



SU Room Bookings Guide

This guide is here to explain how you can make a room booking in the Students' Union. The Students' Union's online room booking system is called 'Agora'. If you have any questions or issues during your room booking, please drop us an email (su-roombookings@sheffield.ac.uk) or visit the Welcome or Activities Zone Desk.

Let's start with some quick FAQs.

Who can book a space?

1. If you are a registered society, club or committee, then your President/Chair will have nominated three 'room bookers' who are authorised to book rooms in the Students' Union (they will have been nominated through the Committee Details Part A Form).
2. Registered student leaders who have been granted access by support staff.

What can I book a space for?

Meetings, rehearsals or 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, 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)

A bake-sale – you will need to speak to the Welcome or Activities Zone Desk to book this in. (Please note: Groups 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...

- 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.
- Got other options at the ready? There are hundreds of groups that need space so you may not always get your first choice. Check out the [SU Bookable Spaces](#) page for other options across the University and beyond.

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](#).

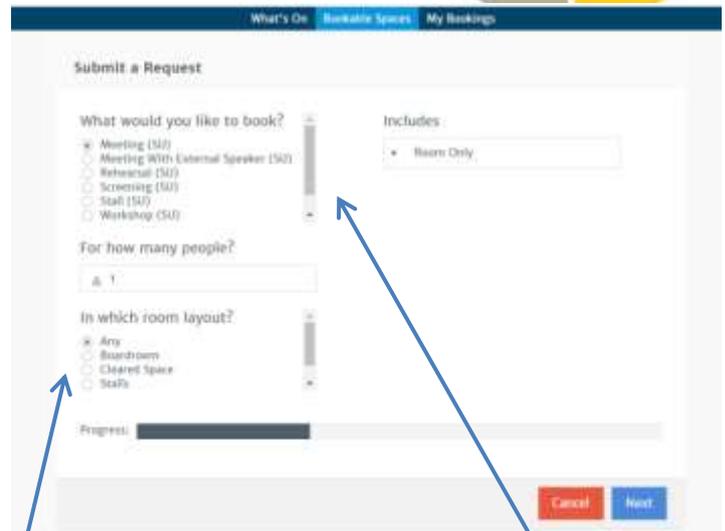
Click 'sign in' at the top right of the screen. **If this is the first time you've used the system, you will need to click 'Register' and create a password first.** The system will only recognise registered committee members who are nominated 'room bookers' (by their President/Chair) and who are students 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](#).



Once you've registered, type in your full email address, password, and click 'Sign In'



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

Select your booking type. Remember if you have special requirements for a booking, or if want to run an event, please complete the form at sheffieldsu.com/eventhire instead.

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

STEP 2 – BOOK A ROOM

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

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. Complete the booking questions and click 'Next':

After clicking 'Next', the system will list all the spaces that meet your requirements. The more flexible you can be, the more likely that a space will be available– so we'd advise selecting all the spaces listed that would suit your needs.





After clicking 'Next', select the date/s and time/s that you want your booking:

Sheffield Students' Union

What's On Bookable Spaces My Bookings

Submit a Request

How often? Once Recurring

From: To:

Between which times? -

Days:

Progress:

Once you click 'next', your final review screen will appear with a suggested room based on your requirements. If you're happy with the room, just click 'Submit':

Please include the name of your booking – for example, the name of your group.

If you're showing a film-screening, please include the name of the film in your description (please refer the Rules & Safety Handbook for information on film licensing)

Sheffield Students' Union

What's On Bookable Spaces My Bookings

Your Request

You have 04:54 minutes to submit your request

Description *

The name of your booking

Customer: (You)

Is this booking for you, or an behalf of an organisation?

Activity: (Meeting (SU))

Number of People: (10)

Layout: (Any)

Date	Start	End	Location	Status
04/06/2017	09:00	10:00	View Room 4 (Level 4, Sheffield Students' Union)	Confirmed

Terms and Conditions

I have read and accept the Terms and Conditions of Use

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.

If you have any special requests relating to your booking, just email su-roombookings@sheffield.ac.uk

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.

NOT GOT THE ALLOCATION YOU NEED?

If your group has specific space requirements to meet your core aims and objectives, and you have been unable to book the space you need, then please visit either of the desks (Welcome or Activities Zone) to complete a paper form of your requirements, explaining what spaces you need. We will look at these to try our best to support you.

Remember that there are alternative spaces that you can book outside of the Students' Union if required. You can search for suggested alternatives at [SU Bookable Spaces](#).





Terms & Conditions for Societies & Committees (Room Bookings within the Students' Union)

Any student group (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/societysupport

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).

