

Old Library Booking Policy

This policy is for affiliated student groups and part-time officers. There will be a different booking process for external bookings and staff bookings.

All events for the Old Library must be booked in using this form:

<https://docs.google.com/forms/d/e/1FAIpQLSfT8d106XhpL8b3guxd8HHmTm8eaLgH-V7fIIJLSp6ZaYo1g/viewform>

Please note that your event will not be approved unless you have registered the event with the relevant staff support, for more information on this please go to the [QMSU committees hub - events](#).

- For student society bookings, your support would be the societies team, who you can contact at su-societies@qmul.ac.uk.
- For RAG/volunteering bookings or any sort of fundraising, your support would be the RAG team, who you can contact at su-RAG@qmul.ac.uk.
- For student media outlet bookings, your support would be the Student Media team, who you can contact at su-studentmedia@qmul.ac.uk
- For student sports clubs, your support would be the sports team, who you can contact at su-sportsadministrator@qmul.ac.uk.
- If you are a student rep, please contact your assigned staff support. You can email su-representation@qmul.ac.uk if you are unsure who your staff support is.

For all other room booking forms please go here: <https://www.qmsu.org/clubs-socs/committeeshub/activities/>

Booking Policy

- To book the Old Library we need a minimum of 20 working days notice.
- We will get back to you within 5 working days of submitting the form.
- All activities will require a risk assessment, signed off by a relevant staff member, before the event can take place. If fundraising/RAG activity is taking place, this requires separate approval.
- As per our standard booking procedure, only affiliated student groups and elected student officers can book the Old Library space.

Availability

The Old Library's primary purpose is as an open social and learning space that is accessible to students throughout the day. Due to this, only specific events will be permitted to take place in the space. We will check availability based on each request and whether the activity is suited to the space.

External Speakers

Please note the Old Library Booking form is not for external speaker approval, please register your speakers separately [here](#).

- As is normal with external speakers, we require a minimum of 10 working days' notice to process external speakers. If the speaker is high risk or likely to be so, we require a minimum of 20 working days' notice.
- To read more about the external speaker procedure head [here](#).
- You can find our external speaker guidance [here](#).

University Porter Service

- During the week, events in the Garrod building do not need to be portered UNLESS they go on past 10pm or have external people attending the event (this does not include external speakers).
- At the weekend, portering in the Garrod is not needed as long as the people attending are just SMD students or staff. However, if you have any external guests, portering will be required.
- If you need the room to be set-up in a certain way, different than it's usual layout, porters will need to be booked for this. You cannot move the furniture around yourself, due it's weight for health and safety reasons.
- If the set up can be completed between 9-5 on a weekday, then you will not be charged. If however, it needs to be done outside of these hours, your group/rep budget will be subject to the charge.

Cleaning

- If your booking is outside regular hours, including the weekend, university cleaners will need to be booked. This is a charge imposed by the university and is a requirement for any booking outside of 9-5.
- They require a minimum of 4 hours, and the cost is £27 per hour.

Food

No external food is permitted in the Old Library during events. This is inclusive of catering, takeaways, and any snacks or drinks.

- If you want to book catering, you can do so through The Griff and our hospitality team. You can head to the website [here](#) to book this in. If for any reason the SU hospitality team cannot accommodate your request, it will be directed to QM Venues.
- If what you require is not on the menu, please enquire anyway as it will likely be accommodated.
- The only exception to this is charity fundraising events, but the food must be preprepared baked goods. For example, a home baked cake, a box of doughnuts etc.
- For the sake of allergens and transparency, a list of ingredients needs to be clearly displayed next to the baked goods provided. This is to guarantee Natasha's law is complied with.

Tickets

- If your event requires tickets and is a student group event, these need to be set up through our website. Please fill out [this form](#).
- If your event is a student rep or officer event and requires tickets, please discuss this with your staff support in the student voice team.
- If your event is a sports club event and requires tickets, please discuss this with your staff support in the sports team.

Technical Set-up

- The Old Library is equipped with screens for visual displays, presentations etc. There is a desktop PC on the lectern you can login to with your university login details, plus a HDMI/ Mac USB-C input you can connect your own devices to.
- There is a lectern microphone and radio mic available to use in the space. Volume settings can be controlled on the lectern.

- Additional IT/AV needs such as video conferencing, live streaming, IT event support, and stage lighting are considered on request depending on the availability of the university's IT team.

Cancellation

Any booking cancellations need to be made with no less than 48 hours notice, so that we can cancel any arrangements that have been made. If you cancel with less notice than this, as a society you will be issued a warning.

- If you have booked any catering through The Griff, you are subject to a charge depending on when you cancel.
 - Within 72 hours' notice: no charge
 - Within 48 hours: 50% charge
 - Within 24 hours: 100% charge
- If you have booked any food through QM Venues, they have a separate cancellation policy for dinner bookings that will be provided by them upon booking. This is out of the Students' Union's control.