

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 [ ] NoIf 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 inroom |  | Total number of roomsrequired |  |
| Please indicate if you have aPreference for a particular roomRoom 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>
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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 approvalSignature 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 complywith 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 withappropriate 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. numberOr provide accompanying email stating company does not use P.O. system forinvoicing. |  |