How to Book a Room in the Students’ Union (for students)

Welcome! This guide is here to explain how you can make a room booking in the Students’ Union. The SU’s online room booking system is called ‘Artifax’. It allows registered students to book rooms and spaces within the SU.

If you have any questions or issues during your room booking, please feel free to:

- Drop us an email: su-roombookings@sheffield.ac.uk; or
- Visit one of the desks (Activities or Welcome Desk) and staff will show you how to use the system.

Who can book a space?

- Up to three of your nominated committee members of Societies, Working/Representative Committees and Clubs (as nominated by your President/Chair as part of your Committee Details Part A form).
- Registered student leaders at the SU who have been granted access by support staff.

What can I book a space for?

- Meetings or rehearsals/classes that are core to the aims and objectives of your group.

What can’t I book a space for?

- An event: If you want to run an event in the Students’ Union, then you must complete an ‘Event Hire’ form instead so that we can help you with your specific requirements: sheffieldsu.com/eventhire
- Any activity that is not connected to the aims and objectives of your group, or is in breach of Students’ Union regulations (e.g. Rules and Safety Handbook on the Zone Online).
- A bake-sale – you will need to speak to a member of the Information Team to book this in. (Please note: Societies & Committees wishing to hold a fundraising bake-sale on the concourse, must also go through RAG as they hold the permit for the concourse).

First thing’s first – before you make a booking, run through this quick checklist. Have you...

1. Read the Terms and Conditions for room hire? This document is listed as an appendix at the end of this guide – you must read it before making a booking.

2. Got other options at the ready? There are hundreds of groups that need space so you may always get your first choice. Check out the SU bookable spaces page for options of other spaces across the University & beyond: su.sheffield.ac.uk/sheffield-su/bookable-spaces

If the answer is ‘yes’ – then let’s go...

Step 1 – Sign In

- First, visit the online bookings system. The link can be found on this webpage: su.sheffield.ac.uk/sheffield-su/bookable-spaces
- Click ‘sign in’ at the top right of the screen. If this is the first time you’ve used the system, you will need to click ‘Register’ and create a password first. The system will only recognise registered committee members who are nominated ‘room bookers’ (by their President/Chair) and who are students at the University of Sheffield. You must use the full...
@sheffield.ac.uk (NOT @shef.ac.uk) to register and sign in.

- If the system does not recognise you, the most likely reason is that you are not a nominated room booker and/or you have not submitted your Part B form. Speak to your President/Chair to find out who is nominated and who can therefore make the booking. If you need to change your nominated room bookers, please complete a Change of Nominated Room Booker form.

**Step 2 – Book a Room**

The ‘homepage’ that appears is called ‘What’s On’ and includes a list of all the upcoming room bookings across the whole Students’ Union. Next to this tab, you’ll see two other tabs – ‘Space Booking’ and ‘My Bookings’. To see a list of rooms and times that your group has booked in the past, just click on ‘My Bookings’.

2a) To book a room, click on the ‘Space Booking’ tab near the top of the screen. The system will take you through to this screen. Just complete the booking questions and click ‘Next’:

Select what type of booking you’re making here. Remember you must not book a room for an event or a booking where you have special requirements – please complete the form at sheffieldsu.com/eventhire to make a request, because we will need more detailed information in order to help you!

If you have an external speaker request, click this option and submit an External Speaker Form at least 3 weeks in advance: sheffieldsu.com/zoneonline

How many people are attending? What room layout would you prefer?

2b) After clicking ‘Next’, the system will list all the spaces that meet your requirements.

Click on any of the spaces that you’d be happy to use.

The more flexible you can be, the more likely that a space will be available at the time you need it – so we’d advise selecting all the spaces listed that would suit your needs 😊
2c) After clicking ‘Next’, just select the date/s and time/s that you want your booking.

Please note:
- ‘How often?’ – If one of the weeks isn’t available, the system won’t let you book the other weeks. So if you’re booking regular meetings, we’d suggest you try a month at a time. That way, if there’s a clash it’s easier for you to check which week isn’t free.
- Remember, you’re entitled to book rooms until the last day of Semester 1 (5th February 2017). From 11th November, you will be able to make your Semester 2 bookings (up until the last day of Semester 2, i.e. the 9th June 2017).

2d) Here is your final review screen! The system will let you know what room is available based on your requirement and time/date that you need it.

Step 3 – Confirmation

- You will receive a confirmation email to your @sheffield.ac.uk email account so have a check to make sure the booking details are correct.

Cancelling a Booking
If you decide later on that you no longer require the room, then you **must** cancel it in advance. If you do not cancel your booking then you may be prevented from using the system in the future. Please email su-roombookings@sheffield.ac.uk to cancel your booking.
Terms & Conditions for Societies & Committees (Room Bookings within the Students’ Union)

Any student group (e.g. Society, Committee or Club) booking a room within the Students’ Union is required to adhere to the following terms and conditions.

Please note that if you wish to book a room for an event, you must not book a room through this system. Please complete this form www.sheffieldsu.com/eventhire to let us know your requirements.

Fair Space Usage

The Students’ Union supports hundreds of student groups - and room availability is limited. On behalf of the group making the booking I undertake:

1. To book space for an appropriate amount of time to our needs (e.g. not ‘over book’ space).
2. To cancel my room booking by contacting su-roombookings@sheffield.ac.uk, if we no longer require the space (e.g. if our activity is cancelled).
3. To book a space that is appropriate to our needs (e.g. only booking a larger ‘venue’ space for a rehearsal – not a meeting).

Rules of Space Usage

On behalf of the group making the booking I undertake:

1. To ensure that the regulations set within the Rules & Safety Handbook are observed (or, in the case of other groups, the rules specific to your activity e.g. Sport Sheffield).
2. To ensure that University Regulations are observed, in particular with regard to misconduct
3. To ensure room(s) is/are left in a clean and tidy condition and all rubbish put in the appropriate bins
4. To ensure that room capacity is not exceeded
5. To complete an External Speaker Form three weeks in advance, for any event involving an external speaker: www.sheffieldsu.com/zoneonline

Safety of Space Usage

On behalf of the group making the booking I accept my understanding of the following safety procedures:

1. If emergency services are required, dial 0114 222 4444 (University Emergency Control Centre). The staff there will alert the appropriate services.
2. On arrival to the room, please be aware of the location of the various escape routes, the nearest telephone and fire extinguisher. On discovering a fire, raise the alarm by breaking a call-point (or shouting ‘Fire’) and dial 0114 222 4444. Only if it safe to do so should the fire be tackled with an appropriate portable extinguisher. A continuously sounding fire alarm warns you to leave the building immediately - ALL occupants MUST evacuate the building immediately by the nearest available exit and proceed to the designated evacuation assembly point. Lifts must not be used.
3. In the event of an accident or medical emergency, please call a qualified First Aider or Appointed person to the as soon as possible. If you’re in the Students’ Union, dial 0114 222 8500 (when Welcome Desk is open), or at other times or in University venues dial 0114 222 4444 (University Emergency Control Centre).