as students looking for a one-off booking. We understand that the presence of Covid-19 impacts this. We have worked hard to ensure that our rooms are safe for students to use when on campus. In line with Covid-19 restrictions, we have put some rules in place to ensure that our student group rooms are safe places for you to use and enjoy.

- You must maintain **social distancing**
- Keep your hands **sanitised**
- Wear a **face covering** at all times
- Please refrain from entering our rooms or spaces if you are experiencing covid symptoms

All students are welcome to book our student group rooms in the Dreadnought building. Student Societies and Sports clubs will hold priority over all our rooms and spaces, especially during term 1. Student Societies and Sports clubs are required to book all rooms through the room booking system. They can gain access to the system by contacting us at; gsuroombookings@greenwich.ac.uk. For term 1 students looking to pre-book rooms for one-off use will not be able to do so. However, they are free to book on the day by visiting the GSU reception in D034. These rooms will be issued on a first-come-first-serve basis. You can view the availability of our rooms and spaces here: suug.roombookings.co.uk/overviewday. You are not permitted to use our rooms without pre-booking. Failure to provide a booking confirmation to GSU staff will result in your removal from our rooms.

When using our rooms we ask that you do not move the layout. GSU staff have set the rooms in a way that allows the maximum number of users whilst

observing social distancing of 2 meters. If you need anything moving, please ask the reception first.

We kindly ask that you are transparent about the number of attendees who will be present at your bookings. Our rooms are now running with a limited capacity and all users will need to adhere to the government social distancing guidelines.

Our rooms and spaces will be cleaned by GSU staff with anti-bacterial detergent after each use and locked in between to reduce the casual use of our rooms. There will be a 15 minute period between each booking for the staff to clean the rooms. Please be patient with GSU staff during this time.

Cleaning caddies will also be provided in each bookable room for you to clean before using if you wish to do so. We also advise that you wipe down any surfaces within the rooms that you have used after using. Our bookable rooms will NOT be cleaned between each use after 5pm Monday-Friday and on weekends. Please ensure that you use the caddies provided to clean the rooms before and after each use.

Please do not remove any of the cleaning products kept in the rooms. If any products are missing after your booking you may be charged to the value of the products removed. If cleaning products are missing on your arrival you **MUST** report this to the GSU reception either by visiting us at D034 10am-4pm Monday-Friday or emailing after hours at; gsuroombookings@greenwich.ac.uk

Please follow these instructions to keep yourselves and others safe.

Just like last year students and staff can request to book a room or space within the GSU but please be aware that Sport clubs and Societies reserve priority booking on all of our rooms and spaces. Below are a few details on how the new system will work. If you have any questions please feel free to contact us at: gsuroombookings@greenwich.ac.uk and we will aim to answer them.

Before we get started there are some key rules that apply to all students and staff.

Please remember to include as much detail as possible when booking a room or one of our spaces. Booking requests without a full name, Student or Staff I.D number and description will not be approved. Face to face room booking will not be accepted unless you are requesting a room on the day of desired booking.

Societies and Sports Clubs

If you are a Society or Sports club you can request access to the booking system to make your own bookings by contacting; gsuroombookings@greenwich.ac.uk. Once you have account access you will need to submit your own bookings and they will be approved by admin daily Monday-Friday 10am-4pm. Please do not email us to make a booking, it will not be fulfilled. Societies and Sports clubs may also book on the day on a first-come-first-serve-basis. Please see the Students' Union reception in D034 to do so.

Societies and Sports clubs may book with two working days notice. They will also hold priority over any free rooms on the day.

Societies and Sports clubs may request both one off and recurring bookings. To Avoid disappointment, please try to book recurring bookings at the start of the term. Recurring bookings will only be issued one term at a time. If you would like to carry a recurring booking over to the next term please let us know before the end of the term and we will be able to help you.

Please remember to book at least 1 week in advance to avoid disappointment. Bookings will be accepted with less notice however we cannot guarantee you a room or space. If you are having an external speaker present at your booking you will need to let us know their details at least three weeks in advance of your requested booking date. You can do this by filling out the external speaker form on our website and emailing it back to us.

General Student Bookings (Study Sessions etc.)

STUDENTS WHO ARE NOT PART OF A SOCIETY OR SPORTS CLUB ARE NOT ABLE TO PRE-BOOK OUR ROOMS DURING TERM ONE.

If you are a student looking to make a one-off booking for a study session or other activity then please contact us using the booking form which can be found here: <https://www.greenwichsu.co.uk/bookaroom/bookingform/>

Students looking to book a room must book one week in advance. Students may also book rooms on the day by visiting the GSU Reception in the D034 but please be aware that societies and clubs reserve priority use of our rooms.

The rooms will be issued on a first-come-first-serve basis with the priority going to student Sports clubs and Societies.

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. If you are holding a video conference and there will be just one person in the room please let us know in advance.

You may only book these rooms for a maximum of 2.5hrs twice a fortnight, so a total of 5hrs over a two week period.

How to Book a Stall

Students, clubs and societies may also book stalls in the Dreadnought atrium area. This will be limited to one stall per day with no stalls on Wednesday afternoons or weekends. Please book all stalls at least two weeks in advance. There are to be no BAKE SALES or FOOD related stalls currently. If you have an alternative idea for a fundraising stall then please contact us at gsuroombookings@greenwich.ac.uk and we will be happy to discuss it with you. If you are working with an external company or industry professional you will need to let us know their details in advance. Some externals will incur a charge to use our spaces.

All students and staff members will be able to view the availability of our rooms by following this link: <https://suug.roombookingsystem.co.uk/overviewday>

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 and our safe spaces policy which can be found on the wall in each room. 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. We also ask kindly for you to follow our Covid-19 guidance when using our rooms for the foreseeable future. This can be found below.

Housekeeping

- We ask that after each use, you leave the room as you found it. If you require help, please ask Lucy in D034.
- 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 reception. In the instance that the reception is closed, please e-mail photos of the room to; 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 reception know or email 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 or call the reception 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 if you no longer need or want it.