

## **LiverpoolSU Room Booking Policy**

As part of our support for student Group, LiverpoolSU makes a number of rooms available to registered student groups. The following rooms are available to book by student groups at LiverpoolSU: Rooms 5,6,7, the Large Committee, the Training Suite, the Engine Room and Drift Cafe.

### **Who can book rooms?**

A registered student group is one which has been approved by Better Union Forum, and has fulfilled LiverpoolSU requirements such as having accurate contact details on file with the Student Community Team, an up-to-date risk assessment and development plan and at least 10 registered members who are JMU students. A registered member is someone who has completed the student group membership form and paid the appropriate membership money. Student groups who are in the process of bringing in membership and completing development plans at the start of the year or when they are first approved may be able to book rooms at the discretion of the Vice President (Activities) and Student Community staff.

### **How to book rooms**

In order to book a room student groups should contact the Student Group Coordinator who will check that they are a registered society, take details of the event so we can assist with publicity and set up where appropriate, and check that the event will be carried out in a safe and legal manner. The Student Group Coordinator will liaise with Reception to check rooms are available, If the room is available and there are no concerns about the safety of the event the student groups will receive an email to confirm that the room has been booked. Reception will only accept student group bookings received through the Student Group Coordinators.

### **What if there are clashes, mistakes or the room is not available?**

- If a room is not available because there is already an existing internal or external booking the student group will be advised that the room is not available and offered appropriate alternative rooms within the union where possible.
- If double bookings occur in Haigh Building as a result of the administrative errors, priority will be given to the registered student groups.
- Where two student groups have attempted to book the same space at the same time priority will be given to the group that booked or requested it first, where this is disputed the Vice President (Activities) will make the final decision.
- If a student group has an existing room booking and there is a request for use of the room at that time for internal or external purposes, the student group will be contacted and asked whether they require that particular room or if they would be willing to move to an alternative room. Student groups with existing room bookings will not be moved or changed without their prior permission
- If a student group wishes to use the room and attempts to book within four weeks of the required date and it is already booked by an internal or external booking that is not another student group, then all possible attempts will be done to give student group priority over the room.