

University of Limerick Academic Registry Division

Room Booking Form

Visit the [Academic Registry website](#) for further details about Room Booking guidelines.

Your Details

Name	
Name of organisation	
Address of organisation	
Telephone	
Email	
Today's date	

Event Details

Brief description of purpose of booking	
Is this booking internal? i.e. for University of Limerick activity	<input type="checkbox"/> Yes <input type="checkbox"/> No

For University of Limerick Activity

Head of Department signature	
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For Non University of Limerick Activity

Is this an Education / Training Course? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes	Name of course
	Accrediting Body
	Title & level of award
Has this event been advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, enclose a copy of advertisement / web link to any online promotional material	
State fee being charged for the event	

Room Details

Date(s) room is required		Day room is required	
Start time		End time	
Max. capacity required in room		Total number of rooms required	
Please indicate if you have a Preference for a particular room Room details available here		1. 2. 3.	
Have you checked if your preferred room is free? Check Room Timetable here .			
Please note:			
<ul style="list-style-type: none"> - If preference is not stated or is not available, a room will be assigned in accordance with the capacity you have specified above and may be in any campus building. - If you require AV facilities please contact http://itdservicedesk.ul.ie 			

Out of Hours Room Bookings

- See [Academic Registry website](#) for details of times / dates considered Out of Hours.
- You must provide written permission (email will suffice) from University of Limerick Buildings & Estates Office for any Out of Hours Bookings.

Office of Buildings & Estates approval Signature required	
Date	

Child Safeguarding Details

Are any attendees under 18 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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For University of Limerick Activity

If this is a UL event, you must confirm that you will comply with the UL Child Safeguarding Statement	<input type="checkbox"/> Yes <input type="checkbox"/> No
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For Non University of Limerick Activity

Do you have a detailed Child Safeguarding Risk Assessment in place to safeguard children before, during and after the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Lost/Missing Child Policy in place for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all event staff/contractors/volunteers been provided with appropriate Child Safeguarding Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Child Safeguarding Coordinator	
Contact details of Child Safeguarding Coordinator	

Insurance Details

For Non University of Limerick activity only

Have you included your organisations Certificate of Public and Employee Liability Insurance? - Limits of Liability required: €6.5m Public, €13m Employers - Your room booking request CANNOT be processed without this.	
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Invoicing

Please provide P.O. number Or provide accompanying email stating company does not use P.O. system for invoicing.	
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