



Booking and Usage Policy Colette Bowe Room and Martin Harris Room

1. Ownership

- 1.1 Council Secretariat is responsible for booking requests for use of the Colette Bowe Room and Martin Harris Room. Requests are made through the Governance Administrator, Eleanor Crossan: e.crossan@qmul.ac.uk (ext 3085). This Booking and Usage Policy has been drawn up to provide transparent criteria and conditions for reserving and use of the Colette Bowe Room and Martin Harris Room, and will be subject to review on a periodic basis.

2. Criteria for use

- 2.1 High quality space in the College for conducting formal meetings and events is a scarce resource. However, the Colette Bowe and Martin Harris Rooms represent premium space and use is safeguarded only for the purpose of high-level, formal and often strategic meetings and events involving, in most instances, participants external to the College, including:

- [i] Meetings of Council, Senate and their formal sub-Committees.
- [ii] Strategic College meetings, normally involving stakeholders from external organisations and bodies and one or more members of QMSE.
- [iii] Interview Panels for senior College appointments.
- [iv] Internal Programme Review Panel Meetings, and other formal Panels including those related to Discipline, Examination Offences and Panels convened by Human Resources involving external members of Council.
- [v] Special Events related to graduation ceremonies and Professorial inauguration, organised by the Events Office.

- 2.2 Requests made that meet one or more of the criteria in 2.1 (above) will be accommodated provided that the space is not already reserved. However, it is at the discretion of Council Secretariat to cancel bookings in the event that a meeting of Council or one of its Committees needs to convene at short notice, or another meeting or event deemed of greater importance to College business requires the space, at the time at which it has been booked.
- 2.3 The decision of the Council Secretariat Team to interpret the criteria and authorise use of the Colette Bowe Room and Martin Harris Room is final.
- 2.4 Tables in the Colette Bowe Room and Martin Harris Room are **strictly not to be moved** from their standard layout.

3. Booking Charge

- 3.1 Council Secretariat covers the cost of annual cleaning of the carpet, curtains and upholstery for the Colette Bowe Room. Given the increased use of the Room as permitted under this Policy, a charge has been introduced as follows to cover routine cleaning costs. **The criteria for use of the room still apply, as per section 2 above.**
- 3.2 The charge applies solely for use of the Colette Bowe Room and Martin Harris Room at the same time. It is not possible to book just one room for a reduced rate, as occupancy of either room would prohibit another event from taking place in the room not being occupied.
- 3.3 All internal bookings approved will be subject to a flat **hourly rate of £50 per hour** booking fee and external bookings to a flat **hourly rate of £75 per hour** booking fee rounded up to the nearest hour in all instances. Please provide your departmental budget code when confirming the booking.
- 3.4 All costs associated with hiring of equipment, portorage and catering, etc are the responsibility of the relevant budget centre.

4. Responsibilities of users

- 4.1 Council Secretariat is not a comprehensive room booking service for the College, but owns responsibility for booking the Colette Bowe and Martin Harris Room as it closely linked to its work in co-ordinating the business of Council and its sub-committees.
- 4.2 The individual making the booking is responsible for the following:
- Collection and safe return of the key from Room E04 Queens' Building. If the event commences prior to normal working hours, the key will need to be collected the day before the event. If the event concludes after normal working hours, the key should be returned at the earliest opportunity on the next working day.
 - Making arrangements and paying for catering, portorage, IT or other services related to the meeting/event.
 - Ensuring that all documentation, equipment and utensils used for the purpose of the event are removed from the space promptly after the meeting.
 - Ensuring upon exit that the lights are turned off and doors to the Martin Harris Room, Colette Bowe Room and the door to the cloak room are all locked.
- 4.3 Bookers of the room[s] who do not satisfy the responsibilities in 4.2 above, may be excluded from future bookings.
- 4.4.1 The consumption of food and drink in the Colette Bowe Room, other than light refreshments, is prohibited. The Martin Harris Room should be used for this purpose.
- 4.5 Any damages or specific cleaning required as a result of a meeting or event will be charged to the relevant cost-centre.

5. Equipment in the Colette Bowe and Martin Harris Rooms

There is a projector screen in Colette Bowe Room which is operated via the touch buttons to the left hand side of the screen or the override buttons in the kitchen to the right as you enter the door. A projector to connect to a laptop will need to be arranged with AV services, avbookings@qmul.ac.uk.

Both rooms have a wired Ethernet connection which requires authentication using an IMAP account. These rooms also have WiFi however the signal is not very strong.

6. Room Capacity

The Colette Bowe Room can hold 30 delegates Board room style.

The Martin Harris room can hold 8 delegates Board room style.