

Student Club or Society Room Booking

Name of Society or Club _____

Title of Your Event _____

Date of Event _____

Start Time _____

End Time _____

Purpose of the event

(Please describe in detail the nature of the event)

--

How many members to you expect to attend this event	
Are there any dignitaries or VIP attending this event (include details)	Yes or No
Is the event advertised and where? (include details)	Yes or No
Do you have any special requirements (include details)	Yes or No
Please tick to acknowledge that you have read and accept all of the guidelines and regulations overleaf	

Name Auditor or Captain _____

Contact Number _____

Name of Event Organiser _____

Contact Number _____

Contact Email _____

Date _____

This must be a UCD email address and will be the only one that correspondence will be directed to

Campus Services Office use only

Booking ID	Allocated Room	Date	Start Time	End Time	Notes

Notes(Office Use Only:
Booking processed by _____

Date _____

Student Club or Society Room Booking

Guidelines and Regulations

Clubs and Societies who do not comply with the below guidelines and regulations may be penalized and prohibited from booking shared teaching spaces.

THE BOOKING

- Only **registered UCD Societies and Clubs** can reserve the room(s) with the Campus Services.
- Rooms within shared teaching space are available for UCD Society and Club activities between **1pm to 2pm, Monday to Friday** and **after 5pm** each evening and on **Saturday 9am to 5pm** from 2nd week of term until the end of term
- Bookings must be made as far in advance as possible before the planned event. We endeavor to process all requests within 24 hours of receipt of a properly completed form.
- Bookings can only be made up until 1month in advance.
- Each recognized Club/Society should nominate one person to reserve/confirm rooms with Campus Services staff.
- Complete this form as fully as possible. If, for example, you omit a vital piece of information such as the numbers expected, your request cannot be processed.
- Please provide **UCD email address** as other email addresses cannot be accepted.
- A room is not secured until the application has been confirmed by Campus Services staff by e-mail.
- Advertising of a venue must await the outcome of each application.
- On rare occasions a booking may have to be cancelled or altered at short notice, as academic events take precedence over all other activities. We will endeavor in such circumstances to provide alternative accommodation where possible.

THE EVENT

- **Consumption of food/beverages is strictly forbidden** in all theatres/classrooms. Under no circumstances may a club or society prepare food themselves for consumption at an event.
- **Alcohol is not permitted** in any shared teaching space.
- A venue is allocated on the assumption that it will be used for normal Club or Society activities, e.g. meetings, debates, film screenings etc and will be **occupied solely by the members of the Club or Society**.
- Chairs, tables, other furniture and equipment in the venue shall not be interfered with or moved between rooms. It is strictly forbidden to obstruct any exit or to interfere with the Buildings safety systems (e.g. Fire Extinguishers, Fire Exits, and Fire Alarms etc).

VIPS

Certain protocols must be followed during the visits of government officials and other public figures to the University. If you invite or anticipate the presence of such dignitaries you should seek the advice of the Campus Services Supervisor at the time of booking.

In the Event of an Incident or Emergency

If an incident or accident occurs during your event contact the Campus Services Emergency line 7999 (017167999) or Campus Services personnel without delay. In the unlikely event of the fire alarm sounding continuously you must stop the event immediately and direct all attendees to the nearest emergency exits. Check that all patrons have left the venue and report to Campus Services as you leave the building. The instructions of the Duty Manager and or the Emergency Services must be followed at all times.