

## Room Booking discussion

A paper by the Deputy President (Clubs & Societies) Heather Jones

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### Background

During 2010 Imperial College Union received around 8500 requests for rooms , both within the Union building and on the various campuses. About 5500 of these requests were successfully accommodated. These are booked mainly for club and society activities. Approval of the bookings largely depend on the goodwill of the departments who let us use their spaces - recently the maths department have withdrawn this facility due to clubs consistently not returning rooms to their usual state.

The problem this compounds is the one already facing many clubs who are simply unable to get the amount of space they need for their activities. When room bookings open the SAC have an almost impossible job trying to allocate space around CHUG bookings, sports booking (which only some clubs get) and major one-off events.

### Matters for discussion

Should all activities which take place weekly, rehearsals, training sessions etc. be scheduled for winter and spring terms the previous year? This would allow instructors to be booked, and clubs to generally have the same room each week. It would also allow for spaces to be used for their optimal purpose – for example using rooms with hard floors for activities which need hard floors, and moving meetings to spaces such as lecture theatres.

Should large events, including shows be pre-booked at the same time? Is it feasible or possible to include rehearsal time bookings in this?

How should activities be prioritised where there is a conflict?

Suggested criteria for collecting information about the bookings:

- Flooring requirements
- In situ equipment such as projectors, mirrors, pianos
- Soundproofing
- Size
- Privacy
- Habit
- Cost
- Time/day

Current suggested timeline:

- Applications in May,
- Decisions early June.
- Communication before room bookings (for one off events/requests) open at the end of June, as per current system.

### Matters for decision

Should we implement a new room request system for all clubs to apply for spaces they will need next year?