



Great Hall Booking Guidelines

✓ 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)

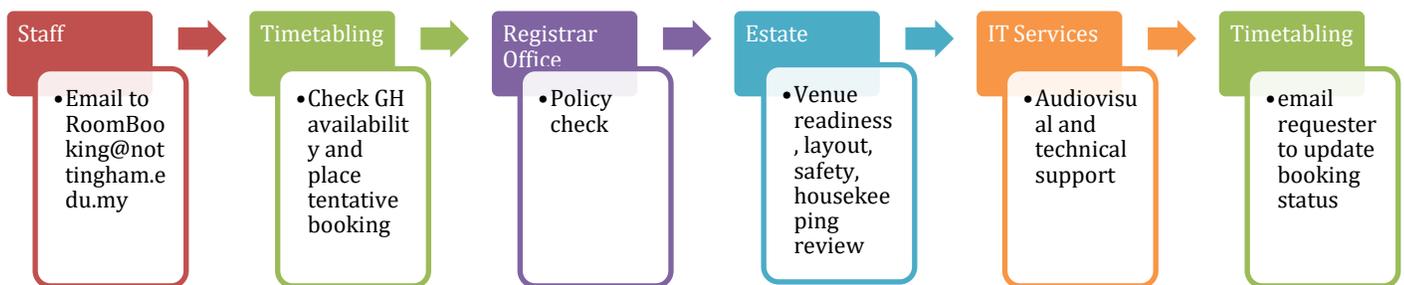
For student activities, students must also refer to the Students' Association (SA) Handbook for specific booking guidelines and additional requirements.

✓ Standard Booking Timelines

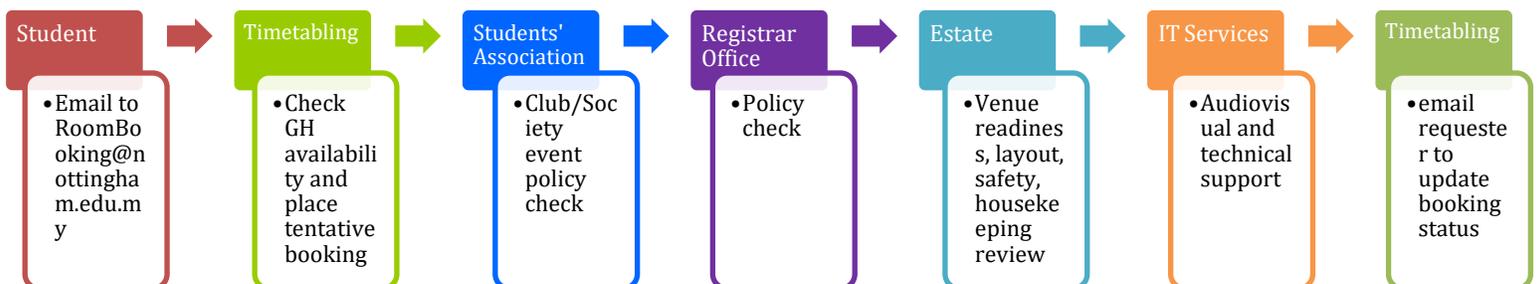
Requests to book the Great Hall must be submitted **at least three (3) months** prior to the proposed event date to allow sufficient time for review, approval, and planning. Approval decisions will be communicated by email following the completion of inter-departmental checks.

✓ Process Flow

(1) Staff Request



(1) Student Activities Request



1. The requester shall submit a booking request by email to the Room Booking Team (RoomBooking@nottingham.edu.my).
2. The Room Booking Team checks the availability of the Great Hall and places a tentative booking.
3. The form will then be routed for the necessary reviews, following different processes for staff and student requests:

For staff requests:

- a) Requests are first forwarded to the Registrar Office for review and approval.
- b) They are then sent to the Estates Team for assessment of venue readiness, layout arrangements, safety compliance, and housekeeping requirements.
- c) Finally, IT Services reviews the request to confirm audiovisual and technical requirements.

For student requests:

- a) Requests are first forwarded to the Students' Association (SA) for clubs and societies event policy checks.
- b) They are then sent to the Registrar Office for review and approval.
- c) Requests are forwarded to the Estates Team for venue readiness, layout, safety, and housekeeping review.
- d) Finally, IT Services reviews the request to confirm audiovisual and technical requirements.

** IT Services will not be able to offer out-of-office hours support, excluding University events such as Open Days and Graduation, which will continue to be supported.*

4. Once approval has been received from all relevant parties, the Room Booking Team will notify the requester of the final decision.

✓ **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**

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. Refrain from bringing food and drinks into the venue.

5. Ensure that all decorations are non-damaging and removable without residue.
6. Prohibit the use of open flames or hazardous materials.
7. 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 completed by the Estate and IT Services team, to assess the condition of:
 - 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, a report shall be submitted to the Room Booking Team for record purposes and any further action, where applicable.
- 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