ROOM BOOKINGS IN THE WILLIAM GATES BUILDING

All Computer Science teaching and research activities take priority. All enquiries about room bookings must be directed to Reception@cl.cam.ac.uk

No changes are to be made to any internal bookings without prior consent of the person who made the original booking. Timetabled lectures cannot be moved.

PRIORITY USE OF ALL ROOMS

- Timetabled lectures and teaching.
- Use by the Computer Laboratory for Departmental business.

Examples of Departmental business:
- Faculty Board and Degree Committee (FW11 at 14.15 on certain Tuesdays in Term).
- Examining.
- Wednesday staff meetings.
- Departmental committee meetings.
- Departmental Seminars.
- Group seminars.

OTHER PERMITTABLE USE

- Use of the lecture theatres, the Street and meeting rooms outside Gridline E for academic and academic-related purposes by any Department or affiliated group within the University is permitted between 08:30 – 17:00, provided that Computer Laboratory use is not compromised.

- Outside hours events hosted by an established member of academic staff of the Computer Laboratory or by an individual approved by the Head of Department.

- Members of the Local Industry Supporters Club. All requests must be approved in advance by the Computer Laboratory Facilities Manager or the Departmental Administrator.

- Any individual or group from outside the University at the discretion of the Head of Department.

All requests must be approved in advance either by the Head of Department, or the Departmental Administrator.

Note:

- AV and Technical support for non-Computer Laboratory use is not provided, however, self-service use of the standard AV facilities is available from the control panels in the lecture theatres.
- Free access to a wireless internet connection is available throughout the building.
- Access to the projection rooms or experimental facilities in the lecture theatres is permitted by trained Computer Laboratory users only.

Caroline Stewart, Departmental Administrator
January 2015