**Meeting Rooms and Ad Hoc Room Bookings: Further Explanation and Guidance**

**September 2021**

**1. Scope**

This document seeks to provide further clarification on the use of bookable space and covers all non-teaching activity at UCL. All teaching activities must be requested via the process communicated by the Central Timetabling Services Team and in accordance with the Timetabling Policy.

**2. Definition of ‘ad hoc’ activities covered in this document**

For the purpose of this document, ‘ad hoc’ activities include:

* Open Days
* Meetings (e.g. staff 1-2-1s/appraisals; team meetings; committees; working groups etc.)
* Engagement events (e.g. town hall meetings; industry or community engagement etc.)
* Collaborative sessions (e.g. Away Days; ‘brain storming’; process mapping/service design etc.)
* Training and CPD activities
* Social events
* Speaker programmes and research meetings (see the [UCL Events Policy](https://www.ucl.ac.uk/estates/sites/estates/files/events_policy_autumn2021final.docx))
* Conferences and colloquia (see the [UCL Events Policy](https://www.ucl.ac.uk/estates/sites/estates/files/events_policy_autumn2021final.docx))
* Student club and society meetings and events (see the [Students’ Union UCL policy on society room bookings](https://studentsunionucl.org/president-and-treasurer-hub/club-and-society-room-bookings)).

**3. Type of bookable spaces**

Bookable spaces at UCL are categorised as follows:

* Teaching rooms (generic)
* Teaching rooms (specialist)
* Meeting rooms
* Event spaces.

3.1 Teaching rooms (generic)

The principal function of generic teaching rooms at UCL is to accommodate teaching. The room stock includes lecture theatres, classrooms and non-specialist PC cluster rooms. All generic teaching rooms at UCL are centrally bookable. Teaching takes priority during term time, but other ad hoc activities can be booked outside of the teaching day/term and once teaching has been accommodated (see below).

The cost of upgrade/improvement is met centrally.

3.2 Teaching rooms (specialist)

Specialist teaching rooms include teaching laboratories, studio space, workshops and specialist PC cluster rooms. All specialist teaching rooms at UCL are departmentally managed but scheduled teaching must be entered into CMIS in order to appear on a student timetable.

The relevant department is responsible for all activities undertaken within the space (e.g. risk assessment, upgrade costs etc.).

3.3 Meeting rooms

A number of rooms have been designated solely for non-teaching activities. These can be booked at any time. The rooms are managed centrally. Some rooms are Teams enabled.

The cost of upgrade/improvement is met centrally.

3.4 Event spaces

A number of spaces have been designated solely for events. These can be booked at any time (subject to meeting Institutional requirements such as enrolment and induction). The rooms are managed centrally. Event spaces include the Cloisters, Wilkins Terrace etc.

The cost of upgrade/improvement is met centrally.

**4. Prioritisation of use – spaces**

***4.1 Teaching rooms (generic)***

Teaching rooms are prioritised for teaching, induction and assessment (where agreed that this can take place F2F) during the following times: Monday, Tuesday, Thursday and Friday 9am – 6.00pm and Wednesdays 9am – 1pm during term time.

After an agreed date each September, these spaces will be opened up for ad hoc bookings via CMIS Go

***4.2 All other spaces***

Designated meeting rooms and event spaces may be booked at any time.

Rooms are bookable via Outlook.

***4.3 Principles***

1. A list of annual priority bookings will be developed, approved and managed (e.g, UCL Standing Committees; induction and enrolment events etc.). These bookings will be pre-allocated to appropriate spaces in accordance with the ‘Prioritisation of Use’ principles outlined above.
2. All other requests for room bookings will be considered on a first come, first served basis.
3. Departments must not arrange any meeting or event that requires space until availability of appropriate space has been confirmed.
4. In teaching rooms, non-teaching events must be requested either in dedicated meeting rooms; outside of teaching times (see above) or post-release for ad hoc events at times when no teaching is scheduled. Under no circumstances will teaching be ‘bumped’.

**5. Safety considerations**

5.1 Consideration of F2F vs online

Meeting conveners and event organisers should give due consideration is given to whether to hold ad hoc meetings F2F or online. It is the responsibility of individual organisers to consider the respective risks and benefits but as a rule of thumb it is currently *recommended* that:

5.1.1 committees and larger group meetings should normally be held on online unless there is a discernible benefit associated with F2F attendance

5.1.2 use of space for ad hoc purposes should be prioritised for interactive sessions that rebuild the sense of community and belonging for students and staff alike.

5.2 Risk Assessments

For F2F, meeting conveners and event organisers should refer to the generic risk assessment provided. Where necessary (for example for large gatherings) this risk assessment may need to be supplemented by the event organiser with additional measures depending on the specific academic activity.

5.3 Ventilation

Full mechanical ventilation will be maintained and used in all spaces where it is available and where they exist. In naturally ventilated rooms, windows should be opened before and during events take place. Published room capacity should not be exceeded and the number of attendees may need to be less than published capacity depending on the type of activity to be undertaken in the space.

5.4 Face coverings

UCL’s Face Coverings Policy applies. It is expected that everyone on campus, including visitors, will wear a face covering in all indoor spaces. Standard exemptions will apply.

5.5 Return to social distancing

In recognition that a deteriorating pandemic situation is likely to necessitate a re-imposition of central government restrictions (specifically in respect of a re-instatement of social distancing) meetings will revert to being undertaken online.

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**September 2021**