

engCETL Room Bookings

INFORMATION FOR STUDENTS

When our rooms are not being used for taught modules, students from the 7 engCETL departments may request to use a room for group study, presentations, revision etc. Rooms are available between 9 am and 5 pm Monday to Friday only and can be booked up to 7 days in advance.

KG221 - Design Studio

(Standard seating layout for 36, maximum capacity 48)

The Design Studio is equipped with a lectern with PC, 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 all equipped with a PC, Promethean interactive board, LCD projector and whiteboard/flipchart easels.

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 at Reception.

Requesting a Room

Up to **7 days in advance** you may:

Email your requirements to engcetilbookings@lboro.ac.uk Please use your University email address and include the following details: name, department, date and start/end times.

Someone will then respond as soon as possible.

In Person - Visit Reception and submit details of your requirements on our Request Form.

You must give your **University email address** so we can contact you.

Telephone – Call Megan on 01509 227182 or Judith on 227191 to make a booking over the phone and please **confirm by email** so we have your contact details.

Arrival

The student who made the booking must report to Reception to fill in our form, leave his/her student ID card and collect the equipment box.

The Small Print

Your signature confirms that you have read and agree to abide by the rules set out here and on the notices contained in the rooms, that you agree to take responsibility for the room you have booked and the contents of the equipment box. ID cards will only be returned once the box has been checked by engCETL staff and all equipment accounted for.

Late Arrival/Changing Bookings

- Any room not occupied within 15 minutes of the agreed booking time will be **released for use by others**.
- If you no longer need a room you **must inform us** as soon as possible by email to engcetilbookings@lboro.ac.uk, by phoning 01509 227182 or 227191 or in person. Failure to cancel bookings, may lead to future barring of individuals from our rooms.

Vacating Rooms

- Vacate **promptly**.
- Return **furniture** to the layout shown on the photograph in the box.
- Close all **windows/rooflights**.
- Ensure all **equipment** listed on inventory is returned to box.
- **Lock** room.
- **Return equipment box** and any **additional equipment** to Reception.

General Information

- There is a “**No Food and Drink**” policy in engCETL rooms and in the Foyer, and we ask **all students and staff** to abide by this policy. Drinking water is allowed if necessary but care should be taken, especially near to equipment. There are no drinking water facilities available in the building so please do not ask staff to refill bottles. Please take any empty bottles away with you.
- **Problems** with equipment – refer to the information sheets provided in each room.
- **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).
- At particularly busy times, we may have to **limit** usage.

Lost Property

Please see Reception staff if you have lost anything.

Penalties

We may, at our discretion, **bar individuals** from making future room bookings if they fail to keep to the agreed terms and conditions set out within this document, including:

- Failure to return a room to the correct layout or leaving it in an unacceptable condition.
- Returning borrowed equipment in an unacceptable condition.
- Consuming food or drink anywhere within engCETL.
- Damaging furniture, equipment, fixtures or fittings.
- Behaving in an unacceptable way.

We may, at our discretion, **make a charge** for the following:

- Room cleaning.
- Lost room keys.
- Lost or broken equipment eg fixtures and fittings, IT equipment etc.

Equipment

engCETL now offer a range of equipment that students may book out for up to 3 days. Equipment available includes video cameras, digital cameras, webcams, voice recorders and graphics tablets.

A **supervisor's signature and refundable deposit of £20 per item** is required for each booking.

See www.engcetil.ac.uk for full details and on online booking form.