**Guidelines for booking rooms**

**Please read these guidelines before requesting a room**

There are rooms in every college in UAL that clubs and societies can book for hosting their activities. We recommend hosting your events over the year in different colleges to ensure a wide variety of students from different disciplines can get involved in your club/society. Try taking a look at some of the colleges that you don’t know as well – there are some fantastic spaces that could spark your imagination for different event ideas.

**Please remember to return furniture and equipment back to their original positions back to where they should be – thank you!**

**Room booking – how long does it take?**

We require a minumum of 3 weeks’ notice (or 7 weeks’ notice for CSM) for room bookings. This is based on three things:

1. The deadlines put in place by the college room booking team,

2. How busy the Communities Team are and,

3. Whether your event has any specific requirements that we need to check/confirm.

Sometimes, room bookings can be confirmed quickly and sometimes it will take the full 3/7 weeks. The more notice of an event we have, the more likely we are to be able to book the right space with plenty of time for you to promote it, sell tickets and do the rest of your planning.

**Advertising and confirming your event**

Please don’t confirm speakers or any other event logistics until you’ve had confirmation of your room booking from the Communities Team. We can’t guarantee that the space you want/need is available on the date and time that you need it. If you’re hoping to have a speaker at your event, try to get a couple of dates and times from them that they could do.

Please don’t assume you have the room until you’ve had confirmation from the Communities Team.

**Risk management**

All societies and clubs must complete a risk assessment form for your activities. This is to ensure you are providing a safe environment for your members and guests. Please download and complete a Risk Assessment template for your activity from the [Committee Resources (arts-su.com)](https://www.arts-su.com/yourcommunities/committeeresources/) page. This can be found under the heading 'Health and Safety'.

We are happy to give advice if you get stuck with the form. Please work on this as a team so that more than one person on the committee understands the risks and knows how to manage them.

Managing risk isn’t just about completing the form! You have to actually follow the control measures that you’ve put in place on the form. For example, if you have said that you will leave fire exits clear for evacuation purposes, you can’t put furniture in the way or have any obstructions to that exit. Risk management is about using your common sense and giving yourself time at the start of the event to set the room up properly.

Risk management is a useful skill that many jobs require you to understand. This is a great opportunity to learn and develop confidence in this area.

**How much does it cost to use UAL rooms?**

Most of the time room bookings are free if you’re a registered Arts SU club or society – it is one of the benefits of being part of Arts SU!

The only time you will have to pay is if your event requires security, or if it is outside of the usual open hours for that college. We will inform you if this is the case and you may be able to change venues or amend your room booking time to avoid the cost.

**Are societies and clubs allowed to do events in external venues, IE non-UAL venues?**

Absolutely! You don’t have to do all of your events and activities within UAL spaces, however most clubs and societies run most of their events in UAL spaces due to them being cheap and accessible to UAL students.

If you’d like to run an event in a venue outside of UAL, you will need to arrange this yourself. However please complete the room booking form so that we are kept up to date with your plans. Our team have good knowledge of venues across London for student events so if you need help or want to chat about your ideas, book a meeting with the Activities Team.

Remember that external venues might charge you for use of their space. Please do not sign any contracts with any external partners/venues/businesses without speaking to the Activities Team first.