

**Terms and Conditions for  
Centrally Timetabled Teaching Rooms**

When using a centrally timetabled room (CTTR), all users are understood to have agreed to adhere to the following Terms and Conditions:

1. All ad hoc bookings<sup>1</sup> must be submitted via the online [Ad Hoc booking system](#) with the correct Booking Type selected:
  - a. Ad hoc Meeting – For staff wishing to use centrally timetabled space
  - b. Student use – For ALL student bookings
  - c. Departmental Local Room – For staff wishing to use their own locally controlled space; please see [this link](#) for details
2. **At least one clear working days notice is required for all booking requests.**
3. **A copy of the booking reference/email must be taken to the room during use** and produced where requested to assist security personnel in room checks. Failure to show a valid booking confirmation will result in eviction from the room.
4. Users of rooms are expected to comply with requests of the Security team.
5. Smoking is not permitted in any room.
6. Eating or drinking is not permitted in any CTTR.
7. Rooms should be left in a clean and tidy state, and returned to the appropriate layout for the room (teaching room style (in rows) or, where shown by room layout plans, boardroom style).
8. Activities in CTTRs should not cause disturbance to neighbours.
9. CTTRs should not be used for performance related bookings. Please use the attached [contact details](#) to book a dedicated space for this use. If no suitable space is available CTTR use *may* be permitted. Performance related bookings should be **clearly indicated** on the booking request so that an appropriate room can be allocated.
10. Users should ensure that the AV facilities in the room are used with due care and attention. Student Societies must follow the [Use of AV Equipment guidelines](#) at all times.
11. CTTRs may not be used for bookings accommodating children.
12. Bookings must abide by [University Regulation 29](#).
13. The individual against whom the booking is made is responsible for ensuring adherence to the Terms and Conditions and for ensuring the state of the room after use.
14. The individual against whom a booking is made will be held responsible for the state of any booked CTTR regardless of whether the room was used by the individual or not. If rooms are no longer required the booking should be cancelled, otherwise the individual retains responsibility for that time slot in that room.
15. Users will be charged the full cost to rectify any damage caused to rooms within the duration of a booking.
16. Failure to comply with the terms and conditions of room use will result in permissions to use CTTRs being revoked for the individuals involved.

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<sup>i</sup> The Adhoc Booking System (ABS) is to be used **purely for ad hoc bookings only** and not for amendments to the teaching timetable. Any bookings made via ABS will not be carried over to the next academic year's timetable and will be deleted. All amendments to the teaching timetable must be requested via email/telephone to the timetabling department and not via ABS. The only exception to this is for local room bookings as users booking their local rooms via ABS can add ad hoc bookings directly into their local space. It is their responsibility to inform the central timetabling team as to whether these events should be 'rolled over' or deleted when construction begins on the next academic year's timetable.