

**Booking policy for Research Centres conference suite in Tower 2**  
**[TW2.9.04, 9.05, 9.06]**

1. The facilities are to be booked and used **strictly** by LSE Research Centres only, i.e. for events emanating from and organised by Research Centres for Research Centre purposes.
2. Rooms are bookable on a first-come-first-served basis.
3. All Centre Managers agree not to unduly place burdens on their fellow CMs by, for example, requesting room changes at the last minute, or if it means significant re-organisation for the Centre being asked to free the room.
4. All agree to a fair usage and booking policy, e.g. will not book more space than is required “just in case”.
5. The “**booking information template**” is to be completed and included in the relevant Outlook calendar when making all bookings.
6. All day bookings should be made from 8am to 8pm, for example, rather than ticking the box “all day event”. This makes it easier for other users to recognise that a room has in fact been booked all day, and also helps other users assess when exactly the room will be free by giving the specific times.
7. If an event is being held at full capacity of either room, both rooms should be booked, with one to be used for catering. This avoids issues with noise and overcrowding/conflicts of use in the reception/break-out area, amongst other issues, if two different centres are hosting in event in each room.
8. Bookings should include set-up time of half an hour before the event, and clear-up time of half an hour after the event.
9. The event organiser is responsible for putting up signs for their event outside the venues being used, indicating event start and finish times, and event title.
10. The event organiser is responsible for returning it to its original layout and condition after their event. Original layouts for the two meeting rooms are: theatre style for RM.9.04 (max 65 people) and board style for RM.9.05 (max 20 people).
11. Used catering equipment should be left in the kitchen in an orderly fashion for catering staff/companies to collect.

**Booking information template:**

**Subject of the event should include Research Centre name first.**

**Person making the booking and email address:**

**Event title:**

**Meeting start and end times:**

**Number of people expected:**

**Are non-LSE members expected?**

**Type of room set-up required:**

**Is this a catered event?**

**Will catering be set up inside the room (if not where will it be set up)?**