

**Student Bookings:** If you wish to make a booking please email [timetabling@worc.ac.uk](mailto:timetabling@worc.ac.uk) stating the reason for your booking. Please note we are unable to make room bookings for general study, there are designated areas across sites such as the Hive and Pierson which can be used for this purpose.

**Terms and Conditions for Student Room Bookings:**

- Ensure you have access to a copy of your room booking in case you need to ask security to unlock the room.
- It is University policy to finish sessions at least 5 minutes before the scheduled end time. This is to allow the next group to access the room and begin as close as possible to the stated start time.
- Requests for student society bookings should be made by one designated society member to eliminate several bookings being made by different society members for the same event.
- Please leave rooms clean and tidy, this includes cleaning whiteboards at the end of your booking.
- Please keep noise to a minimum so those using rooms nearby are not disturbed.
- If you need to use any IT equipment in the room please email [helpdesk@worc.ac.uk](mailto:helpdesk@worc.ac.uk) in order to be able to log in.
- Please log off any AV equipment at the end of your booking.
- Please close any windows.
- The furniture within the room is set out in a particular way to meet teaching requirements. There are diagrams on the wall which show how the room should be set up. If any furniture is moved it should be returned to the correct arrangement at the end of the booking.

**Please do not move furniture and equipment between rooms**

Any issues such as damage or breakage to the room or equipment must be reported immediately.

If you need to cancel or amend a booking please email [timetabling@worc.ac.uk](mailto:timetabling@worc.ac.uk)

It may be necessary at times to reallocate your booking due to important teaching sessions or events taking place. On these occasions you will be notified of any changes via email.

Failure to adhere to the above may mean you/your group will not be able to book rooms in the future.