Newcastle University Student Room Booking Policy

1.1. Student Society and Club Room Bookings

1.1.1. Only societies and clubs recognised by the Newcastle University Students’ Union¹, its officers and part-time officers and the Unions School and Faculty representatives can request general teaching space for their activities.

1.1.2. The president or nominee of a recognised society or club or other representative listed in 1.1.1 may request a room by completing the NUSU Room Booking Request form² giving at least two working days notice. If you intend to invite an external speaker or attract an audience from outside the University’s Students and Staff, you must give at least 10 working days notice (further action is also required, see 1.1.10.).

1.1.3. Room booking requests for events or social activities cannot be received from individual students or groups of students who do not meet the criteria in 1.1.1.

1.1.4. Society and club bookings are accepted from Monday, Week 1 of each new academic year and in all teaching weeks thereafter, assessment weeks are excluded (www.ncl.ac.uk/timetable/services/5+ Weeks.php). Room cancellations must be submitted using the NUSU Room Booking Request form at least two working days before the event.

1.1.5. During teaching weeks, bookings are normally expected to commence outside of teaching hours and should be restricted to Monday, Tuesday, Thursday and Friday 18.00 – 21.00 and Wednesday 13.00– 21.00). Requests for space during the core-teaching day should be made to the Newcastle University Students’ Union.

1.1.6. It is the event organisers responsibility to ensure they and other room users familiarise themselves with emergency evacuation procedures detailed in the room.

1.1.7. Bookings should commence at five minutes past the hour and rooms must be vacated by the times specified in the booking confirmation allowing five minutes for changeover at the end of the session.

1.1.8. Space is limited and only rooms in buildings normally operationally open outside of the teaching day are available for society and club activity; rooms will be allocated on a first come first serve basis.

1.1.9. Teachings rooms are not available for general society bookings when the University is closed, including weekends.

1.1.10. Societies, clubs and representative listed in section 1.1.1 when organising an event on the University Campus (including the Union Building) that will feature an external speaker or attract an “external element” to the audience, must do so in accordance with the University’s Code of Practice for Freedom of Speech³. Presidents should also bring the event to the attention of the Newcastle University Students’ Union Membership & Democratic Services⁴. Societies may make provisional bookings for such event venues but it is the responsibility of the Students’ Union principle organiser to confirm the booking in a timely manner after appropriate assessment of event content in relation to the University Code of Practice for Freedom of Speech.

1.1.2. Extraordinary Events. Requests for rooms for activities falling outside the hours defined in 1.1.5, large events, or society related conferences requiring large numbers of rooms and spaces will be referred to the NUSU Activities Officer for appropriate risk assessment and approval. Bookings will be confirmed only after NUSU approval has been received.

1.2. Room bookings for activity relating to students formal and private study

1.2.1. Students may request group study facilities or teaching spaces outside of provision made in the University libraries and social learning spaces when they asked do to so as part of their studies to undertake group

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¹ A full list of societies and clubs is at www.nusu.co.uk/soc
² http://forms.ncl.ac.uk/view.php?id=2051 title="NUSU Room Bookings Request">NUSU Room Bookings Request</a>
³ www.ncl.ac.uk/foi/publication-scheme/policies/freedomofspeech.htm
⁴ Form http://www.jotformpro.com/form/30762092332953 should be completed as part of the room booking process.
work or practice presentations. Request should be within normal teaching hours and made directly to their School Office helpdesk.

1.2.2. Students may use teaching computer cluster spaces and general teaching rooms for private study if the room is available and has not been booked for a formal teaching activity. Students must ensure they vacate rooms in adequate time as to not delay the start of the next schedule teaching activity as determined by the rooms online or paper timetable and must leave the room in a clean and orderly state. Students should observe any signage that states a room is in use for teaching, and must not disturb closed teaching sessions in teaching computer clusters.

1.3. Responsible room usage

1.3.1. Only space specified in the room booking confirmation can be used and for the purpose for which it has been booked and the specified dates and times.

1.3.2. The principle organiser must ensure that the persons permitted to attend will not exceed the stated capacity of a space as detailed on doors and room signage.

1.3.3. If furniture is moved in any room it MUST be put back to its original layout after the event, furniture must not be removed from rooms or block fire escapes.

1.3.4. Noise levels must be kept to a minimum at all times and events in neighbouring rooms and offices must be considered at all times.

1.3.5. Rooms must be left free of rubbish and personal belongings and in a condition suitable for its primary use.

1.3.6. Drinking water or drinks from bottles or capped containers is allowed but where possible, please refrain from eating in teaching spaces and ensure all rubbish is recycled or disposed off correctly.

1.3.7. Alcohol may not be bought, sold or consumed under any circumstances in any teaching or social learning space.

This guidance document on teaching room use is part of the Newcastle University Timetable and Room Booking Policy and endorsed by the Newcastle University Students’ Union.

Andrew Roberts/18.12.2015