

## Booking Terms and Conditions

Please note the following booking conditions:

- It is University policy to finish sessions at least five minutes before the scheduled end time. 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.
- Rooms are to be left clean and tidy and set up appropriately for the next session.
- A risk assessment for this room is available at O:\All Staff Documents\Personnel\Assessments. Users should note the assessment applies to the room and not for specific activities.
- If this booking is for an event where external speakers will be attending then please refer to section 4.3 of the Code of Practice on Freedom of Speech, which can be found [here](#).
- If the room is to be used by external parties, including guest lecturers, access to IT facilities must be arranged in advance with ICT. Please log a request via the ICT Service Desk Portal 48 hours in advance, or alternatively call the ICT Service Desk on extn: 7500
- If you no longer require your booking, can you please cancel it through the web room booking portal
- If you need to amend this booking please email [timetabling@worc.ac.uk](mailto:timetabling@worc.ac.uk).