



# REQUESTING A ROOM



1. On the SISO [Welcome](#) page click on [Find Rooms](#).
2. Click on the **book** symbol next to the room you want to book.

☆ Find Rooms | 6
















 [Review Bookings](#) | 0

## Availability

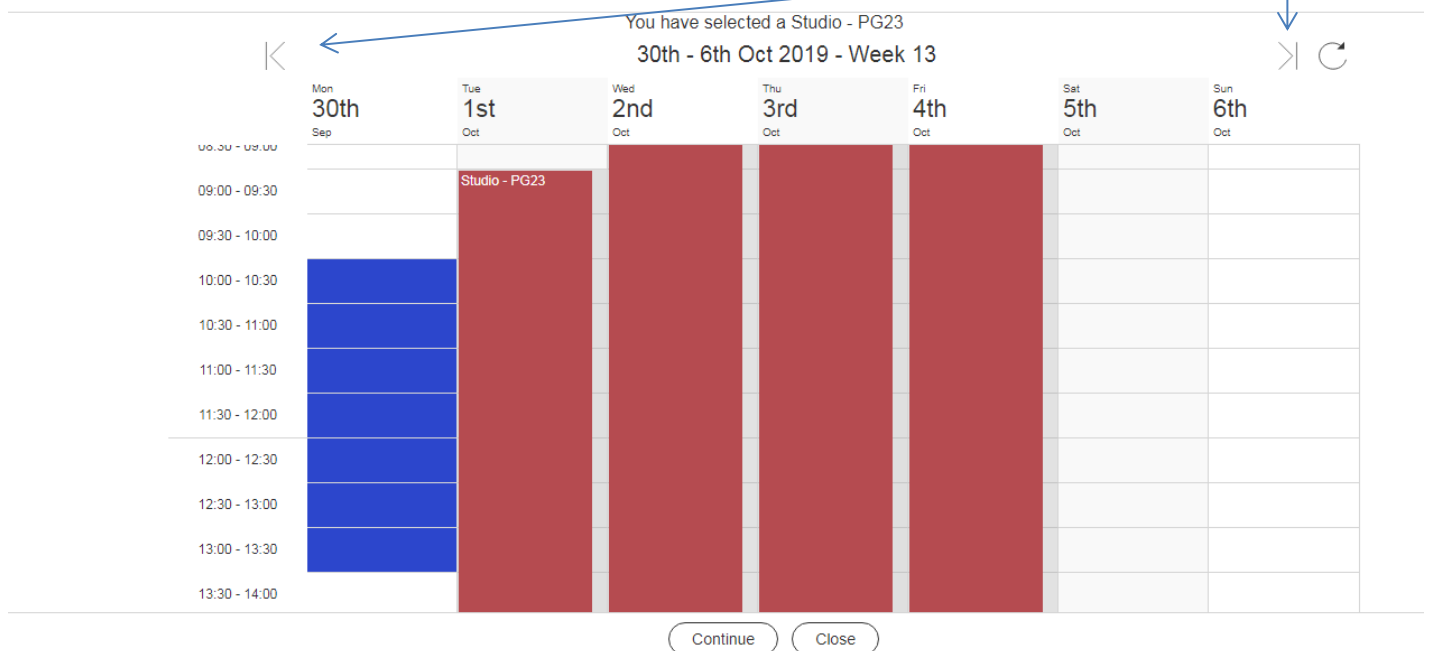
Collection  
25/09/2019  09:00 

Return  
25/09/2019  16:00 

Categories

 	Qty	Is Available	Asset Name	Asset Description	T
  	1	Check Availability	Foley Studio - W329	RISK ASSESSMENT REQUIRED	
 	1	Check Availability	PPS - W240 Protocols key		
 	1	Check Availability	Studio - PG23	A Studio Pack must be completed and r	
 	1	Check Availability	TV Studio 1 (HD Studio)	A Studio Pack must be completed and r	
 	1	Check Availability	TV Studio 2 (BUStation)	A Studio Pack must be completed and r	
 	1	Check Availability	TV Studio 4 (PG25)	A Studio Pack must be completed and r	

3. A calendar will appear showing the current week. You can change this weekly view by using the arrows at the top.



4. Click on the date/time you want to start the booking then on the date/time you want to end your booking – your selection will be shown in **blue**. Click **Continue**

*Slots shown in **red** are already booked by another user*

5. Click **Book** to confirm your selection

6. If approval is required, use the drop down list to select the Lecturer you would like to send an Email Booking Form to.

You have selected a Edit Suite W232

Booking Details

Change Date / Times

Asset Name Edit Suite W232  
Collection 12:30 pm, Thursday 3rd October 2019  
Return 15:00 pm, Thursday 3rd October 2019  
Quantity 1

Associate Risk Assessment to this Booking  
Associate Risk Assessment to this Booking

Request Approval, please select an approval lecturer  
Request Approval, please select an approval lecturer

Picked Up By  
Picked Up By

Booking Notes  
Booking Notes

You need to read the [Terms & Conditions](#) then check the box before you can proceed

Book Close

Confirm that that you have read the *Terms and Conditions* and then click on **Book**

### **DO I NEED TUTOR APPROVAL?**

ALL undergraduate students require tutor approval for room bookings (except for Editing Suites on the 2<sup>nd</sup> Floor of Poole Gateway Building)

Postgraduate students do not need tutor approval for room bookings (except when booking a TV Studio, the Sound Stage or the Foley Studio)

### **COLLECTING/RETURNING KEYS**

#### ***During Kit Room opening hours:***

You will need to collect and return keys to the Production Support Counter. Please note that if you are returning keys after the counter has closed you will need to return them to Poole House Reception.

#### ***Out of hours (evenings & weekends):***

You will need to collect and return keys to Poole House Reception.