The University of Edinburgh
Guidelines for Centrally Managed General Teaching Room Bookings

Introduction

- These Guidelines apply to staff and student Room bookings for **General Teaching Rooms** made via Booker, Postgraduate Booking Form | Timetabling | Registry Services and the Student Society Form.
- Bookings for specialist spaces, local meeting rooms and desk spaces are dealt with separately.
- Bookings for UG and PG teaching and anything else on the Core Event List are managed by the Teaching Spaces Oversight Group.

The University expects anyone using a General Teaching Room to follow these Guidelines. Failure to do so may result in future room bookings being denied or cancelled. The Event Organiser is responsible for bringing these Guidelines to the attention of Attendees.

Definitions

- **Attendees** means all people attending the event for which the Room has been booked.
- **Booking Request Form** means the online booking form on Booker or Timetabling managed booking forms.
- **General Teaching Rooms** means standard teaching rooms and not specialist and locally controlled rooms.
- **Room** means the General Teaching Room(s) booked in accordance with the Booking Request Form.
- **We** means the University.
- **You** or **Event Organiser** means the person submitting the Booking Request Form.

1. Room Bookings

Subject to prior bookings, Rooms are available during term time from Monday to Friday, 09:00 to 18:00 hours. A small number of buildings have rooms with booking hours up to 21:00 on weekdays and some opening hours at weekends.

Completion of a Booking Request Form does not guarantee that a Room will be available. Student Society Booking Request Forms will receive a confirmation email from the Timetabling Unit, to confirm or refuse the requested booking. Bookings are not confirmed until the confirmation email is received. The University reserves the right to refuse bookings.

2. Out-of-hours bookings

There is a charge for the following bookings:

Termtime: after 21:00 Monday-Friday, and outside specific limited opening hours on weekends, with a minimum of 4 hours' coverage required on weekends (there are a small number of spaces with some weekend opening hours).

Outside termtime (from the end of May to early September): after 17:00 weekdays and all day on weekends. Out-of-hours charges must be accepted prior to booking and will be applied post-event.

3. Cancellation by the University

The University reserves the right to cancel or amend a previously confirmed booking. We will try to give as much notice as reasonably possible, however, the University is not responsible for arranging an alternative venue and has no liability where a booking is cancelled or amended.

Without limiting its general right to cancel, the University may also cancel a booking where it reasonably believes that the use to be made of the Room may be unlawful, may fail to comply with the law or University policies (including on Health & Safety), or may be damaging to the University's reputation, or where it considers this is required under its statutory Prevent Duty and the University's Speakers and Events Policy. See para 8 - External Speakers - for further information.

4. Event Organiser Responsibilities

The Event Organiser must:

- complete the Booking Request Form and provide any additional details requested by the University, including whether the event may be considered controversial;
- check that the booking complies with University policies, including on Health & Safety and the Speakers and Events Policy (see para 8);
- make Attendees aware of the requirement to follow these Guidelines; and
- report any issues or faults using in-room guidance.

5. University-wide conduct and expectations for Attendees

Attendees must behave responsibly and with respect for others and for University property.

Attendees agree to the following:

- Act respectfully and lawfully, and not engage in behaviour that is disruptive, intimidating, harassing, discriminatory, or otherwise unacceptable

- Comply with University policies and procedures, including (where applicable) the University's standards on dignity and respect, equality and inclusion, health and safety, Prevent Duty and any relevant rules on the use of IT and AV equipment

- Follow all venue instructions and local rules, including capacity limits, noise control, accessibility requirements, and any directions given by Servitorial/University staff. For safety reasons, the number of Attendees must not set out the number in the Booking Request Form

- Vacate the Room and relevant building no later than the finishing time given in the Booking Confirmation. Overruns may incur additional charges

- Use the Room only for the purpose set out in the Booking Request Form and Booking Confirmation. Subletting or swapping Rooms is prohibited unless you have written consent from the University

- Use the Room and associated space safely and appropriately, keeping exits and corridors clear and observing fire and emergency procedures

- Respect the building and its users, leaving rooms clean and tidy and not cause damage to, or misuse of, furniture, equipment, or facilities

- Smoking, including vaping of e-cigarettes, and the use of candles, tea lights, or any other naked flames is strictly prohibited on University premises

University staff on duty have the authority to ensure that these Guidelines are observed.

If any of the Attendees behave, or is reported to have behaved, in a manner considered unacceptable, the University reserves the right to require that person to leave the premises and/or to terminate the booking and any future bookings.

6. Room Rules and Responsibilities

- Rooms must be returned to their original layout before the end of Your allocated booking time. Failure to do so may result in future bookings being cancelled or refused
- Do not move chairs or tables between rooms
- You must clear up after every meeting and must leave the premises tidy and remove all waste.
- Any damage must be reported in accordance with in-room guidance

Catering is permitted in the Rooms in accordance with the Catering Policy.

Any advance ticket sales should only cover event costs.

7. AV/Equipment

- Standard Audio Visual and IT Equipment is provided on an 'as is' basis. It should not be moved or altered
- IT equipment in the room must be used in line with the Computing Acceptable Use Policy.
- Electrical items brought into the room for use during booking should be appropriately PAT tested
- Any additional equipment/materials brought into the room must be removed by the end of the reservation period. Any costs incurred for removal/storage will be charged to the Event Organiser

8. External Speakers

The Event Organiser must request permission to host external speakers at least ten (10) working days before the event by completing the Booking Request form. If there are any changes relating to an external speaker, you must notify us immediately by submitting a new Booking Request form.

You must provide all necessary information relating to external speakers and/or public access to the event. Further information is available here: University's Speakers and Events Policy.