SOP-33: Room Booking in the UL Student Life Building

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Last revised: October 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the process of booking rooms in the UL Student Life Building.

Any questions or queries regarding room bookings in the student life building should be sent to studentliferooms@ul.ie

Responsibility:

It is the responsibility of the committee to comply with UL Student Life's Room Booking and Space Usage Policies.

In Section V, paragraph C: Efficient Use of Space, it outlines that: Back-to-back bookings require each booker to re-set the space in time for the next booking. Each room's original set-up is in a U-shaped style layout. Students and Staff can rearrange furniture in a safe manner that will not cause damage to themselves or the furniture but must return the room to its original set-up at the end of their booking slot. We ask those who are using the spaces to take a photograph of the space at the beginning and end of your booking. This ensures blame is attributed to the correct party if rooms are left disorganised or damage occurs. If you encounter a disorganised room or notice damaged furniture or equipment at the start of your booking, please report it immediately to the Operations Staff at the Information and Services desk on the

ground floor. It is the responsibility of each booker to adhere to these policies, as penalties will be applied for breaches.

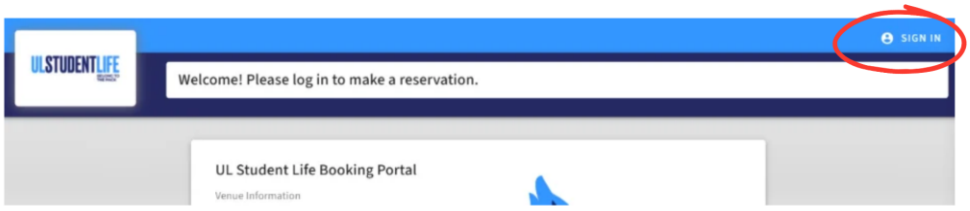
Procedure:

1. All bookings for the following rooms are completed through the UL Student Life Booking Portal:
    a. Glacial Room [SL2.008]
    b. Forest Room [SL2.009]
    c. The Wolf-Land Room [SL2.010]
    d. The Fianna Room [SL3.007]
    e. The New Dawn Room [SL3.008]
    f. The Keystone Room [SL3.009]

Note: If you wish to book the Luna Theatre, this cannot be completed through the portal. Please email Jonathan (Jonathan.ODonoghue@ul.ie) with your required booking dates and times.

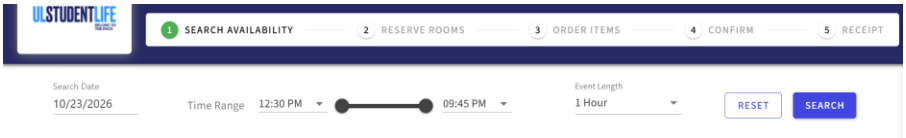
2. All booking must be made at least **3 days in advance**.

3. **Access the portal** through the link (https://booking.eu-venueops.com/studentlife/account-210-A) and **log in through your official club/society email.**



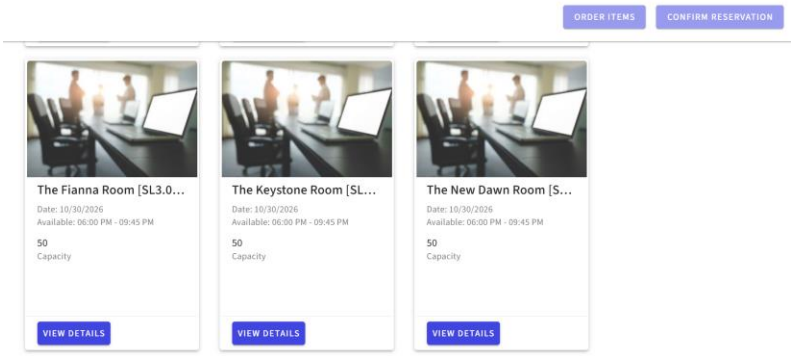
Note: If you do not have access to the email linked to your Student Life Booking account, please email Jonathan (Jonathan.ODonoghue@ul.ie) to have a new account created in its stead.

4. **Input** your **required date, time range and event length** in the boxes below. The maximum booking length for clubs and societies is 3 hours.
5. Press the "**search**" button.

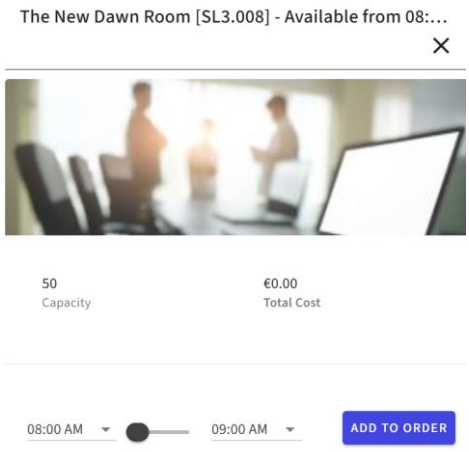


6. A **list of rooms** will appear below the header. **Only book the room with the relevant capacity for your event.**

Note: if you require a larger room for an event, but do not have the required number of attendees (due to the event capacity), please email Jonathan (Jonathan.ODonoghue@ul.ie) with more information as to why a larger room is required.

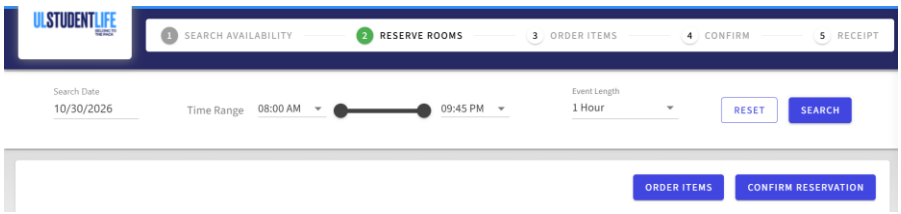


7. Click "**view details**" on your desired room.

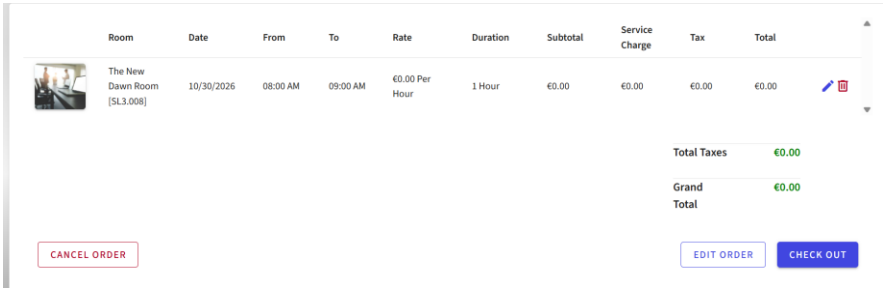


8. **To add a second room to your booking, scroll back to the top menu**. Input new information in the search bar and find the next room to book. Repeat this for as many rooms as you require.

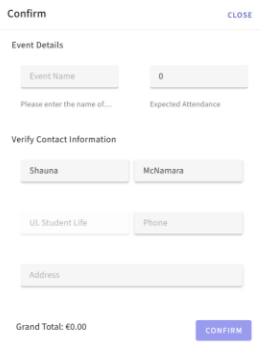
9. Once you have added all the rooms you want, click "**confirm reservation**" to complete your room booking.



10. Here, you will see a list of rooms and dates booked. The grand total should be €0.00. Press **"check out"**.



11. Input your event details and contact information. Click "**confirm**".



12. If your booking is successful, you should receive a **confirmation email** to your official club/society email. Make sure you can present this email at reception on the day of your event, when you go to sign out the keys.

Room Booking Limits for Clubs and Societies:

Each club and society as a whole and not individual fractions can book a single meeting room, **twice a week** and for a **maximum time duration of 3 hours**. This is so we can accommodate booking requests for the whole UL student body.

How Your Booking Is Processed:

1. For all bookings for clubs and societies, UL Student Life uses a "Tentative Booking" system.

2. When you complete a booking on the portal, if you are the first club/soc to do so, you are marked in the system as "T1" or "Tentative 1". This means that you are the first person on the waiting list for the room.

3. If you are the second club/soc to book the same room, you will be marked "T2" or "Tentative 2", putting you in second place on the waiting list.

4. The room will be assigned in order, so T1 will be offered the room first. If they cancel/decline, T2 will be offered the booking. Also, if T1 has reached their booking limit for the week, their booking may be declined and T2 will be offered the booking.

5. Once the room is assigned, all other clubs/socs holding tentative bookings for that room will be emailed, notifying them that their booking has not been successful.

Referenced Documents:

- https://booking.eu-venueops.com/studentlife/account-210-A
