

University of Limerick Academic Registry Division

###### Room Booking Form

Visit the [Academic Registry website](https://www.ul.ie/academic-registry/staff/room-bookings-room-information) 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 | Yes No |

For University of Limerick Activity

|  |  |
| --- | --- |
| Head of Department signature |  |

For Non University of Limerick Activity

|  |  |  |
| --- | --- | --- |
| Is this an Education / Training Course? Yes No | | |
| If Yes | Name of course |  |
| Accrediting Body |  |
| Title & level of award |  |
| Has this event been advertised? Yes 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](http://www.timetable.ul.ie/UA/RoomInfo.aspx) | |  | |
| Have you checked if your preferred room is free?  Check Room Timetable [here](http://www.timetable.ul.ie/UA/RoomInfo.aspx).  Please note:   * 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](https://www.ul.ie/academic-registry/staff/room-bookings-room-information) 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? | Yes  No |

For University of Limerick Activity

|  |  |
| --- | --- |
| If this is a UL event, you must confirm that you will comply  with the [UL Child Safeguarding Statement](https://www.ul.ie/hr/current-staff/health-safety-ul/child-safeguarding) | Yes  No |

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? | Yes No |
| Do you have a Lost/Missing Child Policy in place for the event? | Yes No |
| Have all event staff/contractors/volunteers been provided with  appropriate Child Safeguarding Training? | Yes 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. |  |

Invoicing

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