

University Hall Booking Form (INTERNAL)

PLEASE PRINT IN CAPTIALS

NAME OF GROUP/SOCIETY:	
CONTACT NAME:	
UNIVERSITY OF BATH USERNAME:	
REASON FOR BOOKING:	
DATE(S) AND TIME(S) REQUIRED:	
TIME HEATING REQUIRED:	

Booking the University Hall

- All bookings for the Hall must be made through the Academic Registry Timetabling Team, you will need to contact them to request your booking. If the room is available it will be placed on hold, you will then need to complete this form.
 Once complete the form should be submitted to the Audio Visual (AV) Unit to discuss your use of the Hall and your requirements regarding the AV equipment (a.v.bookings@bath.ac.uk). Once they have agreed to your use of the room and signed the form you will need to return it to timetabling@bath.ac.uk in order to confirm the booking.
- Bookings for the University Hall will not be taken without at least one full working days' notice.
- All bookers must understand that the AV equipment in the University Hall is the property of the AV unit. It should not be used or removed without the knowledge of the AV Unit.

Using the University Hall

- The Projection Box** – Access only by previous arrangement with the AV Unit. All cables, switches and settings for the P.A. system must be returned to the original positions. The box should be left clean and tidy with unobstructed access to the projectors.
- Lighting** – No lamps should be left hanging from the grid that obscure the screen when viewed from the projection box. Lighting desks cannot remain in the balcony on top of seating, as all seats are required for teaching.
- Curtains** – The front of the University Hall must be left so that the screen/ chalk boards can be used for teaching.
- Health and Safety** – Please ensure that cables and other obstructions are never left across the floor. Always ensure that disabled access is clear.
 The Hall will seat a maximum of 384. It is your responsibility to ensure that the number of persons using this facility does not exceed the room capacity.

I/We agree to abide by and understand the above:	
Signed: (Group/Society)	Date:
Contact e-mail address / telephone number:	
Signed: (A.V. Unit)	Date: