

SHARPENS YOUR THINKING

BOOKING ROOMS ON BEHALF OF STUDENT GROUPS

If your students group requires to book a room, please read and follow the process outlined below.

Student societies and sports clubs will make bookings through the Student Union Society/Sports Office. The details (listed below) must be checked prior to making a booking through the Web Room Bookings (WRB) system or via University Timetabling Management Services (UTMS - Contact details below). If booked through WRB's, fax the completed booking form to UTMS once the room has been confirmed marking on it if an email has been sent to the Students Union Society/Sports Club coordinators and Manager.

Only "authorised groups" and "authorised students" will be able to make bookings. These groups are essentially active societies, sports clubs and projects. In order for UTMS to know who is "authorised" Students Union Officers will need to compile a list of current societies, sports, projects and a list of those who are officials on the committees.

Booking Form: The Student Union Offices located in the Hubs (City Campus) and Pearson Building (Collegiate Crescent Campus) have access to a copy of the *UTMS Student Booking Form*.

PROCESS

University Meeting Rooms & Classrooms

Staff making an initial enquiry for booking a Sheffield Hallam University room should contact:

University Timetabling Management Services (UTMS)
Facilities Directorate
20 Furnival Street
City Campus
S1 1WB
Enquiries: 0114 225 2075/2090
Fax: 0114 225 2035

To book a room you must:

- give at least 1wks notice (see note below)
- make booking in person to Students Union Society/Sports Office
- be a committee member
- produce a valid Student / Union ID
- produce a valid Sports / Society Card
- present all documentation relevant to the event (Students Union to obtain approval from Security/Multi-Faith Chaplaincy/Students Union)
 - Promotional material
 - External speakers names and affiliations
- fill in the *UTMS Student Booking Form*, available from the Students Union Society/Sports Office or UTMS (address Above)
- sign the declaration, agreeing to the terms printed on the back of the booking form
 - Students Union Society/Sports Office can book through Web Room Bookings for small meetings (see note below)
 - Booking forms to be copied once signed and sent to UTMS.

Please Note:

- Bookings may incur a charge for additional service requirements stipulated by the University - Security/Portering/Catering

- All events being **marketed** and/or with **external speakers** require 3wks notice to be given from date of supplying details (see above). These bookings may be subject to approval by the University Secretary, Security and/or the Multi-Faith Chaplaincy
- Students are not to be booked into the Wentworth Suite, Peak or Pennine Lecture Theatres