



## KCLSU Room Booking Policy and Procedure

KCLSU Room Booking Policy	
<b>Brief description:</b> 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.	
<b>Approved by:</b> KCLSU Senior Leadership Team	
<b>Date of approval:</b> 18/03/16	<b>Date of next approval:</b> Governance & Policy Committee 29/03/16

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 Student Centre team at [hello@kclsu.org](mailto: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.
- “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](http://www.kclsu.org/bookaroom) which fully details the information required.
- ii. All Terms and Conditions are detailed on the website.
- iii. All room bookings must be made 10 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 as normal through the KCLSU website.
- 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 student centre.
- 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 administration rights.

### 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. Bookings should be made at least 10 working days before the space is required (15 working days with an external speaker), but no further than one semester in advance. Any requests within 10 working days will be confirmed at the discretion of KCLSU staff.
- iii. No booking may exceed the capacity as stated on the room booking system.
- iv. Any booking requests made outside of the specified building opening hours will be refused by KCLSU.
- v. 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.
- vi. 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.
- vii. KCLSU staff at a student centre 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.
- viii. Any confirmed booking that will no longer be needed must be cancelled or a member of KCLSU staff notified as soon as a Committee member is aware that a room is no longer required. Notice of cancellation should be served at least 24 hours prior to commencement of booking as otherwise penalties are incurred.
- ix. Once a room booking request is confirmed, student groups are unable to make major changes (e.g. change of attendees/speaker) without resubmitting booking request. 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 student centre 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. Additional support and services include extra furniture, AV equipment and catering facilities. This is subject to availability and may be chargeable.
- iii. All equipment used must be returned to Student Centre 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 staff 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 subject to cancellation. Please see the **External Speakers Policy** for further information.
- iii. All booking 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 or KCL student is subject to additional checks. Sufficient information must be provided to KCLSU in time for the appropriate security 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 or any substance considered hazardous by KCLSU may not be brought into and consumed or distributed in any KCLSU space.
- vi. 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.

## 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 Deputy Chief Executive, who should treat the conversation as confidential and refer the complainant to the Complaints Procedure.