CMIS Go Room Booking

Terms of Use

The CMIS Go room booking system allows staff and students to book selected rooms for ad hoc requests. By making a booking via this system you agree to adhere to the following terms of use. Failure to follow these terms of use may result in your access to the room booking system being suspended or terminated, and any existing bookings being cancelled. For room booking queries please contact roombookings@wlv.ac.uk.

1. Please ensure that you leave rooms in the same state that you found them. If you have a special set up request for the room, please call ext 1111.
2. Rooms should always be booked and confirmed in the system before being used. If your booking is not confirmed in the system then you may be asked to leave the room. If in doubt, please contact 01902 321091 (ext 1091). Bookings confirmed in the system will take priority over all other events.
3. Room bookings can only be made after certain University priority events have been confirmed. This includes timetabled teaching events for that period, and rooms required for examinations. If you require a room for a period that is not yet available to book, you can place a request via roombookings@wlv.ac.uk.
4. Where possible, bookings made via the system should list the intended attendees. Only named attendees on the booking will be able to see the booking in their personalised timetable.
5. The room booking must be made by one of the attendees who is responsible for the booking. If you require to book on behalf of another delegate please make the request via roombookings@wlv.ac.uk.
6. Bookings should be made for appropriate spaces. I.e. small group meetings should not be booked in large lecture theatres unless no other options are available.
7. It is the booker's responsibility to ensure that your booked space is accessible to all of your attendee's needs.
8. Staff shall not use the room booking tool to book timetabled teaching events.
9. Bookings that are no longer required should be cancelled.
10. Bookings that finish more than 45 minutes before the reserved end time should be cancelled in the system to allow others to make use of the room.
11. If you do not arrive within 30 minutes of your start time then your room may be reallocated to someone else who needs it.

12. If you require a room that appears vacant but is booked in the system please contact 01902 321091 (ext 1091).
13. Room bookings will be subject to occasional audits, to ensure that the Terms of Use are being correctly followed.
14. Some rooms are subject to provisional rules, requiring administrative approval. Administrators will always endeavour to approve provisional bookings in a timely manner, but please allow 48 hours notice for any requests. Should you require an update please contact roombookings@wlv.ac.uk.
15. Some rooms will have a maximum booking duration that can be made in the system. For booking requirements in excess of the online duration, please contact roombookings@wlv.ac.uk.
16. Please observe building and room specific signage (such as single use rooms, silent study rooms etc.), and always familiarise yourself with fire exits and building safety procedures.
17. The room booking system shall not be used for hosting outside organisations or speakers. Please contact roombookings@wlv.ac.uk for more information.
18. Rooms booked via the online system shall not be used for paid or ticketed events. For events of this nature please contact roombookings@wlv.ac.uk.
19. For specialist facilities or equipment, please contact ext 1111.
20. The room booking system shall not be used to host private tuition.
21. The room booking system will request information from you, in order to manage your booking. We will not share this personal data with anyone else, and user data will not be viewable to other users.
22. By using the system you agree to receiving automated emails for room confirmations, amendments and notifications.
23. Your data will not be held for longer than 2 years after your booking.