ROOM BOOKING BY UG MEDICAL STUDENTS

1.   **General**. The Lecture Theatre, Seminar and Tutorial Rooms are allocated to Medicine for teaching in term time, 9am to 5pm. Bookings for term-time evening, weekend and summer use are co-ordinated through the Conference Group Office.

2.   **Formal Evening / Weekend Bookings**. The Medical School supports the 'accredited student societies'[1] who contribute to the wider curriculum by holding seminars, talks, lectures and workshops and whose events are wholly related to the UG programme. These groups who wish to book the lecture theatre should email the School Secretaries at medicine@st-andrews.ac.uk , see detail at para 6. Their booking can then be made using the title 'approved medical society – [society name]'. If the activity is core to medicine then the booking is 'made' by Head of School or Director of Teaching to indicate that this is extra curricular but instrumental to the syllabus. These bookings are submitted by the Secretaries.

3.   **Social events**. Rooms are not available for social events or hecklings however academic events with food and drink are permitted, providing that the food and drink is only consumed in the café area. If the event is to have alcohol then the student group must identify a member of staff who will be present to act as the responsible person and pay for a member of the catering staff to be on duty if drinks are to be served. This booking should be made through catering services with at least a week's notice in order that a member of staff can be found to work after hours.

4.   **Food and Drink**. No food or drink is to be consumed in any bookable room less bottled water which is permitted in all rooms. The exception will be organised lunches for staff.

5.   **Content**. Societies using these rooms for medical lectures must ensure that their speakers do not make product placement or commercial promotion and that the subject should be balanced and of a medical nature. The speaker must comply with the University Equality and Diversity Policy and not stray into contentious discussion.

6.   **Making a Booking**. To book the School Lecture Theatre, Seminar or Tutorial Rooms an email should be sent to the School Office (medicine@st-andrews.ac.uk) with at least 1 weeks' notice with the following information. Students looking to book a room for a Society should consult the teaching support team with the following information:

    a.   Name of Society
    b.   Room requested
    c.   Alternative venue if 1st choice unavailable
    d.   Day and date
    e.   Start and end time
    f.   Event Title
    g.   Number of students attending
    h.   Do you plan to use AV equipment or have catering at the meeting
    i.   Cancellation plan (what notice, who will inform the office etc)

7.   **Lead Times**. Evening and weekend bookings should be made 2 weeks in advance, shorter notice may be permissible however the later the booking is requested the greater the chance that some other party has booked the space.

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[1] Bute Medical Society, Surgical Society, Friends of Medicine Sans Frontiere (MSF), Medcin, Peer Assisted Learning Society (PALS), Organ Donor Society, Teddy Bear Hospital (educating children in healthcare issues), Bone Marrow Society, Sexpression, Medicines & Pharmaceuticals society, Pathological Society, Action for Mona, British Medical Association (BMA).

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
19/04/2022	Remove Student Society booking dead link	