

### **Out of hours bookings for LUU Student Societies in Buildings on Campus (excluding the union building)**

Following recent changes to the Timetable & Central teaching space management policy, I would like to inform you that the following buildings are available for LUU Student Society bookings:

Monday to Friday Term time only (priority order):

- 1) Student union if possible
- 2) Parkinson until 21.30 Mon to Thurs (18.30 Friday)
- 3) Clothworkers South (opposite union) until 21.30 Mon to Fri
- 4) Business School until 21.00 Mon to Fri
- 5) Baines Wing until 21.30 Mon to Thurs (17.00 Friday)
- 6) Worsley until 20.30 Mon to Thurs (18.30 Friday)

Bookings in the above buildings do not incur any additional charges to Estate Services or the University.

If suitable space is not available in any of the above buildings then Estate Services will cover the use of Michael Sadler building up until 21.30 Mon to Thurs. However, this is at an additional cost to Estate Services and the university, so if possible we would prefer you not to use it, or to consolidate bookings onto as few evenings as possible.

Weekends Term time only (priority order):

- 1) Student union if possible
- 2) Parkinson from 10.00 – 17.00 Saturday and 10.00 – 19.00 Sunday
- 3) Business School from 09.30 to 11.30 Saturday

We do not employ weekend porters in any other buildings.

I would be grateful if you could make groups aware of the following:

- 1) All bookings should be made via the Student Union reception. University policy dictates that the timetable office cannot take bookings directly from students.
- 2) As a minimum, all bookings should be made 2 weeks in advance so that the necessary portering arrangements can be made to cover the event.
- 3) Noise should be kept to a minimum in CTS rooms, as teaching activities also take place in these buildings during the evening. Activities which are inherently noisy – dancing, singing, theatre etc..- should be held in the student union building as far as possible.
- 4) Furniture can be moved around at your own risk, but must be returned to the original layout in time for the end of the session.
- 5) Groups must leave promptly on time so that the building can be locked on time. Extensions will not be allowed unless they have been booked in advance through the Timetable office.
- 6) Only the rooms that have been booked through the Timetable office should be used. It is not acceptable to use additional rooms on the day of the event without an official booking.

- 7) Students will not be granted access to central teaching rooms without an official booking confirmation. Please ensure that the organiser of the event takes along a copy of the booking confirmation as proof of the room booking.
- 8) AV support is available until 6pm from Teaching Support, but not after 6pm, although the Facilities Assistants will try to help.
- 9) Food and drink is not permitted in teaching rooms. Catering is not permitted.