

Resource Booker Terms and Conditions

Please note the following booking conditions.

1. Booker Responsibilities

I confirm that:

- 1.1 This booking is not a module activity as this will not appear on student's timetables.
- 1.2 I will amend or cancel my bookings via My Bookings on [Resource Booker](#) if required.
- 1.3 My booking will finish at least five minutes before the scheduled end time, in accordance with University policy.
This is to allow the next group to access the room so that sessions can begin as close as possible to the stated start time.
- 1.4 Rooms will be left clean and tidy and set up appropriately for the next session.
- 1.5 Furniture will not be removed from the room(s) and furniture will be put back to original room layout(s) as per room display(s).
- 1.6 I will arrange access to IT for external parties, including guest lecturers in advance with ICT if required.
Please log a request via the ICT Service Desk Portal 48 hours in advance, or alternatively call the ICT Service Desk (ex: 7500).
- 1.7 Where there is an external speaker, that the booking is compliant with the University's [code of practice](#) on Freedom of Speech.

2. Booking Status

- 2.1 Your booking may be required to move to an alternative room(s) when necessary. You will be given as much advance notice as possible.

3. Health and Safety

- 3.1 Bookings must comply with the local terms and conditions (display in each room).
- 3.2 Users must follow and comply with any instructions for the use of equipment in the room and ensure equipment is correctly shut down at the end of each booking.