

KCLSU Room Booking Policy and Procedure

KCLSU Room Booking Policy

Brief description: KCLSU recognises the importance of providing students with co-curricular activity spaces in order to enhance the student experience during their time at King's. KCLSU intends to operate a fair and straightforward room booking procedure for the use of KCLSU and KCL spaces, to be carried out in line with the guidelines as set out below.

Approved by: KCLSU Senior Leadership Team

The room booking policy and procedure shall be made accessible and readily available as a point of reference when necessary. In case of any questions, please direct them to the KCLSU Hub team at hello@kclsu.org.

Definitions:

“Ratified group”: a student group or sports club registered with KCLSU, who have signed a society agreement and has an account with KCLSU or a KCLSU Campaign group or Association.

“Affiliate group”: a group registered with KCLSU who does not hold an account with KCLSU e.g. All the King's Men, Law Society.

“Recognised committee member”: the details of whom have been provided to KCLSU as holding a position of responsibility on the student group's committee.

1. How to Book a Room

- i. All room booking requests must be made through the website at www.kclsu.org/bookaroom which fully details the information required.
- ii. All Terms and Conditions are detailed on the website.
- iii. All Kings room bookings must be made 3 working days in advance of the event. This extends to 15 working days where there is a booking with an external speaker.

2. Authorisation to Request KCLSU Space

- i. Only student groups that are ratified by or affiliated with King's College London Students' Union, or members of KCLSU staff may request meeting or activity space for activities authorised by the Students' Union, without charge.
- ii. Student groups that are not ratified by or affiliated with KCLSU, individual KCL students, KCL Alumni and KCL staff may request meeting or activity space for activities authorised by the Students' Union, whilst incurring a charge agreed prior to booking. These bookings can also be made through hello@kclsu.org.
- iii. A KCLSU space may be booked by the President or other recognised committee member of said student group using the online booking system, or in person at a KCLSU Hub.
- iv. Only recognised committee members of a KCLSU student group or a member of KCLSU staff may have access to the online booking system, with log in details

provided to them by a member of KCLSU staff with responsible for your area of interest.

3. Room Reservation and Cancellation

- i. Requests for KCLSU space may not be granted if the individual does not comply with the room booking procedure through the KCLSU website or agree with KCLSU's Terms and Conditions.
- ii. Kings Bookings should be made at least 3 working days before the space is required (15 working days with an external speaker), but no further than one semester in advance.
- iii. No booking may exceed the capacity as stated on the room booking system.
- iv. No booking may exceed the time stated on the MRBS. Rooms must be reset and left in your allocated booking time.
- v. Any booking requests made outside of the specified building opening hours will be refused by KCLSU.
- vi. KCLSU spaces are limited and are allocated on a first come first serve basis, unless KCLSU deem the booking to be unfair to other students or a conflict of interests, in which case the booking may be refused.
- vii. KCLSU reserve the right to decline any request or cancel any confirmed booking if there is sufficient reason to or if there is any justified concern surrounding a booking.
- viii. KCLSU staff at a KCLSU Hub must be informed of any changes to a booking and the appropriate information provided if requested. KCLSU reserves the right to cancel any booking if the information requested has not been supplied within a suitable timeframe.
- ix. Any confirmed booking that will no longer be needed must be cancelled or a member of KCLSU Hub staff notified as soon a Committee member is aware that a room is no longer required. Notice of cancellation should be served at least 48 hours prior to commencement of booking as otherwise penalties are incurred.
- x. Once a room booking request in confirmed, student groups are unable to make major changes (e.g. change of attendees) without contacting hello@kclsu.org KCLSU reserves the right to decline change requests.

4. Additional Support and Services

- i. Any room requirements should be made aware of to KCLSU staff at a Hub when the booking is made. KCLSU will satisfy these room requirements for those groups satisfying the criteria in point 1.i on a first come first serve basis, as and when they deem necessary.
- ii. You will be required to exchange valid ID for an access card upon arrival.
- iii. Additional support and services include extra furniture, AV equipment and catering facilities. This is subject to availability and may be chargeable.
- iv. All AV equipment and access cards used must be returned to the Hub at the end of the activity and not left in the activity room, failure to comply could result in additional charges.

5. Block Bookings

- i. KCLSU spaces allocated to groups with repeat block bookings will be given priority over other requests. These bookings will be confirmed before the start of a new term by a member of KCLSU Hubs Team and are offered to any student group requiring use of KCLSU space on a regular basis for any activity authorised by KCLSU.
- ii. Groups failing to use block bookings will be subject to investigation (see section 8).

6. External Speakers and Attendees

- i. Many of our events will have external speakers attending. As a Students' Union our **External Speakers' Policy**, in conjunction with our **Safe Space Policy**, ensures that we are providing a platform for educational experience whilst following charity law and other legislation that we're responsible for upholding.
- ii. External Speakers: Any booking requesting the attendance of an external speaker will be subject to additional checks before confirmation of the booking. Sufficient detail must be provided to KCLSU in time for a security check to be carried out and authorisation to be given. Any external speaker raising concern may be refused access to KCLSU space and the booking will be subject to cancellation. Please see the **External Speakers Policy** for further information.
- iii. All bookings that involve an external speaker **MUST** be made 15 working days in advance.
- iv. External Attendees: Any booking requesting the attendance of an individual who is not considered a current member of KCL/KCLSU staff, KCL student or [Associate member](#), authorised [coach / instructor](#) is subject to additional checks. Sufficient information must be provided to KCLSU in time for the appropriate security checks to be organised and informed.

7. Room Use

- i. Any activity taking place in a KCLSU space must commence within 15 minutes of the booked time and the room vacated at the specified time.
- ii. It is the responsibility of the event organiser to ensure all members of the group adhere to the KCLSU Safe Space Policy. Please see Safe Space Policy for further information.
- iii. It is the responsibility of the event organiser to ensure all members of the group are familiar with the emergency evacuation procedure stated in the room and all fire exits are made aware of and kept clear in all circumstances.
- iv. It is the responsibility of the event organiser to ensure the room is left in an acceptable state and that no furniture is removed or moved from one room to another. The information sheet within the room should be referred to for the accepted layout of furniture.
- v. Alcohol, food or any substance considered hazardous by KCLSU may not be brought into and consumed or distributed in any KCLSU space.
- vi. It is the responsibility of the organiser to ensure users wear appropriate footwear and clothing.
- vii. It is the responsibility of the organiser to inform the KCLSU Hub of any damage to KCLSU spaces.
- viii. Audio visual equipment and Key / cards must be returned to the hub at the end of each booking.

- ix. It is the responsibility of the committee member to have read and understand the fire evacuation procedure for each space.
- x. KCLSU Spaces are not suitable for any type of ball games excluding table tennis.
- xi. KCLSU reserves the right to penalise (see section 8) any group or individual observed to be misusing any KCLSU space or the booking system. This may include, but is not limited to, failure to attend a confirmed booking or using the space for any activity other than was authorised by KCLSU.

8. Consequences of Breaching the Room Booking Policy and Procedure

- i. Any breach of this policy may result in disciplinary action in accordance with the KCLSU Member Disciplinary Procedure, Activity group and Sports club agreement.

9. Complaints and Reporting

- i. Comments or concerns about this policy and code of practice should be referred to the Deputy Chief Executive in the first instance.
- ii. Any complaints about a member of staff or Student Officer in the context of this policy and code of practice should be referred to the complaints@kclsu.org, where a member of KCLSU Senior leadership team will treat the conversation as confidential and refer the complainant to the Complaints Procedure.