How to… Yearly Bookings!

This guide has been produced to help you complete your yearly bookings application seamlessly and explain the procedures which the Union follow to process these requests.

Yearly Bookings (Non-Physical Activity):

These bookings are processed by the Student Activities Team. They encompass regular club and society activities which take place on a routine basis in spaces administered between the Union and the College.

***Example: A weekly discussion seminar in a small classroom every Thursday from 18:00-19:00.***

The College spaces may have to be booked on a termly basis, as we have to wait for confirmation of departmental bookings ahead of each term. This is similar to the process of block bookings, however we will already have the information required to process your termly booking requests and issue you with your confirmation before the term starts.

Where possible we will always try to complete your request as a yearly booking in College spaces and confirm the full request with you.

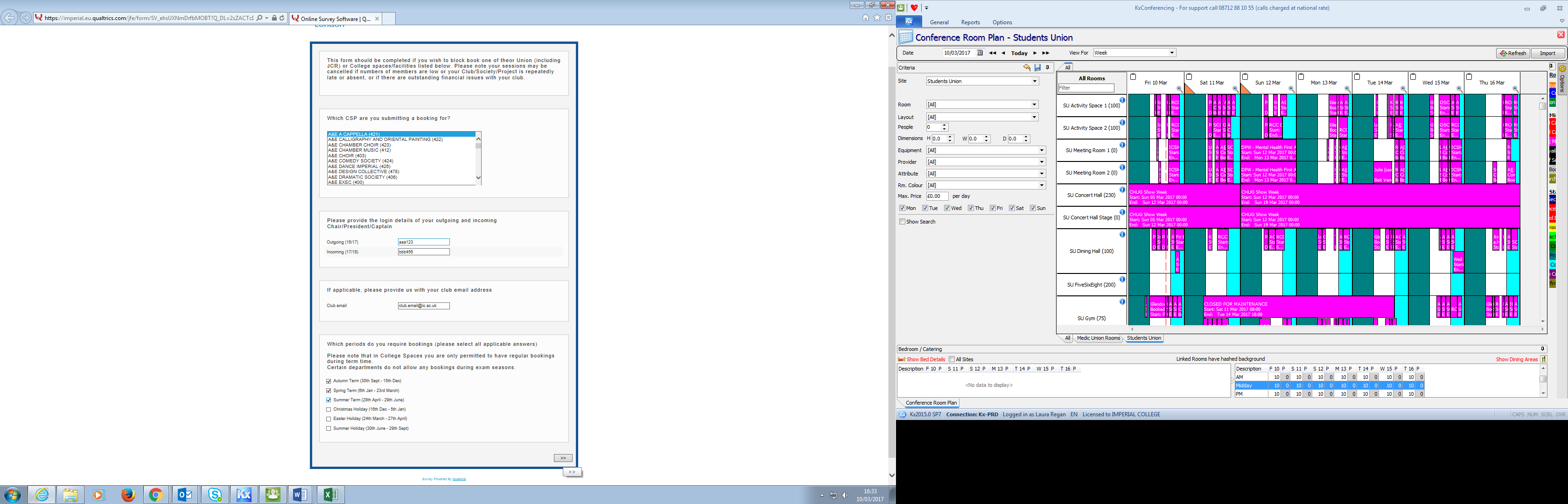
**Please be aware that some departments in College do not allow bookings during holidays and certainly not regular bookings. If you are looking to have bookings through the holiday periods, you will need to submit these as ad hoc bookings via the online portal system.**

**Many College departments also do not allow bookings in their spaces during exam season so be aware that you may not get your preferred allocation at these times.**

Timeline:

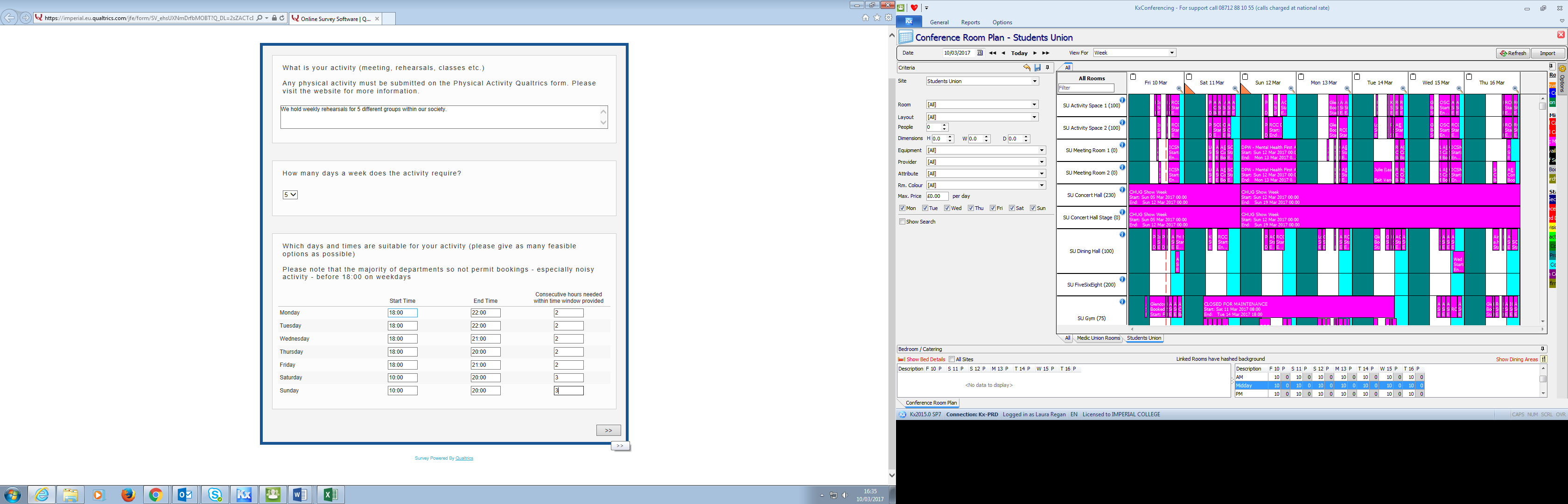
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| --- | --- |
| **Date** | **What’s Happening?** |
| 1st April – 7th May | Applications are open (First Round) |
| 25th May – 15th June | Applications re-open for those who missed the first round. **Be aware it is unlikely there will be much space left** |
| 1st Sept – 4th Sept | The Union issue confirmation for Union space bookings |
| 4th Sept – 18th Sept | The Union issue confirmation of College space bookings |

This guide has a completed example application with tips highlighted on how to fill out the sections. Please have look at the following pages so that you can complete your booking request accurately.



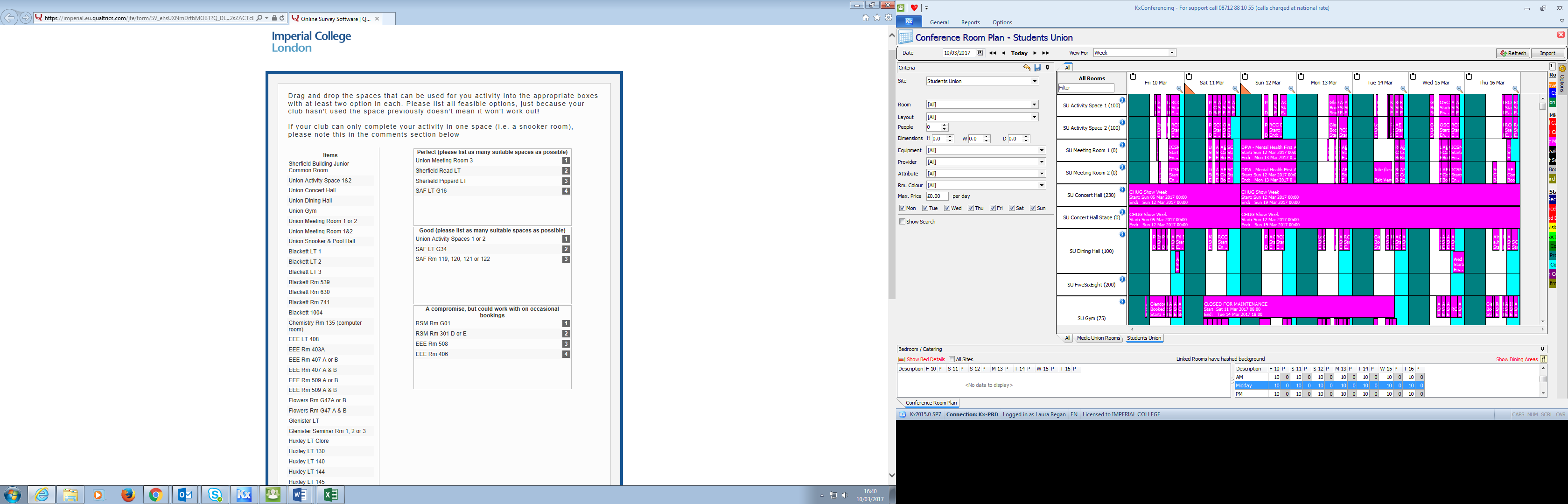
Not all CSPs have an email address, you can leave this field blank!

If your CSP has not elected a new Chair/President/Captain then please note ‘Not Elected’

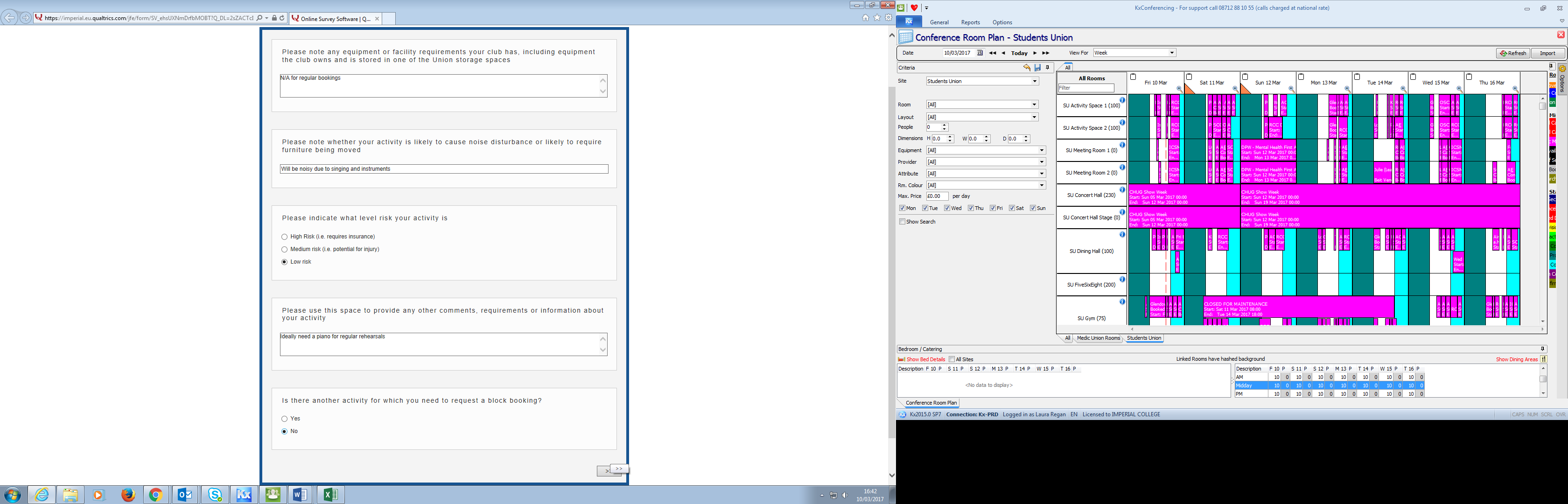


Similarly with giving as many alternative days as possible, please also give us as many alternative time slots as possible. You can enter in the times between which your activity can take place, and then let us know how many hours out of that time frame you actually need.

Ideally, you will have more entries for this question than you have ‘days required’ for your activity. We need **as many** options as possible. Just because your club or society is used to having a certain time slot, doesn’t mean it will be the same this year!



You must select **at least** two options for each field, however this doesn’t restrict you to two options! Please select as many feasible options as possible to help us allocate space.  
  
If you have an activity that can only be completed in one or two spaces (i.e. Cinema, etc.) you will still need to select two options per field. There is a comments section for you to note that you are unable to use certain spaces.

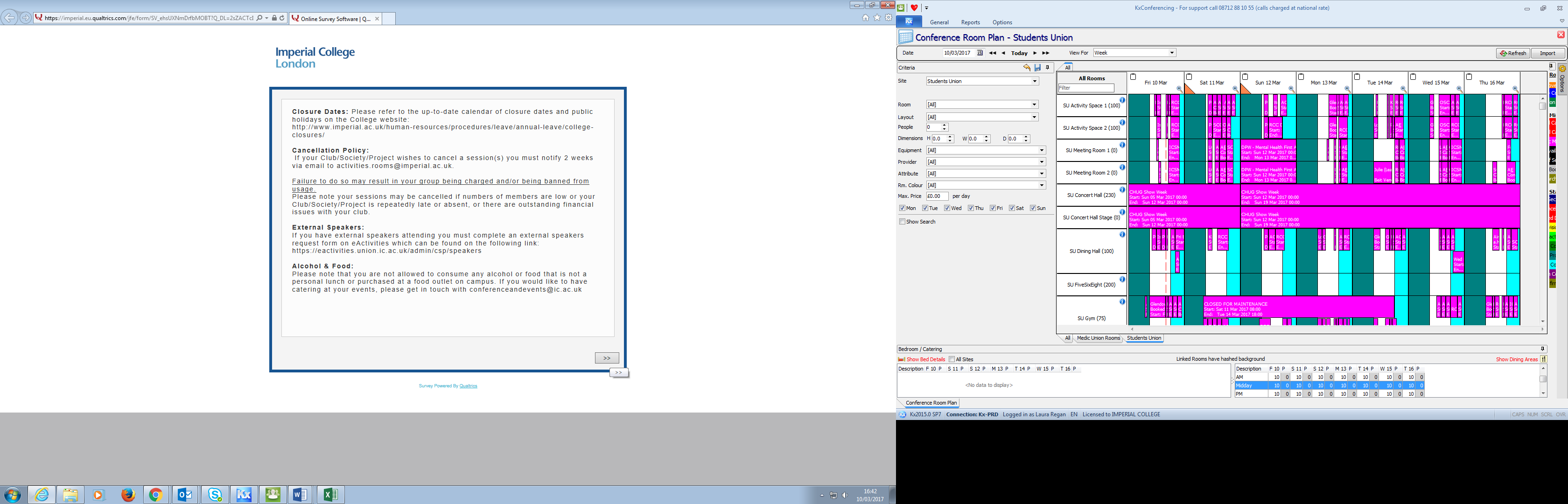


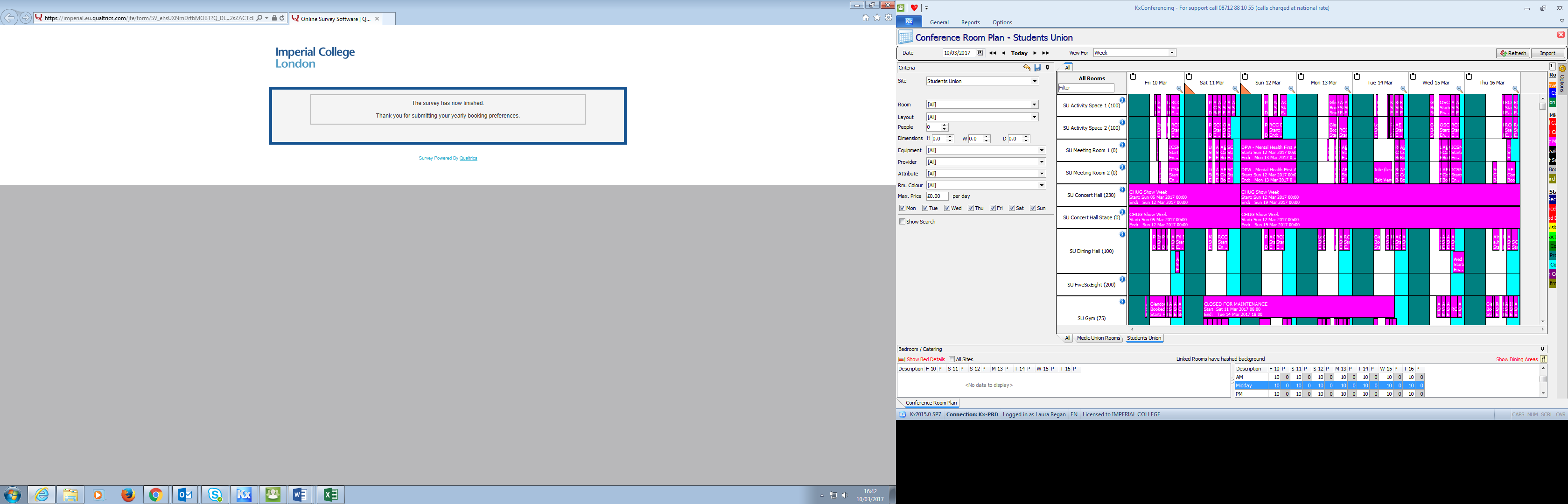
If you have listed space that your club cannot use – let us know here! Please provide any extra information about your booking request and activity that will be useful for us to know. The more information, the better!

Let us know what equipment you require for your activity and where it is stored. If you don’t have any equipment, simply write N/A. Try and include room specifications (i.e. movable furniture, flat floor space, lecture theatres)

If you have more than one activity you need to submit a booking for (such as rehearsals for multiple groups) then selecting yes will take you to a fresh Activity Request page.

If not, selecting No will take you to the end of the survey.





These are the two final screens of the survey. You will also receive an email confirming that we have received your yearly booking request. If you have any questions, please contact [activities.rooms@ic.ac.uk](mailto:activities.rooms@ic.ac.uk)