

# How to book rooms in Bath Online Room Request System (BORRS) - University of Bath

## Contents

What is BORRS?.....	1
Step 1: Logging in .....	1
Step 1: Setting your booking criteria .....	2
a. Location.....	2
b. Date.....	2
c. Time.....	3
Step 2: Select your room.....	3
Step 3: Confirm your details and reason for making the booking.....	4
Step 4: Confirmation of your booking.....	4

## What is BORRS?

The Bath Online Room Request System (BORRS) is used to book general teaching areas (GTA) and committee rooms on campus. If you can't find the space you're looking to book in BORRS, please follow the [guide to Room Bookings](#).

## Step 1: Logging in

BORRS is accessed at [Room Request System \(BORRS\)](#). You will need your University of Bath username and password to log into the system (Figure 1).

**Bath Online Room Request System 2025-2026**

**STAFF:** Do not book rooms for teaching/learning events using BORRS. These must be included in the student's main timetable. Contact your Unit Convenor to add your activity to the timetable.

**STUDENTS:** Only PG research students and approved societies may book rooms using BORRS. You can book study space (group & individual) through the [study space booking system](#).

**ACCEPTABLE ROOM USE:** All bookings must follow the [Room booking terms and conditions](#) which set out the rules for food and drink and any activities that are prohibited.

This service limits user numbers. [Sign out](#) when finished.

The screenshot shows a web form titled "Sign in". Below the title is the instruction "Please enter your signing in details". There are two input fields: "Username" containing the text "sr2075" and "Password" containing a series of dots. Below the password field is a "Sign in" button.

Figure 1: BORRS log in screen

## Step 1: Setting your booking criteria

Once logged into the BORRS system before you can select a room to book there are several criteria fields that need to be completed.

### a. Location

You will need to specify some details of the type of room required (Figure 2). This will narrow down the list of rooms available to choose from. This is done in the Location screen.

Select the desired room size from the drop-down menu and can the type of room you require from the 'Suitabilities' section (figure 2). E.g., if you would like a flat room for 24 people you would select 25 from the size field and **\*\*\*[GTA/FLAT]** from the Suitabilities.

To ensure the best use of campus resources you should select a room size as close as possible to the expected room occupancy.

**1 Location**

Define the room using filters.

View filtered rooms

Size: [-----] v

Suitabilities

- \*\*\*\*[GTA]
- \*\*\*[Committee Room] Staff use only
- \*\*\*[GTA/FLAT]
- \*\*\*[GTA/WHEELCHAIR]
- \*[8WEST]
- \*[CHAN. BUILDING] Web bookings

Select the size and type ('suitabilities') of room required.

If you do not change the size filter it will only show the smallest rooms available.

Figure 2: Location section of the online booking form. Fields that need to be completed in this section are size of room and type of room.

### b. Date

Select the date you wish to make the booking (Figure 3). The month can be selected from the drop-down menu above the calendar, and the day from the calendar itself.

**2 Date**

Choose a single date to book a room.

You've selected Thursday, 28/04/2022

Select the month from the drop-down menu and the day from the calendar.

Once selected the date will appear here.

April 2022 v

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Figure 3: Date section of the online booking form.

c. Time

You must specify the preferred timing of your booking. Select the start time and end time from the top drop-down menus or specify the booking duration in hours. If you specify the duration it will automatically update the end time in the drop-down box.

To view the rooms that are available click the 'Next' in the bottom right-hand corner.

Figure 4: Time section of the online booking form

### Step 2: Select your room

All rooms available that are the required size at the specified date and time will be displayed. To select a room, use the radio button on the left-hand side of the table. Once you have selected a room click 'Next' in the bottom right corner to progress to the next section.

If you would like to know more about a specific room, click the room name to view the [room's information page](#). This shows the capacity, type of room, facilities and pictures where available.

Time	Name	Size	Description
14:15-15:15	<a href="#">6E 3.11 (218) [GTA]</a>	18	<a href="#">6E 3.11</a>
14:15-15:15	<a href="#">8W 2.19 (220) [GTA]</a>	20	<a href="#">8W 2.19</a>
15:15	<a href="#">8W 2.24 (220) [GTA]</a>	20	<a href="#">8W 2.24</a>
14:15-15:15	<a href="#">6E 2.5 (222) [GTA]</a>		
14:15-15:15	<a href="#">1WN 3.24 (224) [GTA]</a>	24	<a href="#">1WN 3.24</a>
14:15-15:15	<a href="#">6E 2.7 (224) [GTA]</a>	24	<a href="#">6E 2.7</a>
14:15-15:15		24	<a href="#">8W 2.11</a>
14:15-15:15	<a href="#">8W 2.6 (224) [GTA]</a>	24	<a href="#">8W 2.6</a>
14:15-15:15	<a href="#">8W 2.34 (228) [GTA]</a>	28	<a href="#">8W 2.34</a>
14:15-15:15	<a href="#">8W 2.13 (230) [GTA]</a>	30	<a href="#">8W 2.13</a>

Figure 5: View of available room options for example day with the search criteria of; room size: 10, time: 14:15 - 15:15, date: 04/05/2022.

## Step 3: Confirm your details and reason for making the booking

In this section you review your booking details and provide additional information.


The location, date, start time, end time, e-mail address, booking size, first name and last name are automatically completed, but can be updated as required.

You will enter your 'reason for booking'. This is particularly important for student society bookings where we require the name of the society and the description of the activity. Society bookings may only be placed by the Chair, Secretary or Treasurer of an official Students Union (SU) society as listed on the [SU website](#). Failure to complete this section may result in your booking being cancelled.

Select your department from the drop-down list, and tell us whether you are a member of staff or a student. If your department is not listed, please include this in the booking description.

Once you have accepted the terms of booking, click 'Confirm Booking' at the bottom right of the screen.

5 Confirm your booking details



Location	1W 2.02 (24) [GTA]
Date	Wednesday, 3/25/2026
Start	9:15
End	10:15
Email	sr2075@bath.ac.uk
Booking Size	4
First Name	Test
Last Name	User
Booking description	Meeting
Department	Computer Science
Staff or student?	Staff
Booking type	Staff only - External speaker or guests
<a href="#">I agree to the Terms and Conditions</a>	Yes

< Back Confirm Booking

Figure 6: View of the booking confirmation screen.

## Step 4: Confirmation of your booking

After your booking has been submitted you will see the confirmation screen (figure 7). You will also receive an automatic email.

**Please note that at some points in the year your booking will be treated as a request, and you will receive an email from Timetabling to confirm what room you have been allocated at a later point in time.**

If you wish to place another booking with the same room criteria, select 'Book Another'.

You can your bookings using the 'my bookings' link at the bottom of the screen. You can also cancel any bookings you have placed previously.

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**STUDENTS:** Only PG research students and approved societies may book rooms using BORRS. You can book study space (group & individual) through the [study space booking system](#).

**ACCEPTABLE ROOM USE:** All bookings must follow the [Room booking terms and conditions](#) which set out the rules for food and drink and any activities that are prohibited.

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### Room Booking Confirmed

1W 2.02 (24) [GTA] has been booked for you, from 9:15 to 10:15 on Wednesday, 3/25/2026.

Location	Reference
1W 2.02 (24) [GTA]	BK69561A

[Book Another](#)

[book a room](#)   [my bookings](#)   [sign out \(sr2075\)](#)

Figure 7: Image of the booking confirmation screen.