

Introduction

Centrally timetabled rooms are currently unavailable.

However, the University have helped to open a limited number of rooms, to try and accommodate certain activities, which absolutely cannot be conducted online, such as theatre, dance and music related activities.

Please note. Whilst you may go through the process to try and book the limited space available, this by no means guarantees you will receive your desired bookings. Naturally, demand will outstrip supply, so please bear with us as we try to assist as many societies as possible.

Process

Please follow the below steps carefully:

1. Complete the **Risk Assessment Questionnaire**
2. Complete a Risk Assessment from the template considering the questions from the Questionnaire.
3. Create a **Standard Operating Procedure (SOP)** that you will require everyone attending to read: This must be simple to understand so it is easy to follow the rules.
4. Send your documents (Risk Assessment Questionnaire, Risk Assessment, SOP) to campusrooms@warwicksu.com
5. Your documents will need to be reviewed and accepted – you will receive an email when done. You may be contacted by Stephen Doubleday (from health and safety in the university) to work through elements of your risk assessment.
6. Once you have received approval, you will be eligible to book a room through. You can do this by emailing admin@warwicksu.com. (Do not email or attempt to make a booking before gaining approval)
7. We will email you confirmation you can proceed with your booking in question. You may need to provide proof of this booking on the day – spot checks will take place. Without proof of booking, you will be asked to leave and may not be eligible to book further rooms as a society and/or face sanctions.
8. During your booking, ensure you follow the rules

Things to Consider

- Societies will be limited to booking 1-hour p/week due to the limited rooms.
- Make sure to follow the rules you have set out and enforce if necessary.
- We will operate a zero-tolerance policy on room bookings, owing to the seriousness of the situation. Any deviation from the rules that have been agreed upon, will mean you won't be eligible for future room bookings.
- In the case of a severe breach, sanctions may be brought against the society in question.