**Polasaí agus Nósanna Imeachta / Policies and Procedures**

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| **Code** | QA173 |
| **Title** | Bookings of centrally managed University space |
| **Policy Owner** | Director of Buildings & Estates (or nominee) |
| **Date** | 13 December, 2022 |
| **Approved By** | University Management Team |

1. **Purpose**

This procedure document is associated with the Space Management Policy (QA162) and sets out the procedure for the booking of centrally managed University space.

Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

1. **Description**

**Booking of centrally managed rooms on campus**

* 1. For all enquiries and booking requests for Meetings and Events such as ceremonies, fairs, launches, receptions and exhibitions, please complete the [Meeting Room/Events Booking Request Form.](https://forms.office.com/Pages/ResponsePage.aspx?id=hrHjE0bEq0qcbZq5u3aBbFpcyq_FhyNPv7tRJ7Jwn9BUQ0Q1NVlPUThGUFlNSlU3SU43RVpaOVVXMiQlQCN0PWcu)
  2. For academic room bookings such as recurrent and once off lectures, tutorials etc. please email space@universityofgalway.ie. Academic bookings are required to have the following information:
* Discipline/unit/programme cost centre
* Staff ID no.
* Day, date, start and finish time
* Class size
* Class type
* Cost centre (used to track bookings)
* Module Code (required for all teaching requests)
* Required capacity (required for all bookings)

**Responsibilities**

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| **Name** (Office or position) | **Responsibility** |
| Director of Buildings & Estates or nominee(s) | Policy Owner: space allocations will be assigned by Director of Buildings & Estates or nominee(s) to the activity. |
| Head of Business Services | Responsible for the implementation of the Space Policy and related procedures, and reporting as required. |
| Strategic Space Planning  Group | Responsible for the development and approval of space  proposals which are strategic in nature. This will include |

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|  | approvals for provision, allocation, withdrawal and reallocation of space in accordance with strategic objectives. |
| University Management Team (“UMT”), Colleges, Units, Research Institutes | Responsible for ensuring that space allocated to their Units is used efficiently, in a responsible manner and in accordance with the University’s strategic objectives. |

1. **Related Documentation**
   1. QA162 Space Management Policy
   2. Space Management Procedures (multiple)
   3. Event management & Event Safety Policy (QA123)
   4. University Health & Safety Policies and Procedures (multiple)
   5. QA204 Academic Year Scheduling and Timetabling Policy
   6. QA158 Hosting Conferences at University of Galway

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*for policies, procedures, regulations and guidelines*