

Great Hall Booking Guidelines



University of
Nottingham
UK | CHINA | MALAYSIA

✓ Purpose

The Great Hall is a shared institutional facility for academic, administrative, ceremonial, and student activities. These guidelines outline eligibility, booking workflows, responsibilities, and compliance to ensure safe, fair, and efficient use.

✓ Categories of booking

The following groups are eligible to apply to book the Great Hall: academic schools/departments, professional services departments, approved student societies (through Student Association staff), and approved external partners.

Bookings fall into the following categories:

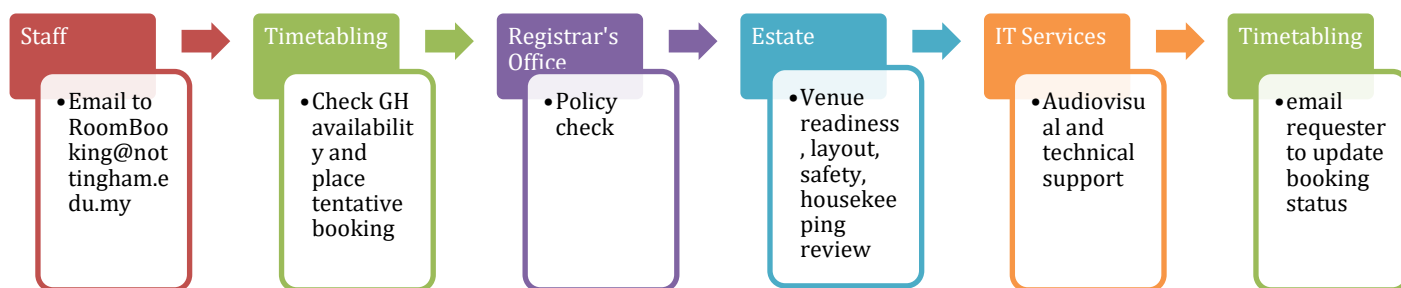
1. University-wide and academic timetable events
2. School/Faculty ceremonies
3. Student Association–endorsed activities
4. External events (subject to contractual terms)

For student activities, students must also refer to the Students' Association (SA) Handbook for specific booking guidelines and additional requirements.

✓ Standard Booking Timelines

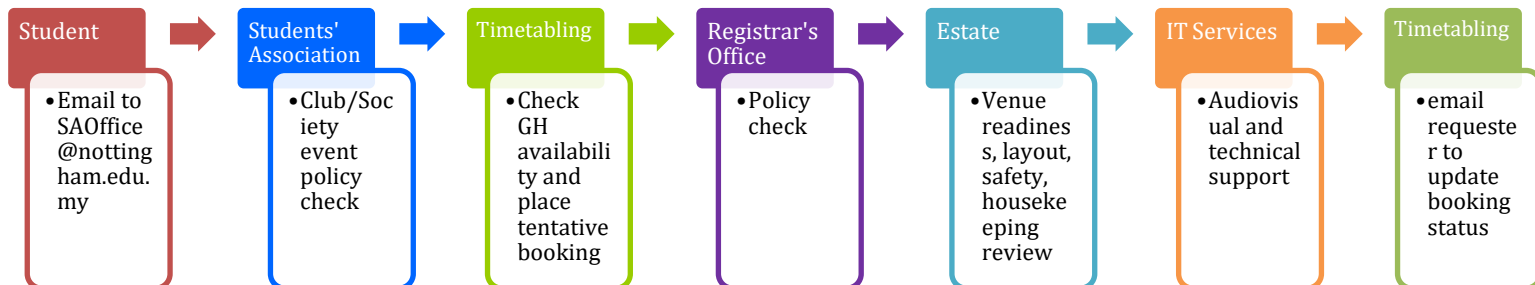
Requests to book the Great Hall must be submitted **at least three (3) months** prior to the proposed event date to allow sufficient time for review, approval, and planning. Approval decisions will be communicated by email following the completion of inter-departmental checks.

✓ Process Flow



(1) Staff Request

(2) Student Activities Request



1. Staff Bookings

Staff shall submit a booking request by email to the Room Booking Team at RoomBooking@nottingham.edu.my. All requestors must obtain internal approval from their Manager, Head of Department, Head of School, Director, or Dean prior to submitting the booking form.

2. Student Bookings

Student must submit a booking request by email to the Students' Association (SA) at SAOffice@nottingham.edu.my. All bookings will be vetted and approved by the SA Office prior to proceeding to the next level of approval.

3. The Room Booking Team shall verify the availability of the Great Hall, make a tentative booking.
4. If the venue is available on the requested date(s), the form will then be routed to the following departments for review:
 - a) **Registrar's Office** - for review and approval.
 - b) **Estates Team** - to assessment of venue readiness, layout arrangements, safety compliance, and housekeeping requirements.
 - c) **IT Services** – to confirm audiovisual and other technical requirements.
5. Upon receiving approval from all relevant departments, the Room Booking Team will notify the requester of the final decision.

**IT Services will not be able to provide out-of-office hours support, except for official University events such as Open Days and Graduation, which will continue to be supported. IT Services will also be unable to support students or external events. For these events, organisers will need to engage with SA and the Music Society for assistance.*

✓ Information Required (at submission)

- Event title & description
- Organising unit
- Preferred date/time (include setup/teardown)
- Expected attendance
- Layout & furniture needs
- AV/IT requirements
- Food & beverage plans
- VIP/external guests
- Risk assessment (if applicable)

✓ Usage Rules

Updated as of 13 March 2026

All users of the Great Hall shall comply with the following requirements:

1. Adhere strictly to the assigned setup and teardown time windows.
2. Not exceed the approved occupancy limits at any time.
3. Maintain cleanliness of the venue before, during, and after use.
4. The AV settings in the control room must not be reconfigured by any party other than the IT department's authorized personnel. Any additional requirements must be supported using the party's own AV equipment without altering the existing AV configuration.
5. Refrain from bringing food and drinks into the venue.
6. Ensure that all decorations are non-damaging and removable without residue.
7. Prohibit the use of open flames or hazardous materials.
8. Ensure that all emergency exits and access routes remain unobstructed at all times.

✓ **Safety, Security & Compliance**

All bookings of the Great Hall must comply with the following requirements:

1. Coordinate with Campus Security for crowd control, VIP attendance, and evening events.
2. Ensure all electrical loads and audiovisual plans are reviewed and approved by Estate Office and IT Services.
3. Comply with all applicable Health & Safety guidance and adhere to the outcomes of any risk assessments.
4. Engage additional stewards or personnel as required for large-scale events to ensure safety and security.

✓ **Cancellations & Changes**

1. All cancellations must be submitted **at least five (5) working days** prior to the scheduled event.
2. Requests to change the event date, time, layout, or equipment are subject to availability and require reconfirmation from all relevant stakeholders.

✓ **Post-Event Inspection & Damage Liability**

- All events held in the Great Hall are subject to a post-event inspection to ensure that the venue, equipment, and facilities are returned in satisfactory condition.
- The inspection shall be conducted by the Estate and IT Services teams upon completion of the event or on the following day to assess the condition of the following:
 - Venue infrastructure and fittings
 - Furniture and layout items
 - Audiovisual and technical equipment
 - Electrical points and fixtures
 - Cleanliness and housekeeping status
- Upon completion of the inspection, the respective departments shall inform the Room Booking Team **within three (3) working days after the event** of any damages identified and whether a fine or penalty should be imposed. The Room Booking Team will subsequently notify the booking party of the findings and the applicable penalty.

- The organising unit or booking party is responsible for ensuring that the Great Hall is vacated on time and restored to its original approved setup condition.
 - If any damage, loss, or misuse of facilities, equipment, or property is identified during the inspection, the responsible party shall be liable for repair, replacement, or reinstatement costs. A financial penalty of up to RM10,000 may be imposed, depending on the nature, severity, and impact of the damage caused.
 - In addition, if severe stains, spills, or excessive dirt are found on the carpet that goes beyond normal wear and routine cleaning, the organising unit or booking party shall be held responsible. Where deep cleaning is required, the full cost of specialist cleaning services will be charged. If the stain or damage is deemed permanent or beyond recovery, the responsible party shall bear the cost of carpet repair or replacement. Such cases may also fall under the applicable damage penalty, subject to assessment.
 - Failure to comply with post-event responsibilities may affect the organising unit's or booking party's eligibility for future Great Hall bookings.
-
- **Contacts**

For any queries regarding Great Hall bookings, please contact the Room Booking Team at roombooking@nottingham.edu.my