KING’S GATE MEETING ROOM BOOKING POLICY

The King’s Gate room booking policy ensures its meeting rooms are effectively used and in a consistent and fair manner. The policy covers which spaces within the building are available, any restrictions on use and conditions and procedures associated with making a booking and preparing for a meeting.

Meeting rooms in King’s Gate [www.ncl.ac.uk/timetable/room/KingsGate.php](http://www.ncl.ac.uk/timetable/room/KingsGate.php)

Room booking procedure

1. How to book rooms

- Rooms are booked using the University on-line room booking system at [www.ncl.ac.uk/timetable/room/KingsGate.php](http://www.ncl.ac.uk/timetable/room/KingsGate.php)
- Use your campus ID (i.e. nkg1) and normal password used to sign into the network. Your login will give you access to book spaces within King’s Gate and other useful rooms across campus. If you require additional permissions, complete the request additional permissions form at the URL address above.
- Availability of rooms can be viewed at [www.ncl.ac.uk/timetable/room/timetables.php](http://www.ncl.ac.uk/timetable/room/timetables.php) and your personal booking history can be viewed by logging onto the web room booking system and selecting the ‘My Bookings’ page. It is advisable to check the availability of space before making a booking.
- You may make multiple bookings using the system but please ensure you only reserve what is required and all un-needed sessions are cancelled, this can be done using the ‘My Bookings’ function.

2. What to consider when booking a meeting room

- King’s Gate operational hours are 08.00 to 17.30.
- Where possible, meetings should be booked in an available room nearest to the operational area of the meeting attendees (Timetable Services can provide you with further details on the location of meeting rooms).
- Consideration should be given to meetings starting before and after the time you would like a room. Because of the close proximity of some meetings rooms to workstations and operational areas of the building, it is important that disruption to other building occupants be at an absolute minimum, avoiding back-to-back meetings where possible helps reduce waiting time and associated noise outside rooms.
- Please email the Visitors Centre ([KG.reception@ncl.ac.uk](mailto:KG.reception@ncl.ac.uk)) of any additional visitor information e.g. names and numbers of important visitors and special instructions.
3. What to consider when attending, supporting or chairing a meeting

- **As the Chair**
  - Please adhere to the allocated meeting time.
  - Have appropriate support for your meeting (to arrange catering, as a contact for external guests and access to the floor).

- **As the meeting organiser/support officer**
  - Ask meeting attendees to arrive promptly for meetings and not to congregate outside rooms; waiting areas are available in the atrium on level 1 and on individual floors.
  - Access to levels three, four and five will be restricted to residents of the building; meeting attendees from outside the building will need a contact telephone number to call when they reach the floor door. This ideally should be on the meeting agenda or notes.
  - External parties to the University should report to the reception desk on level one accessed from Barras Bridge. Please assist visitors and external parties to the building off the floor and direct back to level one reception to sign out and return any visitor cards.
  - Please ensure the meeting runs to its allocated time slot
  - If you need to change the layout of a flexible space, please consult timetable services before making a booking (see section 7).
  - Clear away any used refreshments or catering, papers and materials used during the meeting (see section 4).
  - Report all problems with rooms and facilities (see section 6).

- **As an attendee**
  - When attending a meeting please do not arrive too early. If you do, please take a seat in a waiting area available in the atrium on level one.
  - Please be considerate of colleagues working close by and wherever possible wait until you are clear of workstations before engaging in conversation.

4. Catering

You may arrange delivered hospitality in the following meeting rooms only:

**Level 5**: L5.13, L5.15  
**Level 4**: L4.13 and L4.14  
**Level 1**: L1.20, L1.25 and L1.26

Flavia drinks machines are located in the following rooms; it is the responsibility of delegates to clear their own tea/coffee cups into the bins provided so that the room is clean and tidy for the next meeting.

**Level 5**: L5.13
Level 4: L4.13, L4.14 and L4.15
Level 3: L3.33
Level 2: L2.16 and L2.17
Level 1: L1.20, L1.25 and L1.26

When arranging a meeting with delivered catering you must book a suitable time slot to allow set up and clear down of the room, please ensure catering are aware of the end time of your meeting and they will return to clear the room.

5. Audio visual equipment

Meeting rooms are fitted with a plasma screen display, wireless mouse and keyboard; level 1 training rooms have a ceiling mounted data projection system in place of a plasma screen.

6. Faults

Report defects to the room fabric, furniture or equipment to the King’s Gate Building Management Team on ext 86132.

7. Room layout

Meeting rooms have a fixed board table and therefore offer only a standard layout. Some rooms may offer moveable furniture however, if you do require a specific set up in a room you have booked:

- Seek advice from Timetable Services on 85451 regarding available flexible spaces before booking them
- You must contact ESS Building Facilities to arrange the room to be set up in the format you require.
- Ensure you allow sufficient time before and after your meeting/event to allow the room layout to be changed (please add this to the total booking time when selecting a room).
- If you remove or arrange to have furniture removed from level one training rooms, please ensure you book these spaces out to avoid colleagues booking unusable spaces.

8. Disclosure of sensitive information

Please note that the booking title and description is viewable on the web and outside of each room, please exercise discretion when naming meetings of a sensitive or confidential nature.

9. Freedom of speech

All room bookings must comply with the University’s Code of Practice on Freedom of Speech.