

**Motion Title: Room Booking**

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**This Union notes:**

1. Societies are able to book rooms between 4 - 9pm Mon, Tues, Thurs, Friday and 1-9pm Wednesdays, in sessions of no more than 3 hours.
2. The 2019/2020 Room booking Guidance requires societies to  
“Send this form in at least 10 working days in advance of the date they wish to book.”

However, further down the guidance states [under point number 2]  
“All requests must be made at least 5 working days in advance.”

3. The guidance is unclear whether 10 days is needed or 5 days.
4. The 2019/2020 guidance does not present the most up to date information. Policy change made by the Activities and Development Officer at the end of the academic year 2018/2019, which has allowed societies to now ask for funding for external catering. However, the guidance does not reflect this
5. Currently, there is no requirement on the Students' Union to respond to Room Booking requests within a specific time limit. This means that societies can be left without knowing if their room booking has been confirmed – or may receive a confirmation on the date they require the room!

**This Union believes:**

1. The Room Booking Request Guidance is unclear over the required amount of notice needed for Societies to book a room.
2. The 2019/2020 Room Booking Request Guidance has not been updated from previous years and thus does not reflect changes made for this academic year.
3. The required 10 working days notice for Room Bookings is too long and must be shortened to 5 working days.

**This Union Resolves:**

1. To work on reducing the room booking time to no more than 5 working days.
2. The Students' Union will present the correct and most up-to-date information to societies, and ensure communication with societies when there are changes to policies.
3. To inform societies as soon as possible of any changes that have been made that are conducive to the running of their society via email.