

Room Booking Policy

Teaching, meeting and communal rooms and spaces within the Department of Social Anthropology are subject to the following policy.

- Bookings may only be made by the following people: members of the Department's Executive Committee, Departmental Teaching Associates (for the purpose of teaching only), Social Anthropology Supervisors (for the purpose of supervising only), Project Investigators for research projects held within the Department (for project purposes only), Administrators within the Department, and the President of the Cambridge University Social Anthropology Society (for CUSAS purposes only).
- Bookings may only be made for events directly relating to the Department's work: i.e. teaching programmes, outreach events, research projects, or administrative matters.
- Bookings should be made in writing to the Administration Office, via the online Room Booking Form, at least one week in advance of the event. No event may be publicised until the Administration Office has confirmed the room booking.
- The Department reserves the right to seek additional information before confirming a booking.
- The Department reserves the right to refuse a booking request or to cancel a booking if false or materially incomplete information is provided when requesting the booking.
- For any bookings which take place at the weekend or on Monday – Friday before 9am or from 3.30pm, the person responsible for the booking must be present for the entirety of the booking time and ensure the building is kept secure at all times. At the end of the booking, if after working hours, the responsible person must ensure all visitors have left, windows and doors are locked and AV equipment is switched off as appropriate.
- The person responsible for requesting the booking must notify the Administration Office immediately if any of the information provided changes.
- Any incident that occurs during a booking affecting the safety of the Department's staff, students, visitors and/or the building must be reported to the Departmental Administrator at the earliest opportunity.
- The online Room Booking Form may be found at <https://www.socanth.cam.ac.uk/about-us/room-booking-form/>