

**Executive Members of Club**  
Submits ticket, giving at least two (preferably more) alternative rooms where activity can be held and any additional information...

**Student Activities Team**  
Checks availability of spaces and books it through the room booking software. If first choice is not available, then second, third etc...

**Fast Booking**  
Rooms which do not need Departmental Approval\* go straight through to DPCS and Security

**Deputy President Clubs and Societies**  
Checks ticket to see if it is a reasonable request for space, activity or appropriate external speaker, if any...

**Campus Security**  
Checks the ticket and approves the request...

Ticket owner receives **Provisional Booking**; pending DPCS and Security approval.

Ticket owner receives **Confirmed Booking**; they are free to use the room/s in question

...Unless...

...additional information is required from the ticket owner then...

**Slow Booking**  
Needs Departmental Approval\*

**Department Administrator**  
Administrator approves request and sends approval to the Student Activities team...

...Unless...

...they need more information re: nature of the activity, or they do not approve of the booking. In this case, they send their response to Student Activities, which means that...

...Unless...

... they need additional information or do not approve of the speaker/activity/space requested. In that case they send their response to the ticket owner, which means that the...

...Unless...

...there is an issue in which case they contact the Student Activities Team and...

...the ticket is placed on hold, until information is obtained from the necessary party.

**Booking is complete**

\* For more information regarding Departmental Approvals, please refer to the Departmental Approvals Flowchart