



### Polasaí agus Nósanna Imeachta / Policies and Procedures

<b>Code</b>	QA173
<b>Title</b>	Bookings of centrally managed University space
<b>Policy Owner</b>	Director of Buildings & Estates (or nominee)
<b>Date</b>	13 December, 2022
<b>Approved By</b>	University Management Team

#### 1.0 Purpose

This procedure document is associated with the Space Management Policy (QA162) and sets out the procedure for the booking of centrally managed University space.

Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

#### 2.0 Description

##### Booking of centrally managed rooms on campus

- 2.1 Buildings & Estates process requests for all centrally booked venues on campus for teaching, meetings, conferences, events, etc.
- 2.2 For booking enquiries email [space@universityofgalway.ie](mailto:space@universityofgalway.ie) and include the following information:
  - Day, date, start and finish time
  - Is it a once-off booking (i.e. event) or a recurrent booking (i.e. semester based teaching request)?
  - Booking type e.g. meeting, seminar, teaching
  - Staff ID number
  - Cost centre (used to track bookings)
  - Module Code (required for all teaching requests)
  - Required capacity (required for all bookings)

#### 3.0 Responsibilities

<b>Name (Office or position)</b>	<b>Responsibility</b>
Director of Buildings & Estates or nominee(s)	Policy Owner: space allocations will be assigned by Director of Buildings & Estates or nominee(s) to the activity.
Head of Business Support Services	Responsible for the implementation of the Space Policy and related procedures, and reporting as required.
Strategic Space Planning Group	Responsible for the development and approval of space proposals which are strategic in nature. This will include



	approvals for provision, allocation, withdrawal and reallocation of space in accordance with strategic objectives.
University Management Team (“UMT”), Colleges, Units, Research Institutes	Responsible for ensuring that space allocated to their Units is used efficiently, in a responsible manner and in accordance with the University’s strategic objectives.

#### 4.0 Related Documentation

- 4.1 QA162 Space Management Policy
- 4.2 Space Management Procedures (multiple)
- 4.3 Event management & Event Safety Policy (QA123)  
<https://www.universityofgalway.ie/buildings/policies-procedures/>
- 4.4 University Health & Safety Policies and Procedures (multiple)  
<https://www.universityofgalway.ie/health-safety/policies-&-procedures/>
- 4.5 QA204 Academic Year Scheduling and Timetabling Policy  
<https://www.universityofgalway.ie/registrar/policies>
- 4.6 QA158 Hosting Conferences at University of Galway  
<https://www.universityofgalway.ie/media/nuigalwayie/content/files/businessindustry/QA158-Hosting-Conferences-in-NUI-Galway.pdf>

*Visit the **P&P Repository** on the **Quality Office website** for other policies, procedures, regulations and guidelines*