

## **Booking protocols for The Exchange**

*(Approved by the Falmouth Exeter Plus Senior Executive Team, 14 May 2014)*

### **Introduction:**

The Exchange is a predominantly student facing building, with a range of collaborative and individual working environments and a grouping of important student facing services. A great deal of thought went into the purpose, layout and furniture designs in these spaces and their interrelationship, so that the learning environment supports the full range of student learning styles from group areas through to silent study.

The building as a whole and the services/spaces within it are open and are the only areas that are available for student use 24/7 at the Penryn Campus:

- Library
- IT Centre
- Four Seminar Rooms
- Collaborative Lecture Theatre
- Eddy Spaces
- The Compass (service finishes at 6pm but rooms are available to students from this point onward)
- The Social Street (informal social learning)

The Career Zone is the only other space in the building and is open during core office hours (9am – 5pm).

Bearing in mind that The Exchange is a purpose built student facing building the priority for all bookings for events, conferencing and meetings for areas within The Exchange building should be related to things of direct interest to students (potential, existing or alumni). Where capacity exists outside of student focused activities the spaces would be available for alternative conferencing outside of the academic year.

### **Booking protocols – booking a space in The Exchange**

In order to maintain the student focus for the building, booking protocols apply both during and outside term-time for the three key bookable areas:

- The Lecture Theatre
  - Seminar Rooms
  - Social Street
1. Booking priority is given to student facing teaching. Other potential uses of these spaces can only be booked after student facing teaching has been timetabled.
  2. The teaching timetable will take priority for any bookings of space in the Exchange. However, these rooms are open 24/7 as they are important areas for student groups to practice presentations and collaborative projects, outside core teaching hours.
  3. The Social Street acts as a thoroughfare for students and staff using the building and therefore cannot be booked for exclusive use. Consideration needs to be given to students and staff needing access to the upper floors, Career Zone and The Compass ensuring that access is not blocked at any time.

4. All requests to use the spaces must be made via room bookings by email at: [roombookings@fxplus.ac.uk](mailto:roombookings@fxplus.ac.uk) except the Social Street which can be booked (non-exclusive use) via [thecompass@fxplus.ac.uk](mailto:thecompass@fxplus.ac.uk).
5. Please confirm when booking if you have any specific AV, room set-up or catering requirements.

### **Ordering hospitality in The Exchange**

1. In order to minimise noise pollution and disruption to the student learning experience, hospitality can be delivered to the seminar rooms ONLY.
2. All hospitality must be contained within the seminar room at all times.
3. All hospitality requests must be made using the hospitality ordering form that can be found at: [www.fxplus.ac.uk/work/hospitality](http://www.fxplus.ac.uk/work/hospitality) and submitted to: [hospitality@fxplus.ac.uk](mailto:hospitality@fxplus.ac.uk).
4. Additional bins will be provided and it is the responsibility of the client to ensure that the room is left tidy. Any additional cleaning charges incurred as a result of the booking will be charged to the client.
5. Please ensure that all items are packed up ready for collection after your event. If hospitality cannot be removed at the end of the event before 4pm, Monday to Friday, then an additional charge of £10 per seminar room will be applied.
6. When booking a room for hospitality, allow time for the set-up and removal of hospitality equipment and additional bins at the start/end of the meeting or event in order that the room is left clean and ready for student use.

### **Organising an event in The Exchange**

1. If you are organising an event or conference in The Exchange building, you will need to contact the Conferencing and Events Team by emailing them at: [hospitality@fxplus.ac.uk](mailto:hospitality@fxplus.ac.uk), allowing 10 working days' notice.
2. All requests for events and conferencing in The Exchange should be submitted with a minimum of 10 working days' notice prior to the date of the event in order to allow reasonable time for approvals to be sought noting that timetabled and student facing activities will always be given priority. Less than 10 working days' notice and it may not be possible to guarantee support for the event.

*[End]*