

engCETL Room Bookings

INFORMATION FOR STAFF

We have five rooms on the upper floor of the Keith Green Building which are primarily used for teaching, group project work and for industrial presentations. At other times the rooms can be booked by staff and students from the 7 engCETL departments. Rooms are generally available 9.00 am - 5.00 pm Monday-Friday and, by arrangement, at other times.

KG2 21 - Design Studio

(Standard seating layout for 36, maximum capacity 48)

The Design Studio is equipped with a lectern with PC and a Promethean interactive facility, an induction loop for hearing aid users, LCD projector, OHP and whiteboard/flipchart easels.

KG222, KG220, KG219 and KG211 - Breakout Rooms 1 to 4

(Standard seating layout for 12, maximum capacity 16)

Breakout Rooms are each equipped with a PC, Promethean interactive board, LCD projector and whiteboard/flipchart easels.

NB Breakout Rooms 2 and 3 are partitioned by a removable screen and can be booked together for a **maximum seating capacity of 32**. You will need to book both rooms and to notify Reception staff in advance if you require the partition to be removed.

Additional Equipment

Wireless mice and keyboards, a visualiser and a portable hearing loop are also available for use within our rooms, please request these items when making a room booking.

Foyer Area

If rooms are not available, you may be able to use the Foyer for **small** group discussions – **please ask**.

Individual Staff Bookings

To request a room:

Email (preferred method) your requirements to engcetilbookings@lboro.ac.uk and someone will respond as soon as possible.

In person - See Megan or Judith at engCETL Reception on the first floor of Keith Green Building.

Phone - Contact Megan Bilton on 01509 227182 or Judith Burton on 01509 227191.

Arrival

Please report to Reception in good time to collect the equipment box for the room/s you have booked.

Late Arrival

IMPORTANT: Any room not occupied **within 15 minutes** of the agreed booking time will be **released for use by others on that day**. This applies to **both departmental and individual** bookings.

Continued overleaf . . .

Regular Departmental Bookings

- Please **alert students** to our rules at the start of the semester/session.
- If students want to **start earlier/stay longer** than the booked session, they must check availability with us and book separately.
- Unless notified to the contrary, we assume that a room will be needed each week for the hours requested by your Departmental Administrator. Please give us **advance notice of occasional** (eg industrial visits) **or permanent changes** by e-mail to: engcetilbookings@lboro.ac.uk so we can then offer the room to other users.
- **Group work** – please advise us at the start of the semester if different groups of students will occupy the room during a session. If a box is returned to us we assume that the session has ended and that we can offer the room to other users.
- **IMPORTANT CHANGE FOR 2008-09:** To avoid persistent problems with student groups not occupying rooms for the whole of the allocated time we ask that **each group appoint a student** responsible for liaising with engCETL staff and to notify us if the room will not be needed in the following week. If something occurs to change plans, this student should e-mail us at engcetilbookings@lboro.ac.uk. **If you would like a member of engCETL staff to explain our system to students, please contact us before your first session to arrange a mutually convenient time.**

Vacating Rooms

- Vacate **promptly** so that other users are not kept waiting.
- **Switch off** equipment and lights.
- **Close** windows/rooflights.
- **Return room to correct layout** – refer to picture in equipment box.
- **Lock** room.
- **Return box (containing key)** to Reception.

General Information

- There is a “**No Food and Drink**” policy in engCETL teaching rooms and in the Foyer, and we ask **all users** to abide by this policy. People may bring drinking water to our rooms if necessary but please take care, especially near to equipment. **Staff are requested to adhere to this policy and to bring it to the attention of students at the first session.**
- For workshops, long meetings etc we understand that you may like to order **refreshments**. **Please discuss** with us when making your room booking. If we do agree to catering being delivered, please ensure visitors stay within the room booked and do not go into the Foyer. Also ensure catering boxes are left on the landing near to the lift for collection.
- **Rubbish** – each room has a **white** bin for general waste and a **green** recycling bin for **paper only**.
- If it is raining, please **close the rooflight!** (Breakout Rooms 2 and 3).
- **Lost property** – please see Reception staff.
- **Students** may also book rooms up to one week in advance. Student Guidelines are available on request.
- **Feedback** – your comments or suggestions are welcome.
- We now offer a wide range of **equipment** to staff or students. Please refer to our website www.engcetil.co.uk for full details of how to book.