



# Room Booking Policy

at Edinburgh Napier University

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The Room Booking Policy is being introduced to simplify the process for all room users within the University. The Conference & Events (C&E) team aim to ensure that events taking place on campus are organised in accordance with this policy and to ensure that they are delivered safely and successfully.

The policy also aims to provide a structured approach for internal clients booking conference/meeting space whilst maximising income generation where appropriate. This may result in a room hire or day delegate rate charge.

It is important that any events on campus have a positive impact on the University's reputation, and it is therefore important to ensure that all events are organised in accordance with this policy. It applies to all staff, students, contractors, clients and visitors to ENU, hiring or using the facilities on campus.

This policy should be read in conjunction with the Internal Hospitality Terms and Conditions. Within this, please pay particular attention to out of core hours and weekend requirements.

For all meetings/events outwith core working hours or weekends, please ensure the Facilities Service Desk have been advised. There will be no room hire charges for any student or staff engagement events.

## **Definitions**

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### **CORPORATE EVENT**

A corporate event is an event that is beneficial to the University's reputation and will be organised by Marketing and External Relations or Human Resources.

### **COMMERCIAL EVENT**

A commercial event is an event that supports and generates income for the University in achieving its financial objectives. This can be with an internal or external client.

### **MEETING**

A meeting is defined as a group of up to 30 people who are using meeting rooms at ENU to discuss business relating to their ENU day to day work.

### **SMALL EVENT**

A small event is defined as a group of under 30 people who work at ENU or are coming to ENU to take part in an event or activity that promotes the University or creates the opportunity to discuss particular common thought. They do not generate University income.

### **EVENT**

An event is defined as a group of over 30 people who work at ENU or are coming to ENU to take part in an event or activity, which either promotes the University or generates University income.

## **CORE ACADEMIC EVENTS**

Core Academic Events are non-commercial University events that are student focused or central to the existence of ENU.

They are as follows:

1. Teaching & Exams
2. Open Days
3. Applicant Visit Days
4. Induction Week
5. Graduation Ceremonies
6. Recruitment Events
7. Career Fairs
8. Development & Alumni Events

C&E has the following responsibilities for the delivery of services:

1. C&E will deliver Commercial Events and Events.
2. Meetings, Small Events and Core Academic Events will continue to be organised by the relevant departments, but where required, C&E will provide an advisory service.
3. Room Bookings will work with C&E to alert them if multiple room bookings are being made which are not Core Academic Events.

### **Procedure for organising an Internal Event**

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Please refer to the attached flowchart.

### **Procedure for organising an External Event**

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External Client contacts C&E to check availability and prices. C&E reply with a quotation and date availability. On agreement of the quotation, a booking form and terms & conditions will be issued. Once the signed booking form is returned, C&E will liaise with the client on all aspects of the event.

## Event/Meeting Examples

Type	Definition	Example	Organised by	Charging
Type 1	Corporate Event	Chancellors Talk, Staff Pub Quiz	Marketing and External Relations, HR	N/A
Type 2	ENU Meeting (under 30) Where the majority of the attendees are internal staff/ students	Departmental Meeting	Relevant Staff Member	No room hire charge (unless booking premium rooms)
Type 3	ENU Meeting (under 30) Where the majority of the attendees are external delegates who are not paying to attend the meeting & ENU is paying for any catering	Finance Meeting with external attendees	Relevant Staff Member	No room hire charge (unless booking premium rooms)
Type 4	Event (over 30) being run by ENU with internal & external delegates who are not paying a fee to attend the event	Guest Lecture	C&E Team	Internal room hire rates & delegate rates apply
Type 5	Event (over 30) being run by an external organisation alongside ENU, with a high number of internal & external delegates who are not paying a fee to attend the event	Cyber Academy Chamber of Commerce	C&E Team	Internal room hire rates & delegate rates apply if internal cross charge. Otherwise, external rates apply.
Type 6	Event being run by ENU with internal & external delegates who are paying a fee to attend the event	Academic Conferences Cyber Academy	C&E Team	Internal room hire rates & delegate rates apply