How to book rooms using the online room request system

Guide for using the Bath Online Room Request System (BORRS) to place a room booking request.

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What is BORRS?

BORRS is the Bath Online Room Request System which can be used by the University community to book general teaching areas (GTA) and committee rooms on campus.

BORRS is not available for general use by students and is for use by staff members. The only exception to are official students' union (SU) societies and groups. In this case the bookings must be placed by the group Chair, Secretary or Treasurer, failure to do so will result in the booking being cancelled.

Logging in

The link to BORRS can be found on the Room Request System (BORRS) webpage. This will take you to the BORRS log in screen (figure 1). You will need your University of Bath username and password in order to log into the system.
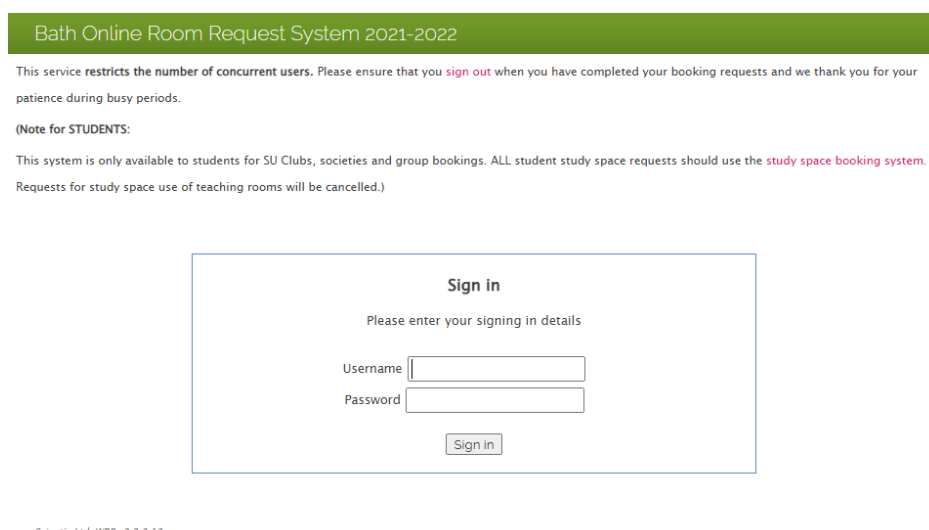

Figure 1: BORRS log in screen

Amending 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.

Location

For your booking request you will need to specify some details of the type of room required. This will narrow down the list of rooms available to choose from.

This is done in the location section, where you can select the desired room size from the drop-down menu and can select the type of room you require from the 'Suitabilites' section (figure 2). For example, 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.
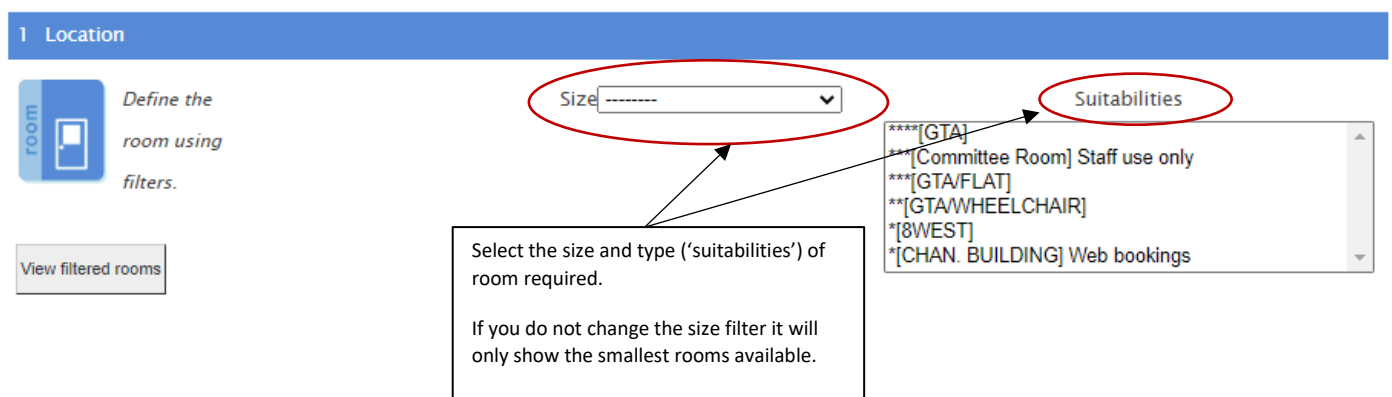

Figure 2: Location section of the online booking form. Fields that need to be completed in this section are size of room and type of room.

Date

In this section you will need to select the date you wish to make the booking for. The month can be selected from the drop-down menu above the calendar. The day can be selected from the calendar itself.
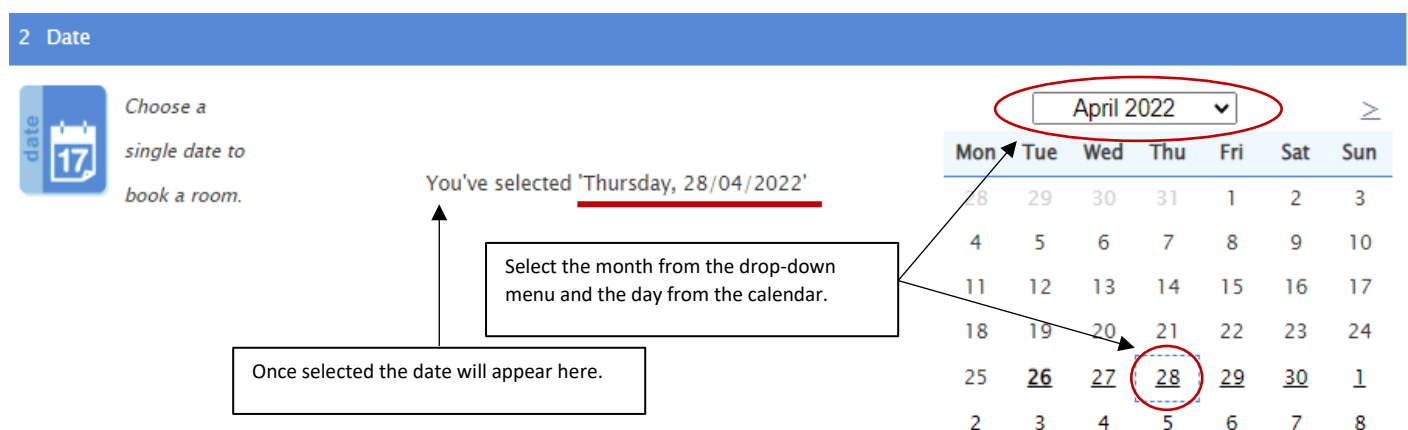

Figure 3: Date section of the online booking form.

Time

In this section you will need to specify the timing of your booking request.

You will need to select the start time from the top drop-down menu. You can also then select the end time from the drop-down menu, or you can specify the booking duration in hours. If you specify the duration this will automatically update the end time in the drop-down box.

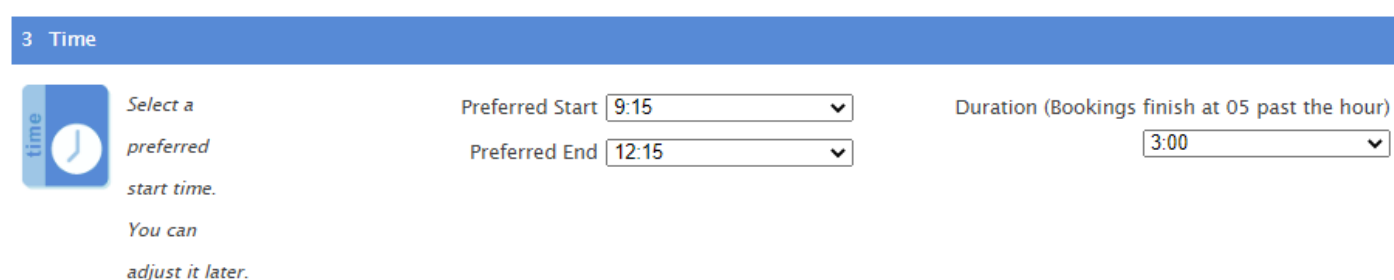To view the rooms that are available click the 'next' icon in the bottom right-hand corner.

Figure 4: Time section of the online booking form

Availability

In this section all the rooms available of the required size at the specified date and time will be displayed. To select a room, you will need to select it using the radio button on the left-hand side of the table. Once you have selected a room click the 'next' icon in the bottom right corner to progress to the next section.

If you would like to know more about a specific room, you can click the room name in the description column of the table. This will take you though to the relevant room information page. These webpages give you information on capacity, type of room and its various facilities. Where possible pictures of the room have also been included.

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.

Booking information

In this section you will be asked to confirm you booking details and complete some additional information about your booking.
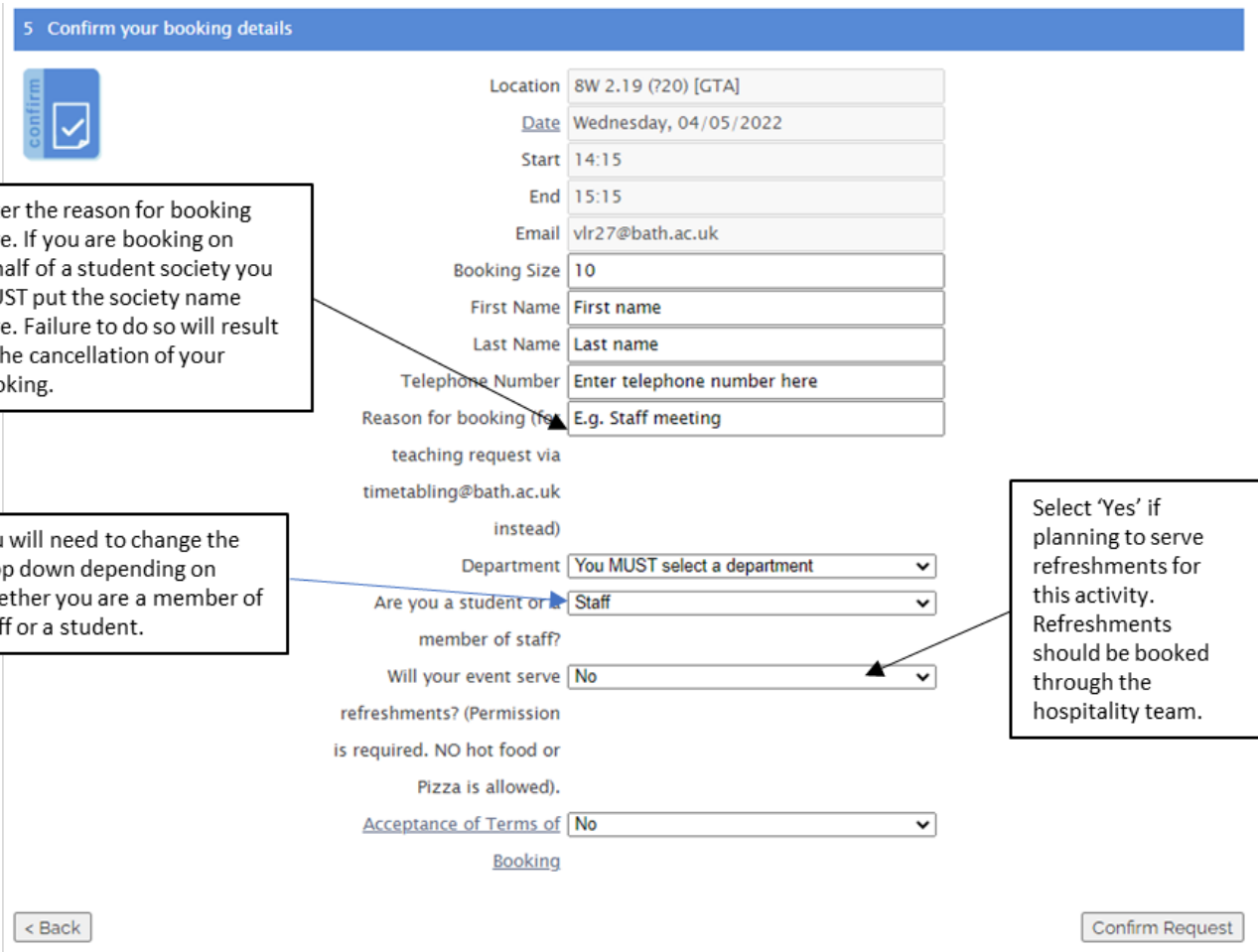
The location, date, start time, end time, e-mail address, booking size, first name and last name will all be automatically completed for you. You will need to confirm that all these details are correct. Please ensure you provide a relevant telephone number in case you need to be contacted about your booking, your staff extension number is acceptable.

You will need to 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 prior to booking. 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.

You will need to select your department from the drop-down list, as well as tell us whether you are a member of staff or a student. Where your department is not listed please include this in the booking description.

If you intend to serve food or any other refreshments, you will need to select one of the 'Yes' options from the drop-down menu. Please note hot food is not permitted in teaching rooms and no permission will be granted from the Timetabling team for this purpose, this includes pizza. You will need to make your own arrangements with the Hospitality team and ensure that the room is left in good condition after your event.

Once you have accepted the terms of booking you can then submit your request but clicking the 'confirm request' icon in the bottom right of the screen.
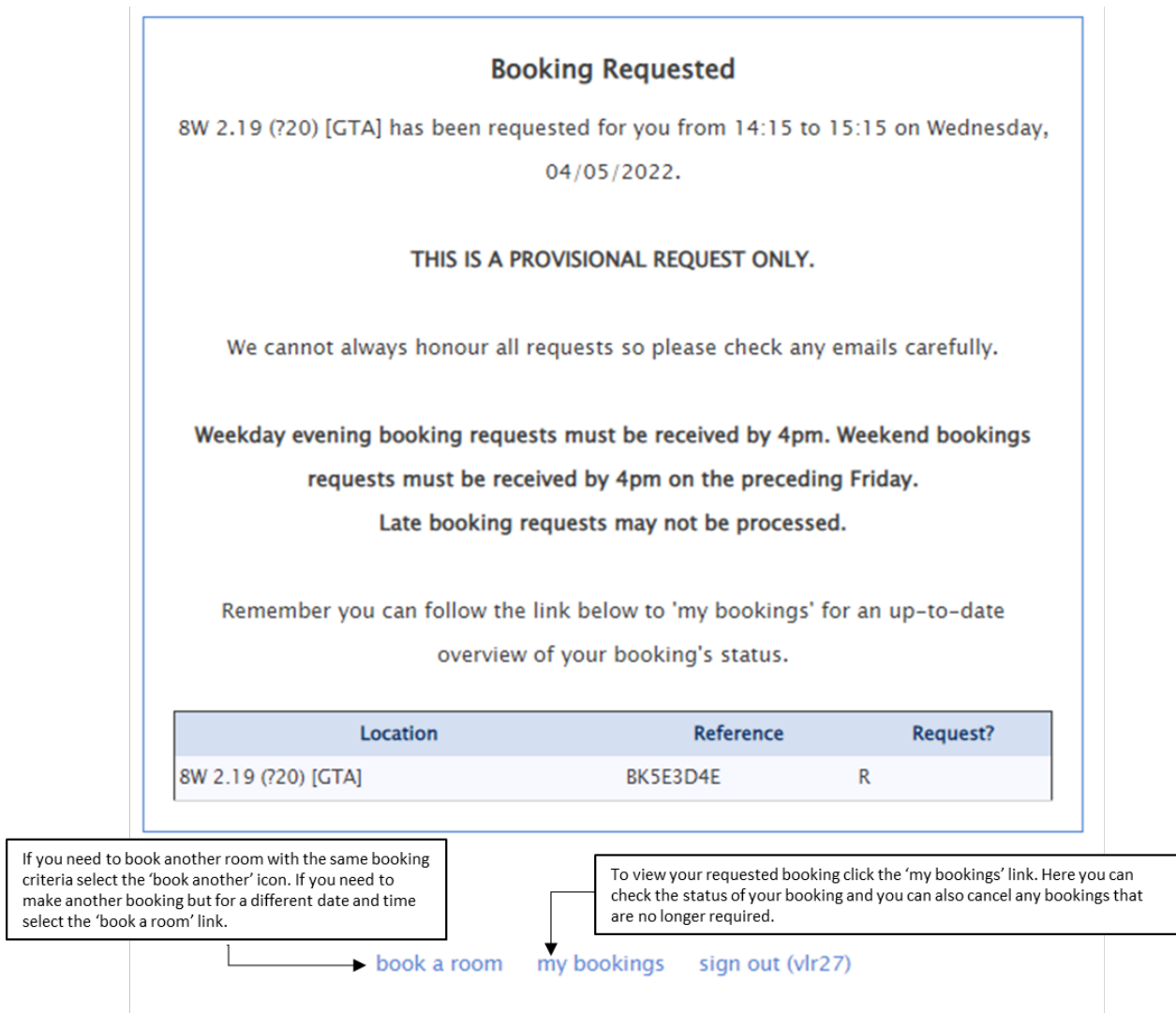

Figure 6: View of the booking confirmation section.

Confirmation of booking request

After your booking has been submitted you will see the confirmation screen as shown in figure 7.

If you wish to place another booking with the same room criteria select the 'book a room' link at the bottom left of the screen.

To view your booking requests, you can select the 'my bookings' link from the bottom middle of the screen. This will take you through to view all your requested bookings from this you can see whether they have been confirmed. You can also cancel any bookings you have placed previously.

Figure 7: Image of the booking request confirmation screen.