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 – For those of you wanting to fundraise through RAG Adopt a Charity, you must fill in the enquiry form in advance to be eligible to do so. For events like bake sales, the form must be completed 10 DAYS prior to the event. For bigger events the form must be completed 6 WEEKS prior to the event. If you cannot comply with these requirements we may not be able to support you with your fundraising!

Once your application is approved by Adopt a Charity then please email su-roombookings@sheffield.ac.uk to book the spaces for you. Please note bake sales are limited to one group per day.

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’

**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’:

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
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.

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’:

Tip - If your search dates span a large period (ie for the whole term), if one or more dates is not available over that period you will get that message back saying rooms are not available, but unfortunately it won’t show you which dates are not available. To overcome this we recommend trying to book a month at a time so if there are any clashes they are easier for you to identify.

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)
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

BOOKING A RESOURCE

If you need to add any equipment/resource to your booking (i.e. dance mirrors in the venues) please email su-roombookings@sheffield.ac.uk to add this detail to your booking.

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 email su-roombookings@sheffield.ac.uk to arrange a meeting to discuss and support you in resolving the matter.

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, Clubs & 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.

Further Information
Please note that if you wish to book a room for an event, you must not book a room through this system. Please contact su-events@sheffield.ac.uk to discuss your requirements.

Meetings or rehearsals/classes can only be made if they are core to the aims and objectives of your group.

Please be aware that your booking may be subject to change due to other demands on that space. Such changes will be communicated to you with a minimum of 4 weeks advance notice and alternative appropriate space will be arranged for you at no additional cost where possible.

If you wish to amend/cancel your booking or add any equipment/resource to it please email su-roombookings@sheffield.ac.uk.

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External Speakers Events

An external speaker is an individual/organisation who is not a student or staff member at the University of Sheffield or Students’ Union, and who is invited to provide information or a viewpoint. An event with an external speaker can not go ahead without approval.

1. If your society or committee wishes to invite an external speaker as part of its event/activity (either on or off campus) then you are required to submit an External Speaker Form at least 21 days (three weeks) in advance.
2. If your external speaker meeting is in either the View Rooms, Uni Central or Octagon meeting rooms, which are managed by the University, then you are also required to complete the University external speaker form.
3. Please be aware, once submitted, a form can take up to 3 weeks to be approved.
4. If the speaker is deemed to be high risk or controversial, then we will contact you with support and advice to manage the event.
5. If you have any questions, please contact society.coordinator@sheffield.ac.uk.
**Fair 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 sport clubs, Sport Sheffield rules).
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. **Rules of Space Usage**

**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 for a qualified First Aider or Appointed person to attend as soon as possible. If you’re in the Students’ Union, you can contact the Welcome Desk either in person or 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).