

**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**



# **THE ROOM BOOKING SYSTEM**

**A Guide to booking rooms in the  
Students' Union Building**



# Menu

1. Introduction
2. Making Bookings
3. Checking Bookings
4. University Room Bookings

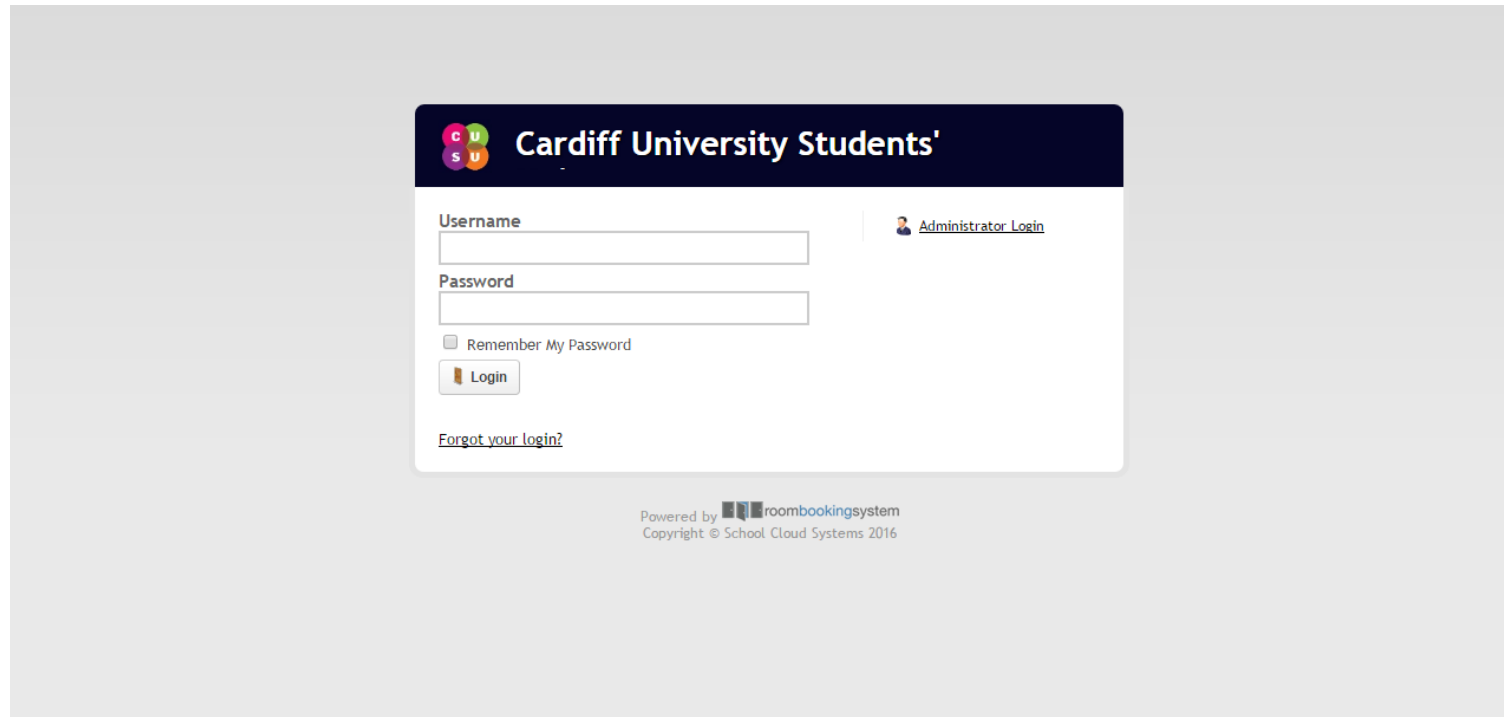




# **1. INTRODUCTION**



# Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd



The screenshot shows a login interface for the Cardiff University Students' Union. At the top, there is a dark blue header with the 'C U S U' logo and the text 'Cardiff University Students''. Below this, the login form is white and contains the following elements:

- Username:** A text input field.
- Password:** A text input field.
- ☐ Remember My Password
- Login:** A button with a key icon.
- [Forgot your login?](#)
- [Administrator Login](#) (with a user icon)

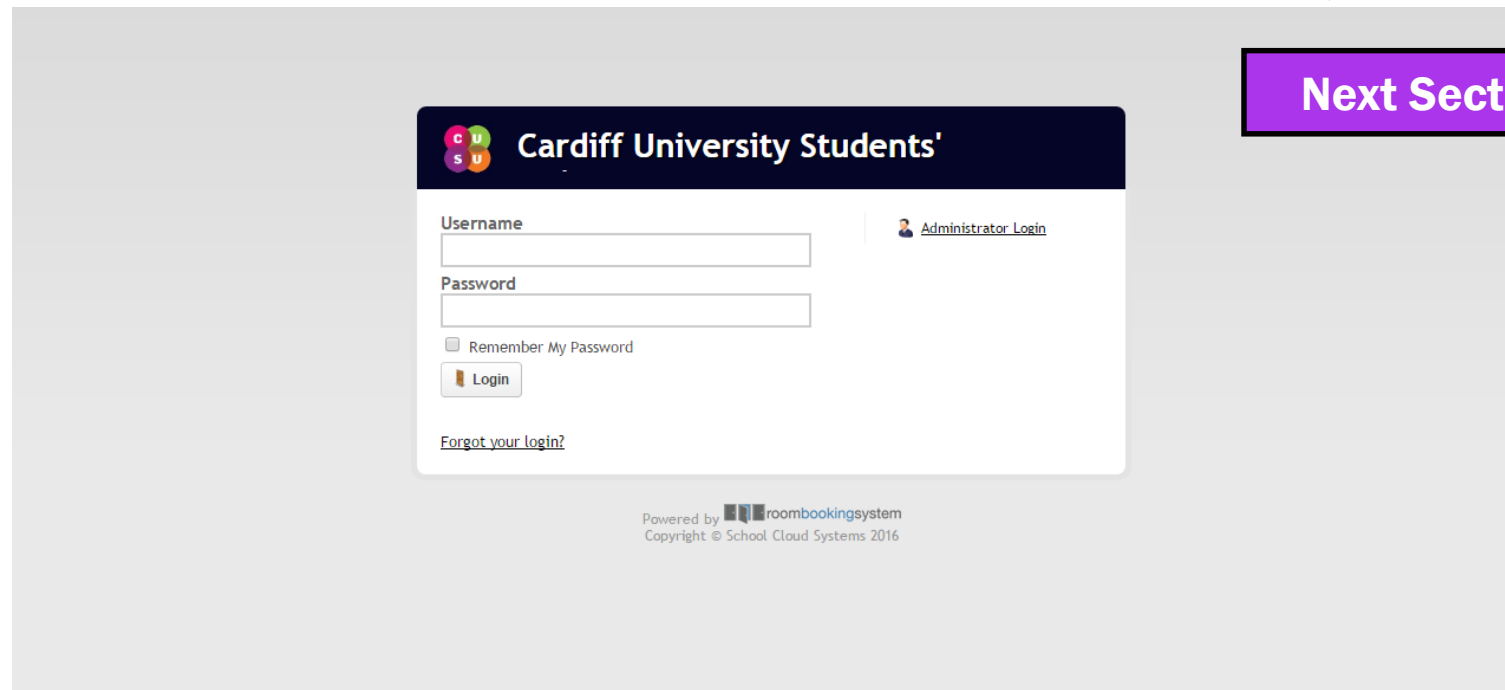
At the bottom of the form, it says 'Powered by roombookingsystem' and 'Copyright © School Cloud Systems 2016'.

The SU uses the Room Booking System to manage our rooms.



[Return to Menu](#)

[Next Section](#)



The screenshot shows a login interface for the Cardiff University Students' Room Booking System. At the top, there is a dark blue header with the 'C U S U' logo and the text 'Cardiff University Students'. Below this, the login form includes a 'Username' field, a 'Password' field, a 'Remember My Password' checkbox, and a 'Login' button. A link for 'Forgot your login?' is located below the login button. To the right of the password field, there is a link for 'Administrator Login' with a user icon. At the bottom of the page, it states 'Powered by roombookingsystem' and 'Copyright © School Cloud Systems 2016'.

Each Group has a dedicated login for the Room Booking System. Email Societies or the Athletic Union if you have forgotten yours.



## **2. MAKING BOOKINGS**



# Cardiff University Students' Union

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The screenshot displays the Cardiff University Students' Union website. The top navigation bar is dark blue with the union's logo and name. On the right, there are links for 'Send Feedback', 'Help', 'Your Account', and 'Logout'. Below the navigation bar, a row of tabs includes 'Calendar', 'Bookings', 'Statistics', and 'Helpdesk'. The 'Calendar' tab is highlighted with a red rectangle. The main content area shows a calendar for July 2016, with the 14th selected. To the right of the calendar, a message states 'Bookings must be made at least 3 days in advance'. On the left side, there are sections for 'Categories' and 'Booking Colours'. The 'Categories' section lists various locations and resources, with 'Meeting Rooms' highlighted. The 'Booking Colours' section shows 'My Bookings' in green and 'Other Bookings' in pink.

Cardiff University Students' Union

Send Feedback Help Your Account Logout

Calendar Bookings Statistics Helpdesk

Week View

< July 2016 >

M T W T F S S

27 28 29 30 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

Bookings must be made at least 3 days in advance

Categories

Heath Park

Heath Park Rooms

Park Place

Laptops

Meeting Rooms

Resources

Stalls

The Taf

Commercial Venue

Booking Colours

My Bookings

Other Bookings

Use the calendar to check availability of rooms and to make bookings.

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

The screenshot displays the Cardiff University Students' Union booking system. The header includes the union's name and navigation links for 'Send Feedback' and 'Help'. Below the header, there are tabs for 'Calendar', 'Bookings', 'Statistics', and 'Helpdesk'. The 'Calendar' tab is active, showing a 'Day View' and a 'Week View' button. The 'Week View' is selected, displaying a calendar for July 2016. The calendar shows a week starting on Monday, 11 July 2016, and ending on Sunday, 17 July 2016. The room selected is 'L. Sir Donald Walters Boardroom'. The booking status for this room is 'ELP HOLD' for all days, with the user 'W Owen' listed. The booking status is 'Not Bookable' for Thursday, 14 July 2016, and Saturday, 16 July 2016. The booking status is 'Other Bookings' for all other days. The booking status is 'My Bookings' for all other days.

Cardiff University Students' Union

Send Feedback Help

Calendar Bookings Statistics Helpdesk

Day View Week View

< July 2016 >

Week Beginning Monday 11 July 2016 Next >

L. Sir Donald Walters Boardroom

	Mon 11/07/2016	Tue 12/07/2016	Wed 13/07/2016	Thu 14/07/2016	Fri 15/07/2016	Sat 16/07/2016	Sun 17/07/2016
09:00		ELP HOLD User: W Owen	ELP HOLD User: W Owen	ELP HOLD User: W Owen	ELP HOLD User: W Owen	ELP HOLD User: W Owen	ELP HOLD User: W Owen
09:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30							
15:00							
15:30							
16:00							
16:30							
17:00							
17:30							
18:00							
18:30							
19:00							
19:30							
20:00							
20:30							
21:00							

Select Room

L. Sir Donald Walters Boardroom

Categories

- Heath Park
- Heath Park Rooms
- Park Place
- Laptops
- Meeting Rooms
- Resources
- Stalls
- The Taf
- Commercial Venue

Booking Colours

- My Bookings
- Other Bookings

Use Week View to view availability of a specific rooms throughout the week.



# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

C

U

S

U

Cardiff University Students' Union

Send FeedbackHelp

Calendar

Bookings

Statistics

Helpdesk

Day View

Week View

< July 2016 >

M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select Room

L Sir Donald Walters Boc ▾

L Sir Donald Walters Boardroom

Meeting Room - 3A

Meeting Room - 3C

Meeting Room - 3D

Meeting Room - 4A

Meeting Room - 4B

Meeting Room - 4C

Meeting Room - 4D

Meeting Room - 4E

Meeting Room - 4G

Meeting Room - 4H

Meeting Room - 4I

Meeting Room - 4J

Status

Commercial Venue

Booking Colours

My Bookings

Other Bookings

« Prev

Week Beginning Monday 11 July 2016

Next »

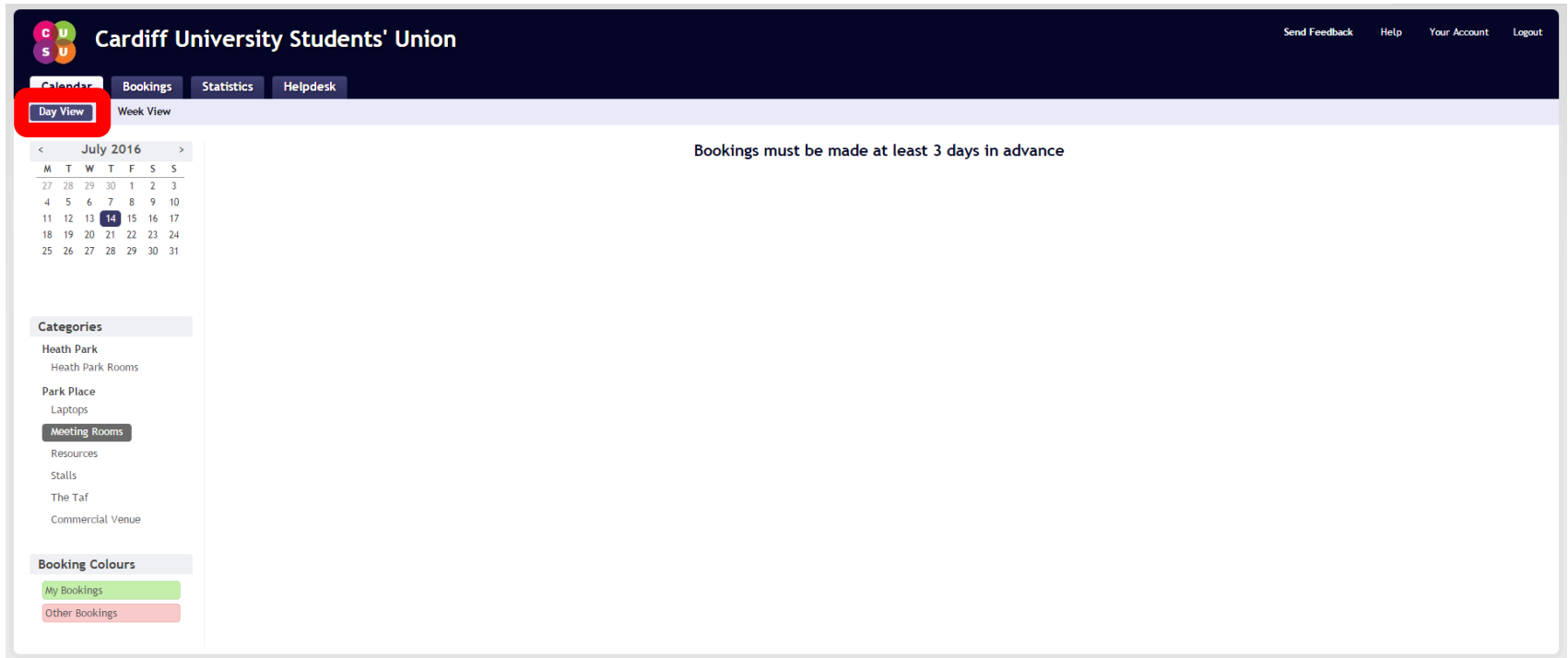
L Sir Donald Walters Boardroom

	Mon 11/07/2016	Tue 12/07/2016	Wed 13/07/2016	Thu 14/07/2016	Fri 15/07/2016	Sat 16/07/2016	Sun 17/07/2016
09:00		ELP HOLD User: W Owen	ELP HOLD User: W Owen	Not Bookable	Not Bookable	Not Bookable	ELP HOLD User: W Owen
09:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30							
15:00							
15:30							
16:00							
16:30							
17:00							
17:30							
18:00							
18:30							
19:00							
19:30							
20:00							

Use the drop-down to change the room.

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Use Day View to view availability of all rooms on a particular day. For booking meeting rooms, it is probably easier to use Day View.

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

The screenshot shows the Cardiff University Students' Union booking system. At the top, there is a dark blue header with the union's logo and name. Below the header, there are navigation tabs for 'Calendar', 'Bookings', 'Statistics', and 'Helpdesk'. The 'Calendar' tab is active, showing a calendar for July 2016. A red box highlights a message: 'Bookings must be made at least 3 days in advance'. On the left side, there are sections for 'Categories' and 'Booking Colours'. The 'Categories' section lists various venues, with 'Meeting Rooms' highlighted. The 'Booking Colours' section shows 'My Bookings' in green and 'Other Bookings' in red.

Cardiff University Students' Union

Send Feedback Help Your Account Logout

Calendar Bookings Statistics Helpdesk

Day View Week View

< July 2016 >

M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Bookings must be made at least 3 days in advance

Categories

- Heath Park
  - Heath Park Rooms
- Park Place
  - Laptops
  - Meeting Rooms
  - Resources
  - Stalls
  - The Taf
  - Commercial Venue

Booking Colours

- My Bookings
- Other Bookings

Bookings can only be made 3 days beforehand at the latest. This allows the Venues Team to approve all bookings. Email Societies or the Athletic Union if you need a booking approved.

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

The screenshot shows the Cardiff University Students' Union website. The header is dark blue with the logo and navigation links: Send Feedback, Help, Your Account, and Logout. Below the header is a dark blue bar with tabs for Calendar, Bookings, Statistics, and Helpdesk. The Calendar tab is active, showing a calendar for July 2016. The calendar is a grid with days of the week (M, T, W, T, F, S, S) and dates. The date 14 is highlighted in blue. A red rectangle highlights the calendar grid. To the right of the calendar, a message states: "Bookings must be made at least 3 days in advance". Below the calendar, there are sections for Categories and Booking Colours. The Categories section lists: Heath Park, Heath Park Rooms, Park Place, Laptops, Meeting Rooms (highlighted), Resources, Stalls, The Taf, and Commercial Venue. The Booking Colours section lists: My Bookings (green) and Other Bookings (pink).

Cardiff University Students' Union

Send Feedback Help Your Account Logout

Calendar Bookings Statistics Helpdesk

Day View Week View

< July 2016 >

M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Bookings must be made at least 3 days in advance

**Categories**

- Heath Park
  - Heath Park Rooms
- Park Place
  - Laptops
  - Meeting Rooms
  - Resources
  - Stalls
  - The Taf
  - Commercial Venue

**Booking Colours**

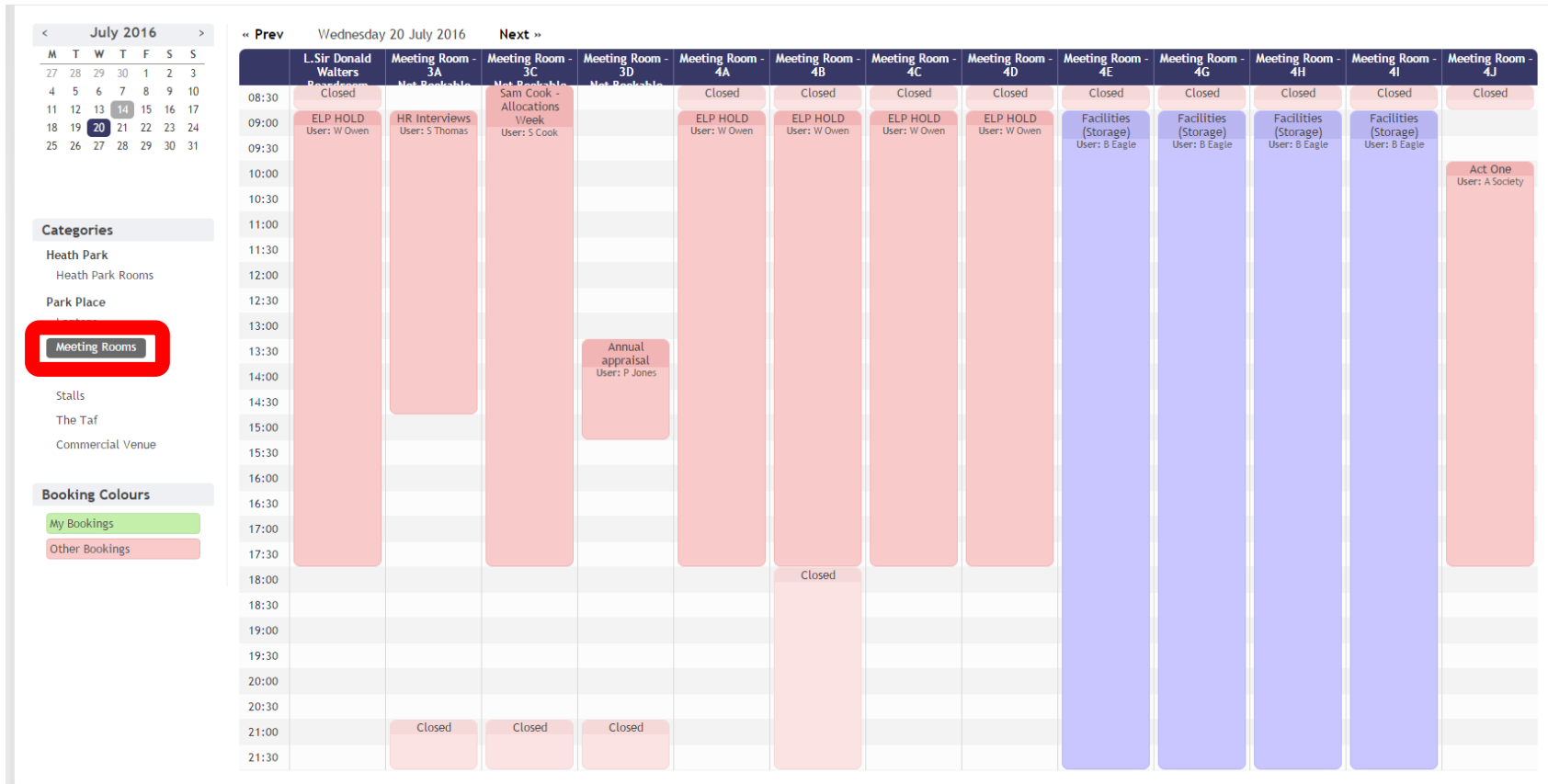
- My Bookings
- Other Bookings

Change days using the calendar.



# Cardiff University Students' Union

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Use the Meeting Rooms tab to view all Meetings Rooms. Groups can book Rooms 4A-E, 4G-J and the Boardroom.

# Cardiff University Students' Union

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Heath Park

Heath Park Rooms

Park Place

Laptops

Meeting Rooms

Resources

Stalls

The Taf

Commercial Venue

Booking Colours

My Bookings

Other Bookings

	L.Sir Donald Walters	Meeting Room - 3A	Meeting Room - 3C	Meeting Room - 3D	Meeting Room - 4A	Meeting Room - 4B	Meeting Room - 4C	Meeting Room - 4D	Meeting Room - 4E	Meeting Room - 4G	Meeting Room - 4H	Meeting Room - 4I	Meeting Room - 4J
12:30				Annual appraisal User: P Jones									
13:00													
13:30													
14:00													
14:30													
15:00													
15:30													
16:00													
16:30													
17:00													
17:30													
18:00						Closed		Vf Society					
18:30													
19:00													
19:30													
20:00													
20:30													
21:00		Closed	Closed	Closed									
21:30													

Start Time

18:30

End Time

19:00

Title

Expected numbers

Do you have any Non-student / guest speakers?

Please Select

If Yes, please provide names of all speakers

I accept the terms & conditions

Please Select

General notes

NOTE - Catering available via 'More Options' button below

Contact number

Catering Required

Please Select

Committee Member/Contact Name

Book

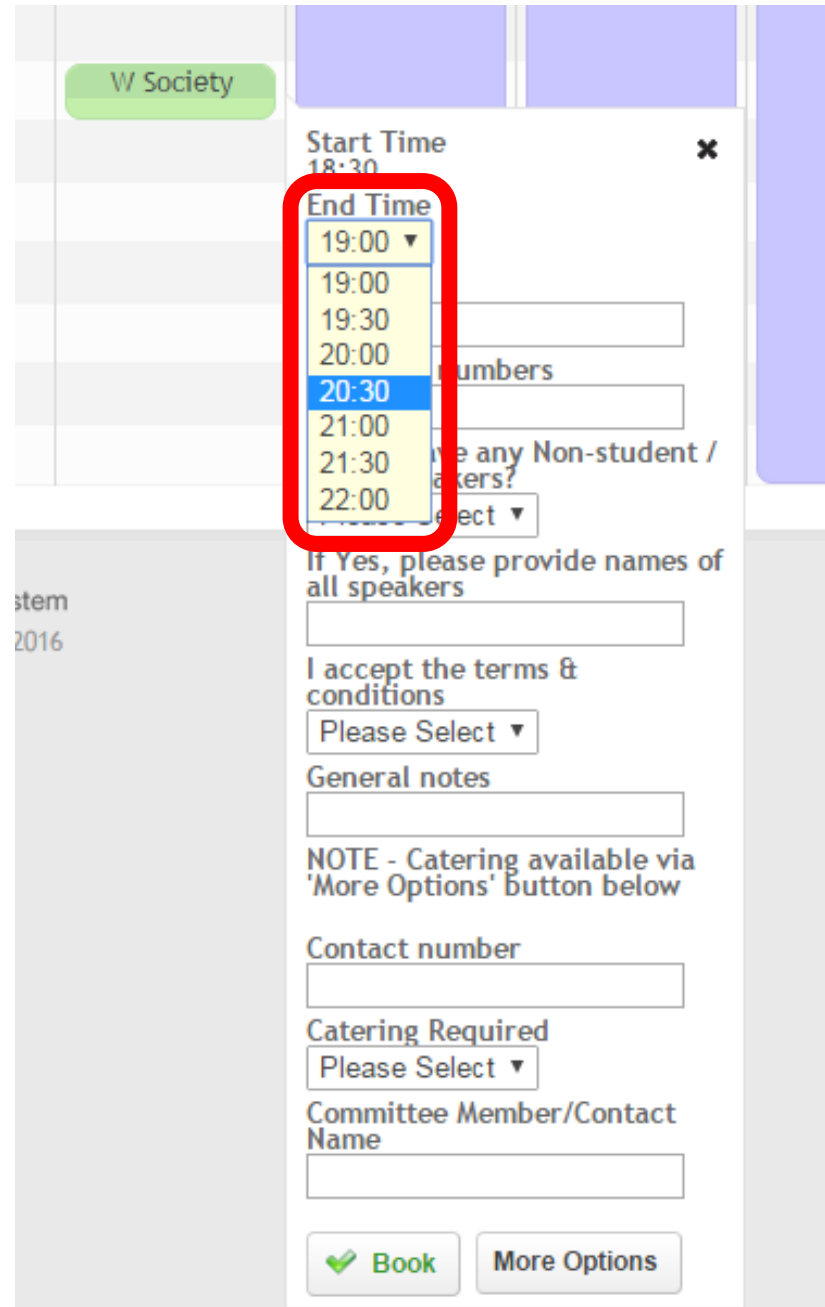
More Options

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Click on a time slot to make a booking. Where you click sets the start of the booking.

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Use the drop-down option  
to set the end of your  
booking.



The image shows a booking form for the Cardiff University Students' Union. A red rectangular box highlights the 'End Time' dropdown menu, which is currently set to 19:00. The dropdown list shows options from 19:00 to 22:00 in 30-minute increments, with 20:30 selected. The form includes fields for 'Start Time' (18:30), 'End Time', 'Numbers', 'Any Non-student / Speakers?', 'If Yes, please provide names of all speakers', 'I accept the terms & conditions' (Please Select), 'General notes', 'NOTE - Catering available via 'More Options' button below', 'Contact number', 'Catering Required' (Please Select), and 'Committee Member/Contact Name'. At the bottom, there are 'Book' and 'More Options' buttons.

W Society

Start Time  
18:30

End Time  
19:00 ▼  
19:00  
19:30  
20:00  
20:30  
21:00  
21:30  
22:00

Numbers

Any Non-student /  
Speakers?

If Yes, please provide names of  
all speakers

I accept the terms &  
conditions  
Please Select ▼

General notes

NOTE - Catering available via  
'More Options' button below

Contact number

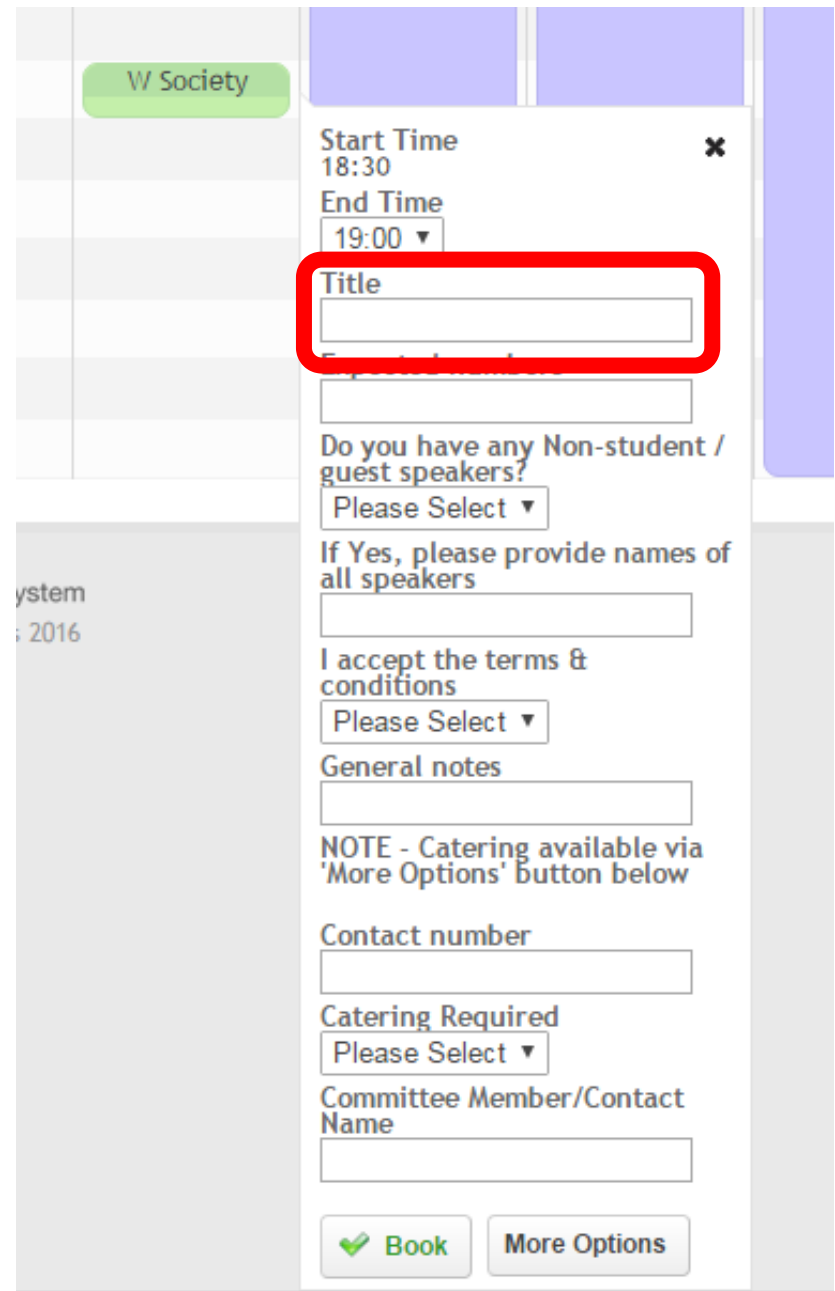
Catering Required  
Please Select ▼

Committee Member/Contact  
Name

Book More Options

**Cardiff University Students' Union**  
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Include your Group Name  
in the Title so we can  
identify your booking  
quickly.



W Society

Start Time  
18:30

End Time  
19:00 ▼

Title

Expected numbers

Do you have any Non-student / guest speakers?  
Please Select ▼

If Yes, please provide names of all speakers

I accept the terms & conditions  
Please Select ▼


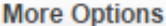
General notes

NOTE - Catering available via 'More Options' button below

Contact number

Catering Required  
Please Select ▼

Committee Member/Contact Name

 Book 



**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

Estimate how many  
people will attend your  
booking.

W Society

Start Time  
18:30

End Time  
19:00 ▼

Title

**Expected numbers**

Do you have any Non-student / guest speakers?  
Please Select ▼

If Yes, please provide names of all speakers

I accept the terms & conditions  
Please Select ▼


General notes

NOTE - Catering available via 'More Options' button below

Contact number

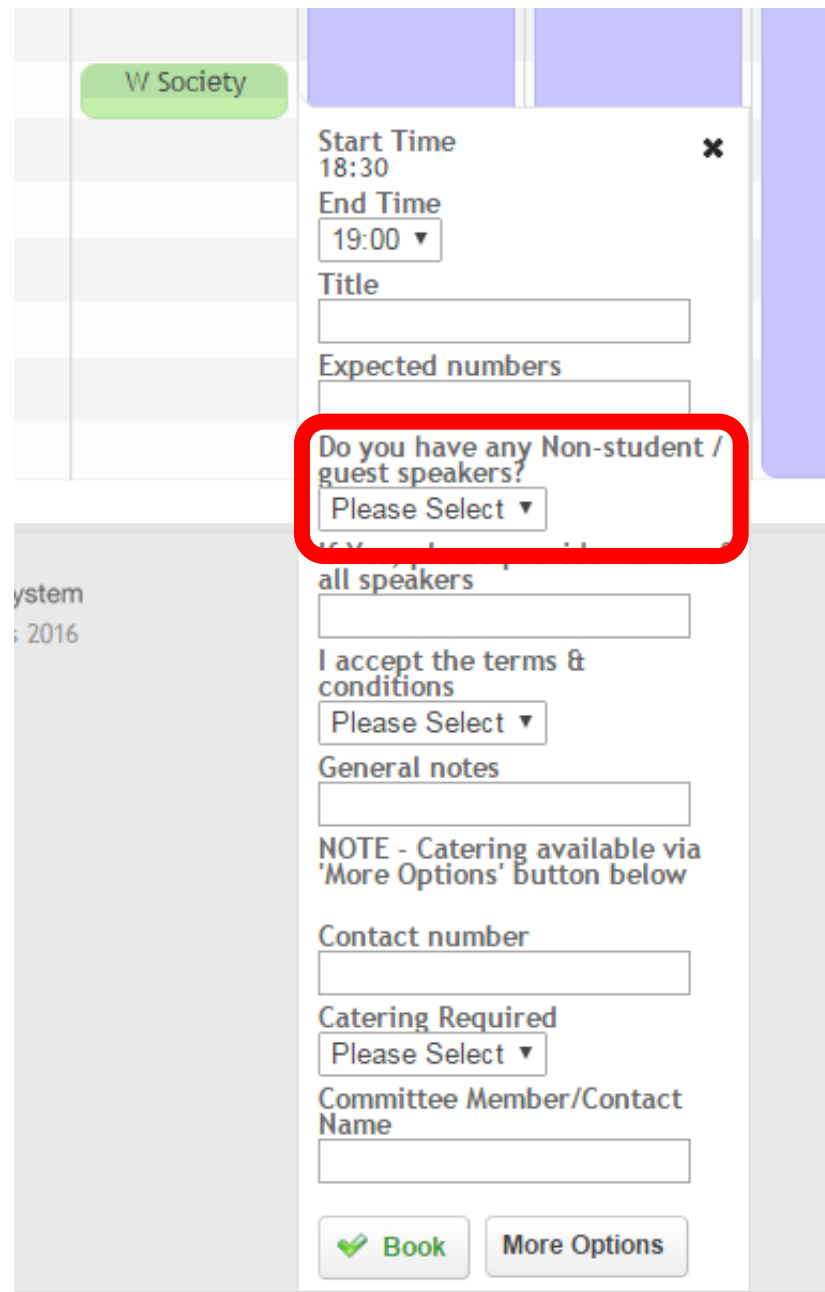
Catering Required  
Please Select ▼

Committee Member/Contact Name

 Book [More Options](#)

**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

Use the Guest Speaker drop-down to declare Guest Speakers. We will then email you a Guest Speaker form to complete, or find it [online](#). You must submit the form **21 days** before a booking.



W Society

Start Time  
18:30

End Time  
19:00 ▼

Title

Expected numbers

Do you have any Non-student / guest speakers?  
Please Select ▼

all speakers

I accept the terms & conditions  
Please Select ▼

General notes

NOTE - Catering available via 'More Options' button below

Contact number

Catering Required  
Please Select ▼

Committee Member/Contact Name

Book More Options

**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

Confirm the name(s) of  
all speakers.

W Society

Start Time  
18:30

End Time  
19:00 ▼

Title

Expected numbers

Do you have any Non-student / guest speakers?  
Please Select ▼

If Yes, please provide names of all speakers

conditions  
Please Select ▼

General notes

NOTE - Catering available via 'More Options' button below

Contact number

Catering Required  
Please Select ▼

Committee Member/Contact Name

✔ Book More Options

**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

You cannot submit a  
booking without  
accepting the Terms of  
Use.

W Society

Start Time  
18:30

End Time  
19:00 ▼

Title

Expected numbers

Do you have any Non-student / guest speakers?  
Please Select ▼

If Yes, please provide names of all speakers

**I accept the terms & conditions**  
Please Select ▼

NOTE - Catering available via 'More Options' button below

Contact number

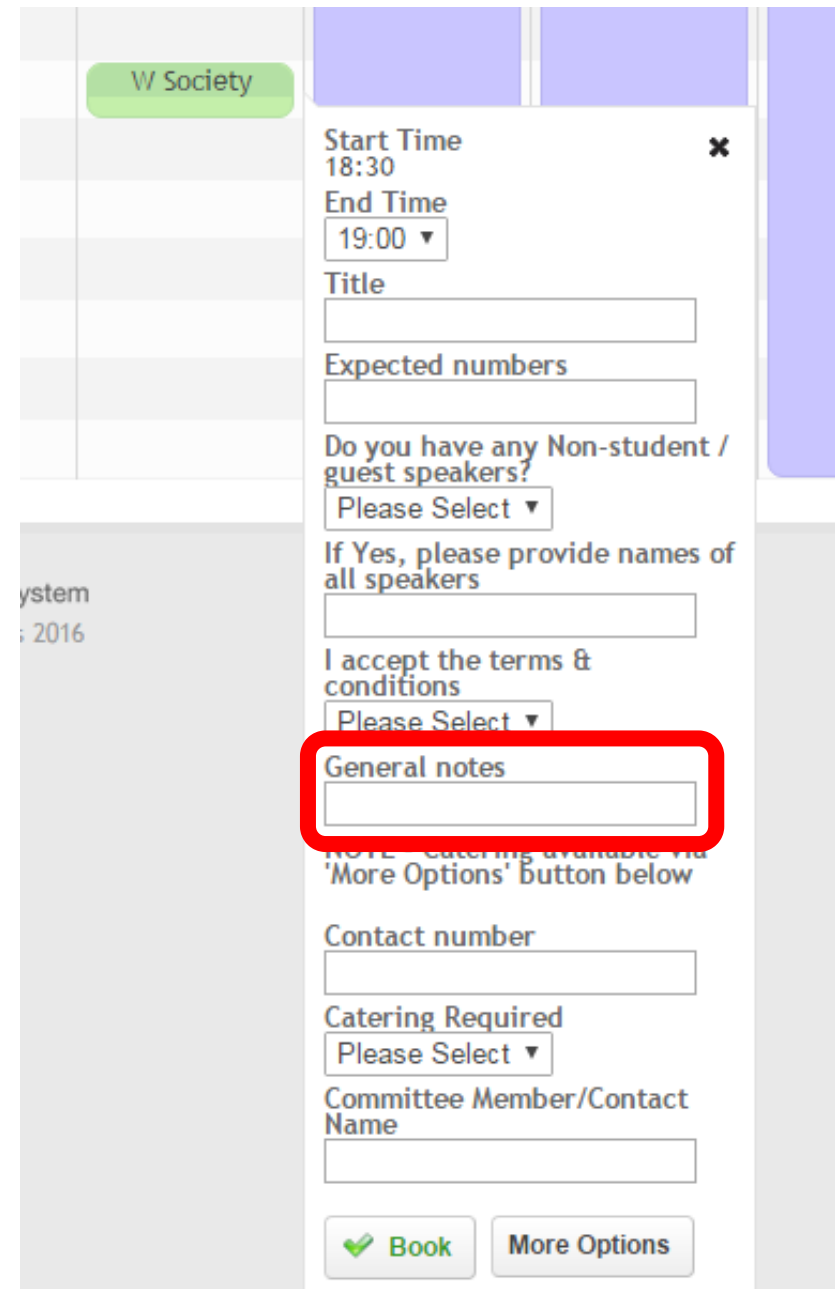
Catering Required  
Please Select ▼

Committee Member/Contact Name

Book More Options

**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

Is there anything you think we need to know about the booking? Let us know here.



W Society

Start Time  
18:30

End Time  
19:00 ▼

Title

Expected numbers

Do you have any Non-student / guest speakers?  
Please Select ▼

If Yes, please provide names of all speakers

I accept the terms & conditions  
Please Select ▼

**General notes**

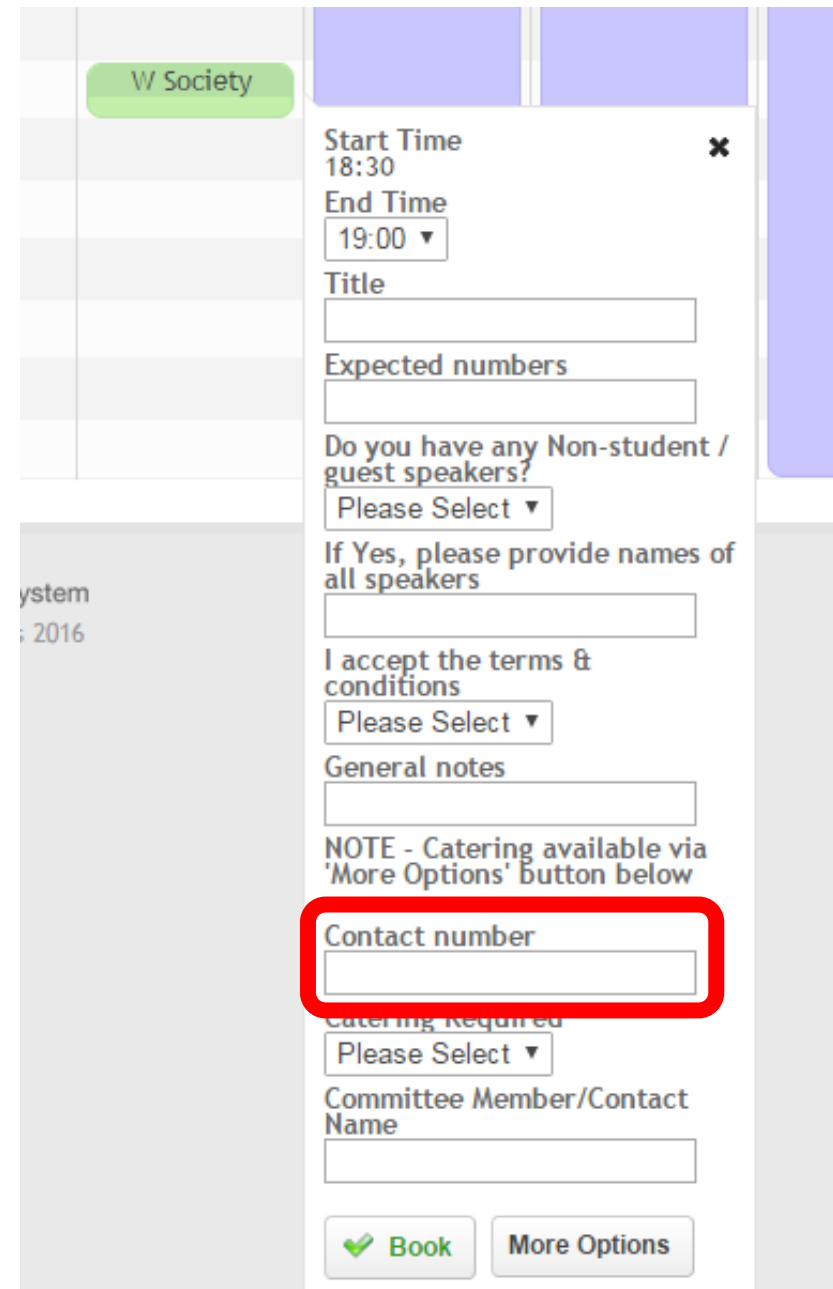
NOTE: Catering available via 'More Options' button below

Contact number

Catering Required  
Please Select ▼

Committee Member/Contact Name

Include a Contact  
Number of the person in  
charge of the booking so  
we can get hold of them  
in an emergency.



W Society

Start Time  
18:30

End Time  
19:00 ▼

Title

Expected numbers

Do you have any Non-student / guest speakers?  
Please Select ▼

If Yes, please provide names of all speakers

I accept the terms & conditions  
Please Select ▼



General notes

NOTE - Catering available via 'More Options' button below

**Contact number**

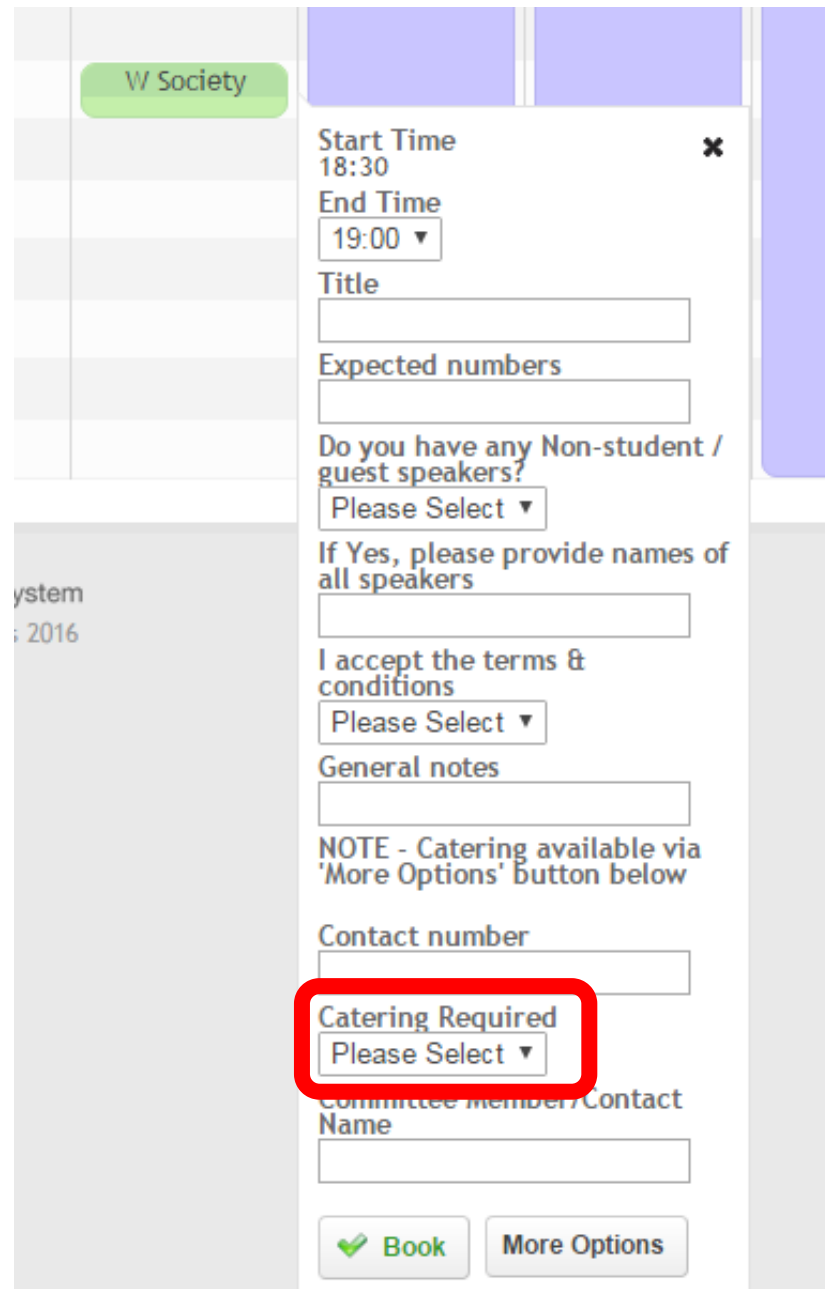
Catering Required  
Please Select ▼

Committee Member/Contact Name

 Book 

**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

Use this drop-down if you want catering for your booking. You need a minimum of 20 people and we need to know at least **14 days** in advance. Catering is charged directly to your account. Email Casey for more information.



W Society

Start Time  
18:30

End Time  
19:00 ▼

Title

Expected numbers

Do you have any Non-student / guest speakers?  
Please Select ▼

If Yes, please provide names of all speakers

I accept the terms & conditions  
Please Select ▼

General notes

NOTE - Catering available via 'More Options' button below

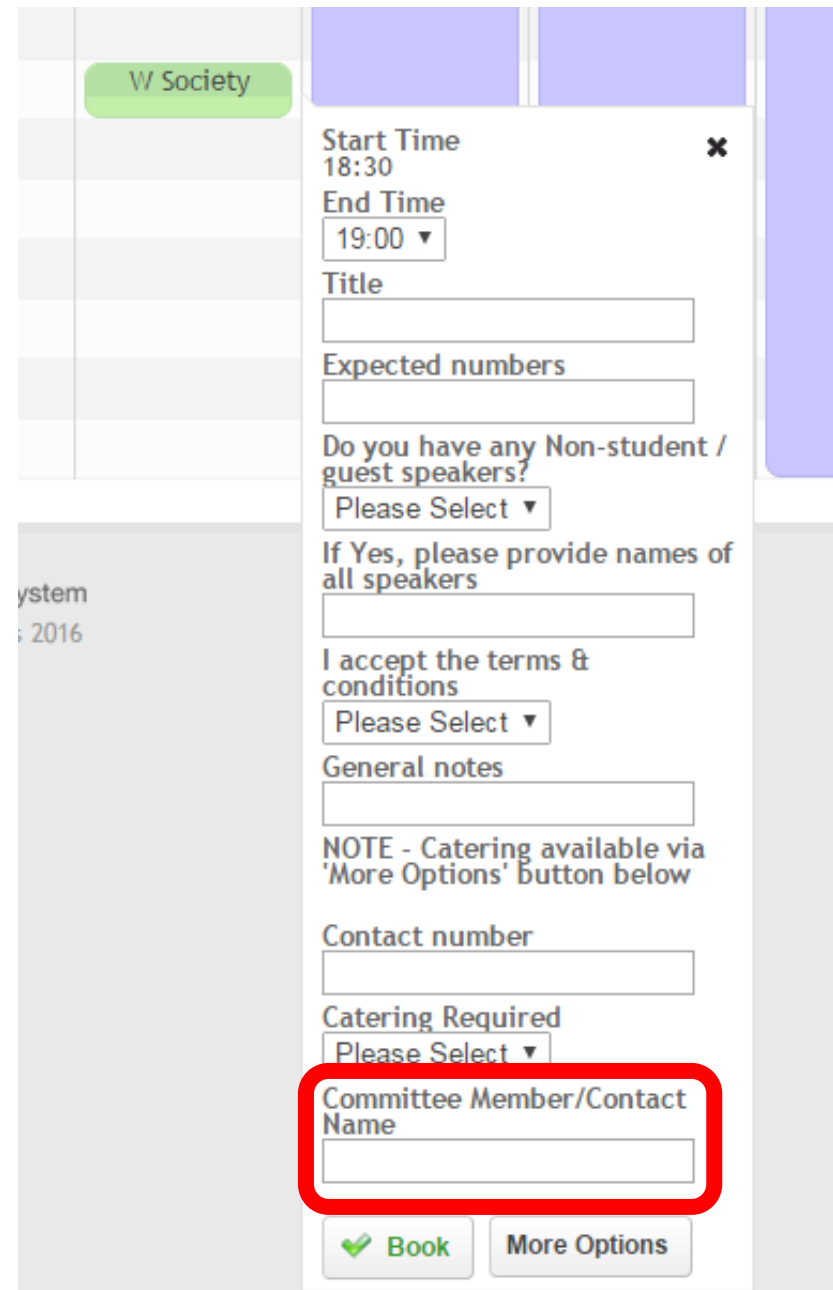
Contact number

**Catering Required**  
Please Select ▼

Committee member / Contact Name

**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

Include the name of the person in charge of the booking so who know who to contact in an emergency.



W Society

Start Time  
18:30

End Time  
19:00 ▼

Title

Expected numbers

Do you have any Non-student / guest speakers?  
Please Select ▼

If Yes, please provide names of all speakers

I accept the terms & conditions  
Please Select ▼

General notes

NOTE - Catering available via 'More Options' button below

Contact number

Catering Required  
Please Select ▼

**Committee Member/Contact Name**

Book More Options



**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

Don't forget to confirm  
your booking.

W Society

Start Time  
18:30

End Time  
19:00 ▼

Title

Expected numbers

Do you have any Non-student / guest speakers?  
Please Select ▼

If Yes, please provide names of all speakers

I accept the terms & conditions  
Please Select ▼


General notes

NOTE - Catering available via 'More Options' button below

Contact number

Catering Required  
Please Select ▼

Committee Member/Contact Name

 Book [More Options](#)


**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

Click here for more options.

W Society	
	Start Time 18:30
	End Time 19:00 ▼
	Title <input type="text"/>
	Expected numbers <input type="text"/>
	Do you have any Non-student / guest speakers? Please Select ▼
	If Yes, please provide names of all speakers <input type="text"/>
	I accept the terms & conditions Please Select ▼
	General notes <input type="text"/>
	NOTE - Catering available via 'More Options' button below
	Contact number <input type="text"/>
	Catering Required Please Select ▼
	Committee Member/Contact Name <input type="text"/>
	<input type="button" value="Book"/> <input type="button" value="More Options"/>

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

 Cardiff University Students' Union

CalendarBookingsStatisticsHelpdesk

### Summary

**Start Date**  
20/07/2016

**Start Time**  
18:30

**End Time**  
19:00

Room/ResourceBooking NotesAttendeesCatering

**Category** Meeting Rooms

- ☐ L. Sir Donald Walters Boardroom
- ☐ Meeting Room - 4A
- ☐ Meeting Room - 4C
- ☒ Meeting Room - 4D
- ☐ Meeting Room - 4J

Use the Summary to amend the date and times of your booking.

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

The screenshot shows the Cardiff University Students' Union booking system. At the top is a dark blue header with the 'CU S U' logo and the text 'Cardiff University Students' Union'. Below the header are four tabs: 'Calendar', 'Bookings', 'Statistics', and 'Helpdesk'. The 'Bookings' tab is active. On the left, under the 'Summary' heading, there are fields for 'Start Date' (20/07/2016), 'Start Time' (18:30), and 'End Time' (19:00), with a 'Confirm Booking' button below them. To the right of these fields is a tabbed interface with four tabs: 'Room/Resource', 'Booking Notes', 'Attendees', and 'Catering'. The 'Room/Resource' tab is selected and highlighted with a red rectangle. Below this tab, there is a 'Category' dropdown menu set to 'Meeting Rooms'. A list of rooms follows, each with a checkbox: 'L. Sir Donald Walters Boardroom', 'Meeting Room - 4A', 'Meeting Room - 4C', 'Meeting Room - 4D' (which is checked and highlighted in green), and 'Meeting Room - 4J'.

Cardiff University Students' Union

Calendar Bookings Statistics Helpdesk

**Summary**

Start Date: 20/07/2016

Start Time: 18:30

End Time: 19:00

Confirm Booking


Room/Resource Booking Notes Attendees Catering

Category: Meeting Rooms

- ☐ L. Sir Donald Walters Boardroom
- ☐ Meeting Room - 4A
- ☐ Meeting Room - 4C
- ☒ Meeting Room - 4D
- ☐ Meeting Room - 4J

Use the Room/Resource tab to book multiple rooms at once. Only rooms available for the entire booking will show.

# Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

 Cardiff University Students' Union

CalendarBookingsStatisticsHelpdesk

## Summary

**Start Date**  
20/07/2016

**Start Time**  
18:30

**End Time**  
19:00

Confirm Booking

Room/ResourceBooking NotesAttendeesCatering

Title

Expected numbers

Do you have any Non-student / guest speakers?  
Please Select

If Yes, please provide names of all speakers

I accept the terms & conditions  
Please Select

General notes

NOTE - Catering available via 'More Options' button below

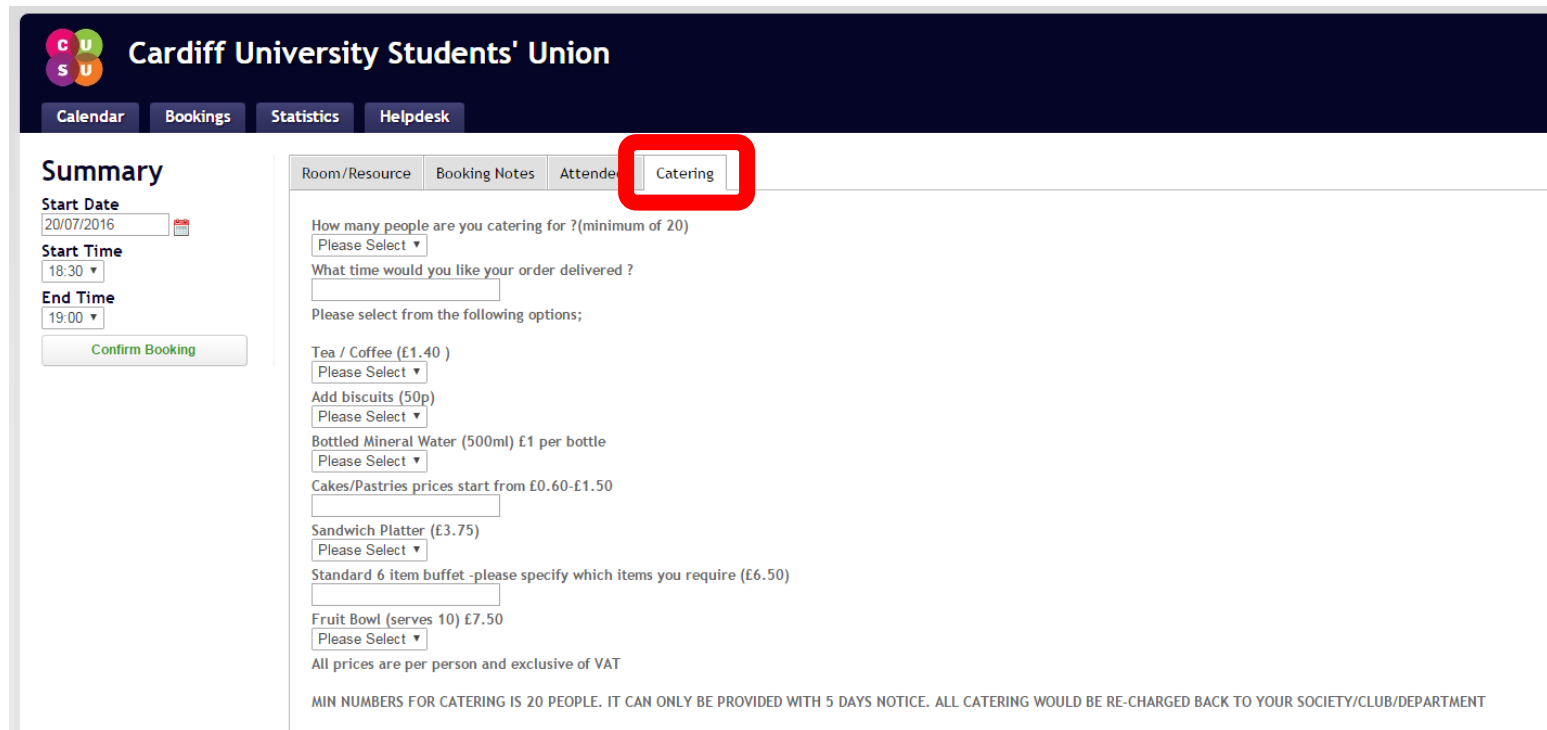
Contact number

Catering Required  
Please Select

Committee Member/Contact Name

Use the Book Notes tab to amend your booking details.


# Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd



The screenshot shows the Cardiff University Students' Union website interface. At the top, there is a dark blue header with the union's logo (a circle divided into four colored quadrants: pink, green, orange, and purple) and the text "Cardiff University Students' Union". Below the header, there are four navigation tabs: "Calendar", "Bookings", "Statistics", and "Helpdesk". The "Bookings" tab is active, and within it, the "Catering" sub-tab is highlighted with a red rectangle. The main content area is divided into two sections. On the left, under the heading "Summary", there are fields for "Start Date" (20/07/2016), "Start Time" (18:30), and "End Time" (19:00), each with a dropdown arrow. Below these fields is a green button labeled "Confirm Booking". On the right, under the heading "Room/Resource", there are several form fields and options for catering. These include: "How many people are you catering for?(minimum of 20)" with a "Please Select" dropdown; "What time would you like your order delivered?" with a text input field; "Please select from the following options;" followed by several items with "Please Select" dropdowns: "Tea / Coffee (£1.40)", "Add biscuits (50p)", "Bottled Mineral Water (500ml) £1 per bottle", "Cakes/Pastries prices start from £0.60-£1.50", "Sandwich Platter (£3.75)", and "Standard 6 item buffet -please specify which items you require (£6.50)". There is also a "Fruit Bowl (serves 10) £7.50" with a "Please Select" dropdown. At the bottom of the catering section, it states "All prices are per person and exclusive of VAT" and "MIN NUMBERS FOR CATERING IS 20 PEOPLE. IT CAN ONLY BE PROVIDED WITH 5 DAYS NOTICE. ALL CATERING WOULD BE RE-CHARGED BACK TO YOUR SOCIETY/CLUB/DEPARTMENT".

Use the Catering tab to order catering with your booking. You need a minimum of 20 people and we need to know at least **14 days** in advance. Catering is charged directly to your account.

# Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

**Cardiff University Students' Union**

CalendarBookingsStatisticsHelpdesk

## Summary

**Start Date**  
20/07/2016

**Start Time**  
18:30

**End Time**

[Confirm Booking](#)

Room/ResourceBooking NotesAttendeesCatering

How many people are you catering for?(minimum of 20)  
Please Select

What time would you like your order delivered ?

Please select from the following options;

Tea / Coffee (£1.40 )  
Please Select

Add biscuits (50p)  
Please Select

Bottled Mineral Water (500ml) £1 per bottle  
Please Select

Cakes/Pastries prices start from £0.60-£1.50

Sandwich Platter (£3.75)  
Please Select

Standard 6 item buffet -please specify which items you require (£6.50)

Fruit Bowl (serves 10) £7.50  
Please Select

All prices are per person and exclusive of VAT

MIN NUMBERS FOR CATERING IS 20 PEOPLE. IT CAN ONLY BE PROVIDED WITH 5 DAYS NOTICE. ALL CATERING WOULD BE RE-CHARGED BACK TO YOUR SOCIETY/CLUB/DEPARTMENT

Don't forget to Confirm Booking.

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

The screenshot shows the Cardiff University Students' Union booking system. The header includes the logo and navigation links: Send Feedback, Help, Your Account, and Logout. Below the header are tabs for Calendar, Bookings, Statistics, and Helpdesk. The main content area is divided into a left sidebar and a main table.

**Left Sidebar:**

- Calendar:** Shows a calendar for July 2016. The date 20 is highlighted.
- Categories:** A list of categories including Heath Park, Heath Park Rooms, Park Place, Laptops, Meeting Rooms, Resources, and Stalls. The **Commercial Venue** category is highlighted with a red box.
- Booking Colours:** A section with two buttons: **My Bookings** (green) and **Other Bookings** (pink).

**Main Table:**

	Great Hall Not Bookable	The Food Court Not Bookable	The Lodge Not Bookable	Y Plas Not Bookable	Y Stiwdio (CF10) Not Bookable
00:00		Closed	Closed		Closed
00:30					
01:00					
01:30					
02:00					
02:30					
03:00					
03:30					
04:00					
04:30					
05:00					
05:30					
06:00					
06:30					
07:00					
07:30					
08:00					
08:30					
09:00					
09:30					Facilities (Storage) User: B Eagle
10:00					
10:30					

Use the Commercial Venues tab to view the Great Hall, Y Plas, the Lodge, Y Stiwdio and the Food Court.



# Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

The screenshot shows the Cardiff University Students' Union (SU) Events booking system. The header includes the SU logo and navigation links: Send Feedback, Help, Your Account, and Logout. Below the header, there are tabs for Calendar, Bookings, Statistics, and Helpdesk. The main interface is divided into a left sidebar and a central calendar view.

**Left Sidebar:**

- Calendar:** Includes Day View and Week View options.
- Categories:** Lists various venues and facilities:
  - Heath Park
  - Heath Park Rooms
  - Park Place
  - Laptops
  - Meeting Rooms
  - Resources
  - Stalls
  - Commercial Venue** (highlighted with a red box)
- Booking Colours:** Includes My Bookings (green) and Other Bookings (pink).

**Central Calendar View:**

The calendar shows the week of July 20, 2016. The top navigation bar for the calendar includes: < Prev, Wednesday 20 July 2016, Next >. The main table displays booking slots for various venues:

	Great Hall Not Bookable	The Food Court Not Bookable	The Lodge Not Bookable	Y Plas Not Bookable	Y Stiwdio (CF10) Not Bookable
00:00		Closed	Closed		Closed
00:30					
01:00					
01:30					
02:00					
02:30					
03:00					
03:30					
04:00					
04:30					
05:00					
05:30					
06:00					
06:30					
07:00					
07:30					
08:00					
08:30					
09:00					
09:30					Facilities (Storage) User: B Eagle
10:00					
10:30					

Book Commercial Venues with SUEvents if you have setup requirements. Contact Societies if you just want the space.

# Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Return to Menu

Next Section

The screenshot displays the Cardiff University Students' Union website. At the top, the logo and name are visible. Below the navigation bar, there are tabs for 'Calendar', 'Bookings', 'Statistics', and 'Helpdesk'. The 'Calendar' tab is active, showing a 'Day View' of July 2016. A calendar grid on the left highlights the 20th of July. On the right, a booking table for Wednesday, 20 July 2016, is shown. The table has three columns: 'Canopy', 'Food Court (Opposite Starbucks)', and 'Launch Box'. The 'Canopy' and 'Food Court' columns are highlighted with a red box. The 'Food Court' column shows 'Closed' for the 17:00 and 17:30 slots. On the left sidebar, under 'Categories', the 'Stalls' link is highlighted with a red box. Below it, 'Booking Colours' are listed: 'My Bookings' (green) and 'Other Bookings' (pink).

Time	Canopy	Food Court (Opposite Starbucks)	Launch Box
08:00			
08:30			
09:00			
09:30			
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			
13:00			
13:30			
14:00			
14:30			
15:00			
15:30			
16:00			
16:30			
17:00		Closed	
17:30		Closed	

Groups can also book our two stall spaces on the Stalls tab. Stalls are available on the front steps of the SU and opposite Starbucks in the Food Court.



## **3. CHECKING BOOKINGS**



# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

**Cardiff University Students' Union**

Send Feedback Help Your Account Logout

Calendar **Bookings** Statistics Helpdesk

Day View Week View

< July 2016 >

M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Categories**

- Heath Park
  - Heath Park Rooms
- Park Place
  - Laptops
  - Meeting Rooms
  - Resources
  - Stalls
  - The Taf
- Commercial Venue

**Booking Colours**

- My Bookings
- Other Bookings

« Prev Wednesday 20 July 2016 Next »

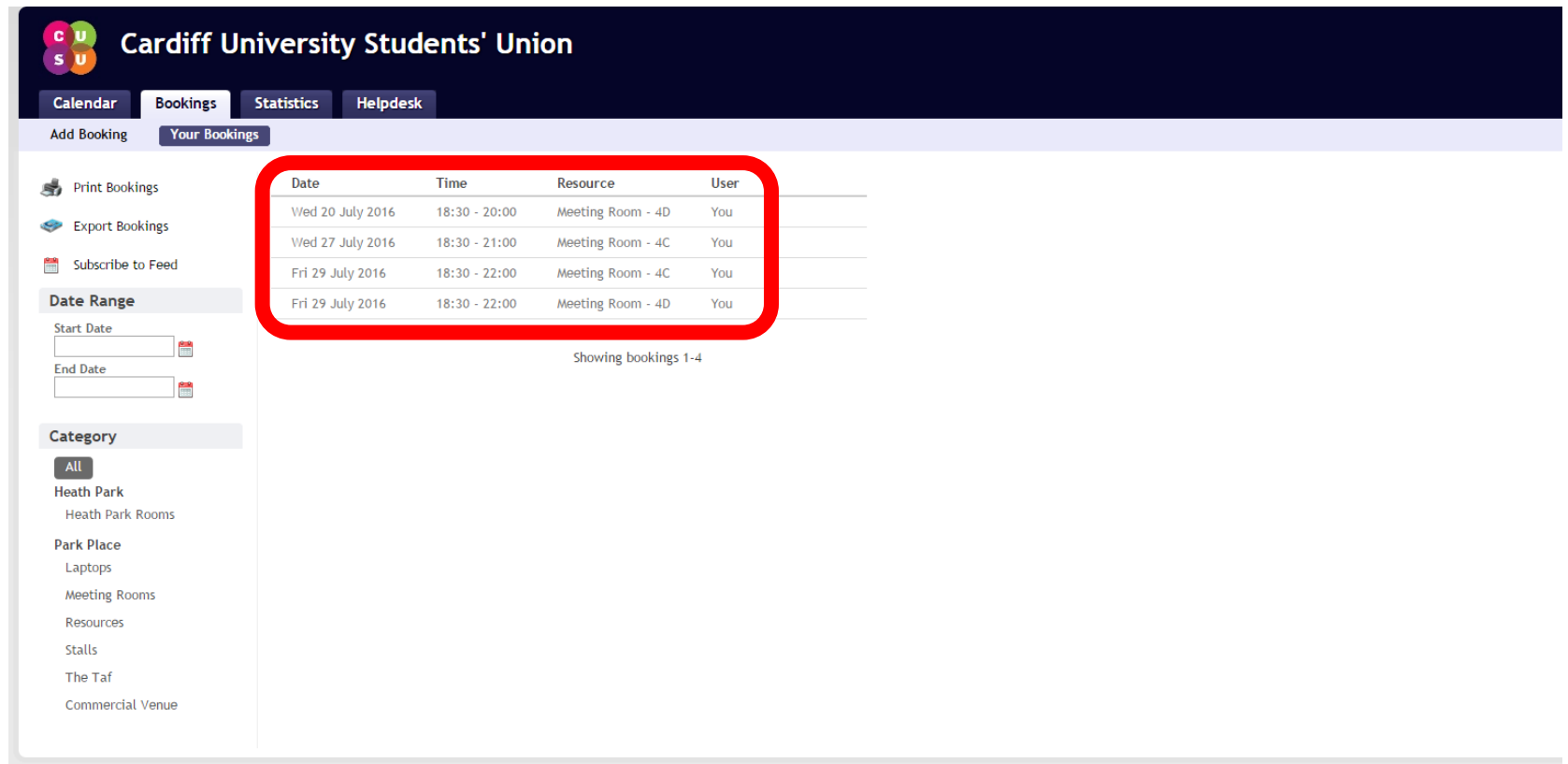
	Great Hall Not Bookable	The Food Court Not Bookable	The Lodge Not Bookable	Y Plas Not Bookable	Y Stiwdio (CF10) Not Bookable
00:00		Closed	Closed		Closed
00:30					
01:00					
01:30					
02:00					
02:30					
03:00					
03:30					
04:00					
04:30					
05:00					
05:30					
06:00					
06:30					
07:00					
07:30					
08:00					
08:30					
09:00					
09:30					
10:00					
10:30					

Facilities (Storage)  
User: B Eagle

Use the Bookings Tab to check on your bookings.

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd



Cardiff University Students' Union

Calendar Bookings Statistics Helpdesk

Add Booking Your Bookings

Print Bookings

Export Bookings

Subscribe to Feed

Date Range

Start Date

End Date

Category

All

Heath Park

Heath Park Rooms

Park Place

Laptops

Meeting Rooms

Resources

Stalls

The Taf

Commercial Venue

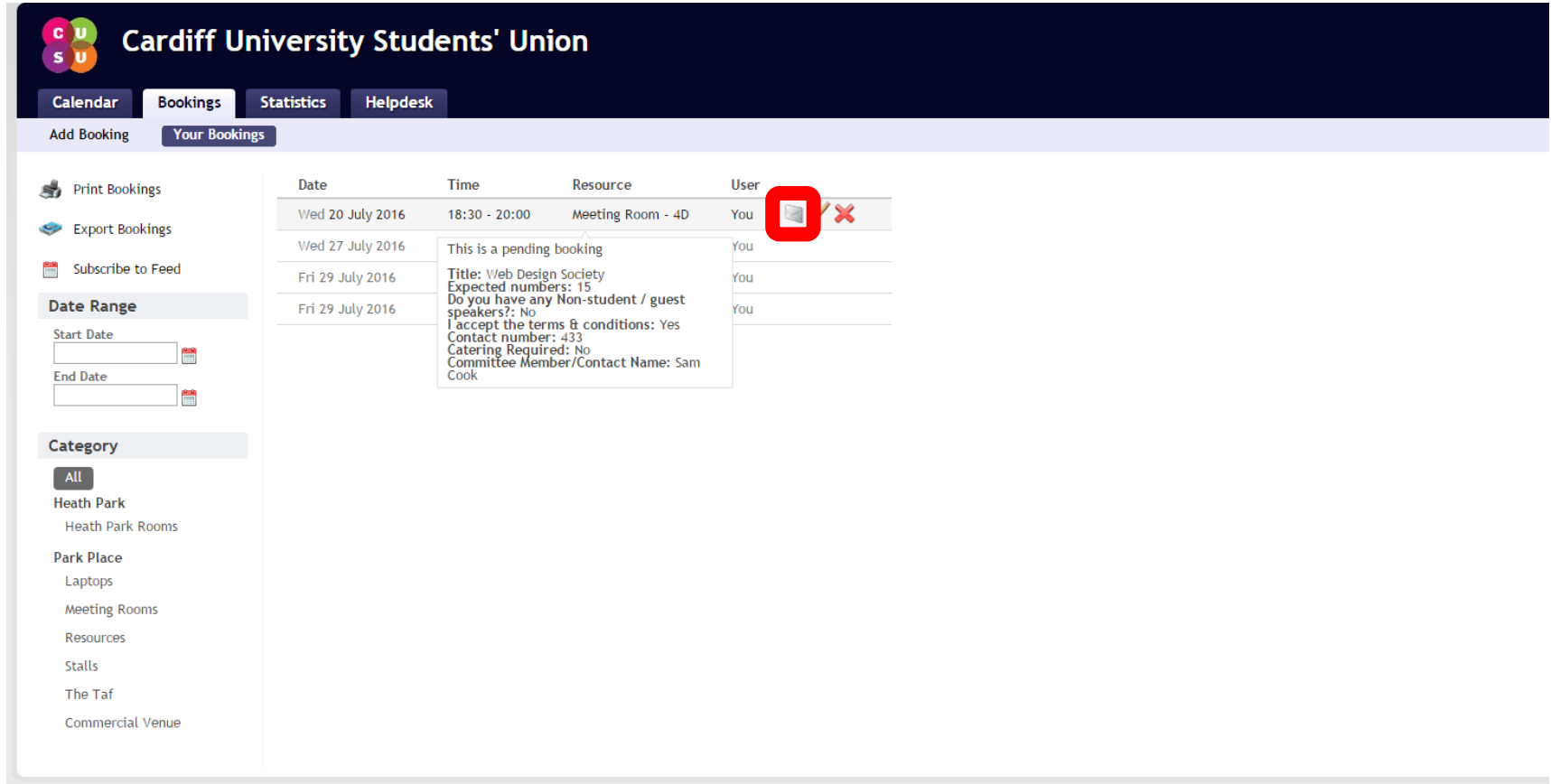
Date	Time	Resource	User
Wed 20 July 2016	18:30 - 20:00	Meeting Room - 4D	You
Wed 27 July 2016	18:30 - 21:00	Meeting Room - 4C	You
Fri 29 July 2016	18:30 - 22:00	Meeting Room - 4C	You
Fri 29 July 2016	18:30 - 22:00	Meeting Room - 4D	You

Showing bookings 1-4

Check your bookings at least once a week. If you have regular bookings you should check at least twice a week.

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd



**Cardiff University Students' Union**

Calendar Bookings Statistics Helpdesk

Add Booking Your Bookings

Print Bookings

Export Bookings

Subscribe to Feed

**Date Range**

Start Date

End Date

**Category**

All

Heath Park

Heath Park Rooms

Park Place

Laptops


Meeting Rooms

Resources

Stalls

The Taf


Commercial Venue

Date	Time	Resource	User
Wed 20 July 2016	18:30 - 20:00	Meeting Room - 4D	You 
Wed 27 July 2016	This is a pending booking		You
Fri 29 July 2016	Title: Web Design Society Expected numbers: 15 Do you have any Non-student / guest speakers?: No I accept the terms & conditions: Yes Contact number: 433 Catering Required: No Committee Member/Contact Name: Sam Cook		You
Fri 29 July 2016			You

Hover over a booking row to reveal booking details and more options. Use the envelop to email a booking to another person.

# Cardiff University Students' Union


## Undeb Myfyrwyr Prifysgol Caerdydd





### Cardiff University Students' Union

[Calendar](#)[Bookings](#)[Statistics](#)[Helpdesk](#)

[Add Booking](#)[Your Bookings](#)

 Print Bookings

 Export Bookings

 Subscribe to Feed

#### Date Range

Start Date

End Date

#### Category


All

Heath Park

- Heath Park Rooms


Park Place

- Laptops
- Meeting Rooms
- Resources
- Stalls
- The Taf
- Commercial Venue

Date	Time	Resource	User	
Wed 20 July 2016	18:30 - 20:00	Meeting Room - 4D	You	
Wed 27 July 2016	This is a pending booking		You	
Fri 29 July 2016	Title: Web Design Society Expected numbers: 15 Do you have any Non-student / guest speakers?: No I accept the terms & conditions: Yes Contact number: 433 Catering Required: No Committee Member/Contact Name: Sam Cook		You	
Fri 29 July 2016			You	

Use the pencil to amend booking details.




**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**




# Cardiff University Students' Union


[Calendar](#)
[Bookings](#)
[Statistics](#)
[Helpdesk](#)

[Add Booking](#)
[Your Bookings](#)

 Print Bookings
  Export Bookings
  Subscribe to Feed

### Date Range

Start Date


End Date


### Category



All

Heath Park

Heath Park Rooms

Park Place

Laptops
Meeting Rooms
Resources
Stalls
The Taf
Commercial Venue

Date	Time	Resource	User
Wed 20 July 2016	18:30 - 20:00	Meeting Room - 4D	You  
Wed 27 July 2016	This is a pending booking		You
Fri 29 July 2016	Title: Web Design Society Expected numbers: 15 Do you have any Non-student / guest speakers?: No I accept the terms & conditions: Yes Contact number: 433 Catering Required: No Committee Member/Contact Name: Sam Cook		You
Fri 29 July 2016			You

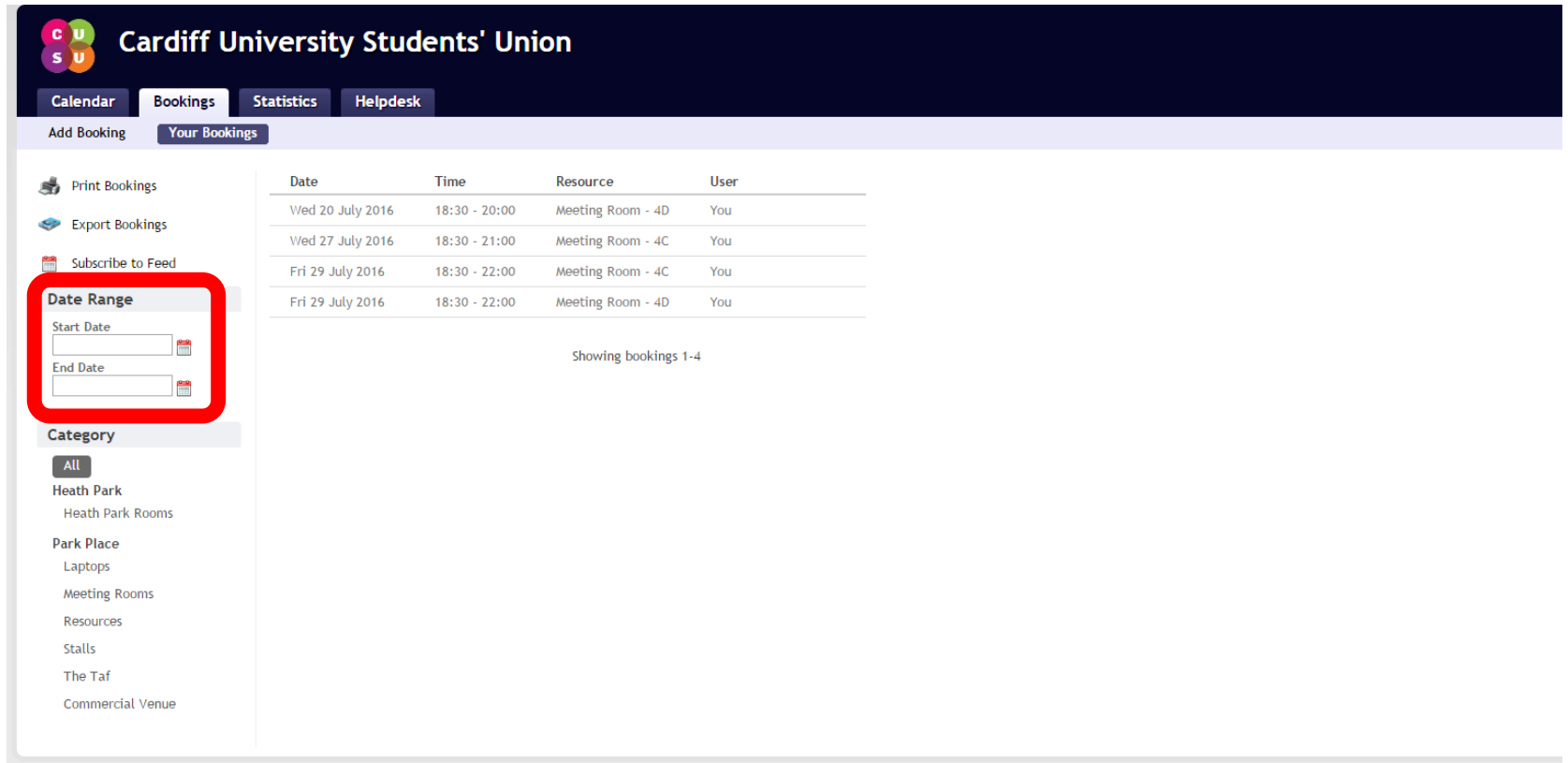
Use the X to delete a booking.





# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd



The screenshot shows the Cardiff University Students' Union website's 'Bookings' section. The header includes the university logo and name. Navigation tabs for 'Calendar', 'Bookings', 'Statistics', and 'Helpdesk' are present. Below these are links for 'Add Booking' and 'Your Bookings'. The left sidebar contains options to 'Print Bookings', 'Export Bookings', and 'Subscribe to Feed'. A 'Date Range' filter is highlighted with a red box, showing 'Start Date' and 'End Date' input fields. Below this is a 'Category' section with a list of options: 'All', 'Heath Park', 'Heath Park Rooms', 'Park Place', 'Laptops', 'Meeting Rooms', 'Resources', 'Stalls', 'The Taf', and 'Commercial Venue'. The main content area displays a table of bookings with columns for Date, Time, Resource, and User. The table lists four bookings, all for 'You' as the user. Below the table, it says 'Showing bookings 1-4'.

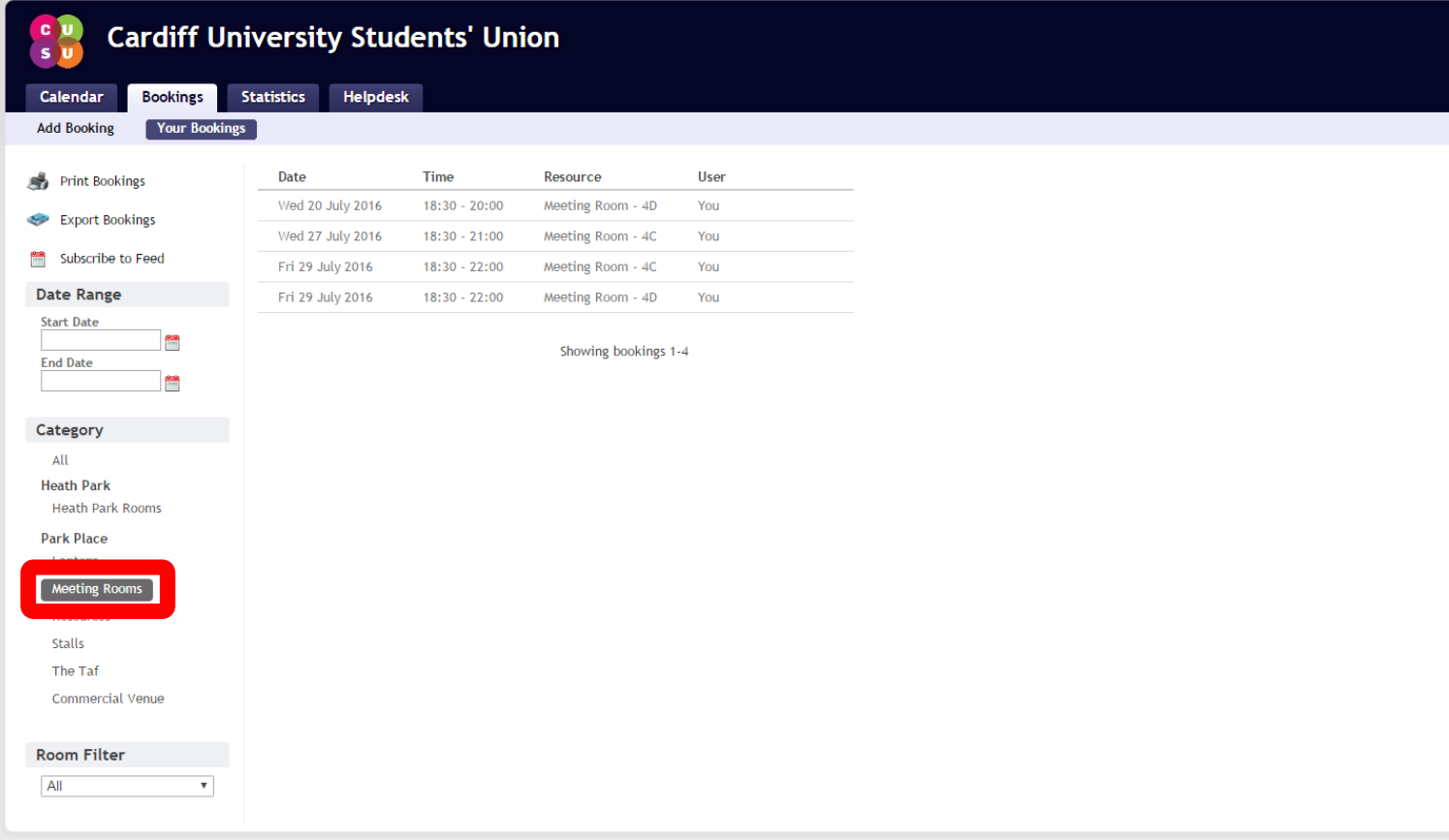
Date	Time	Resource	User
Wed 20 July 2016	18:30 - 20:00	Meeting Room - 4D	You
Wed 27 July 2016	18:30 - 21:00	Meeting Room - 4C	You
Fri 29 July 2016	18:30 - 22:00	Meeting Room - 4C	You
Fri 29 July 2016	18:30 - 22:00	Meeting Room - 4D	You

Showing bookings 1-4

Use the Date Range to view your bookings between two dates.

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd



**Cardiff University Students' Union**

Calendar Bookings Statistics Helpdesk

Add Booking Your Bookings

Print Bookings  
Export Bookings  
Subscribe to Feed

**Date Range**  
Start Date  
End Date

**Category**  
All  
Heath Park  
Heath Park Rooms  
Park Place  
**Meeting Rooms**  
Stalls  
The Taf  
Commercial Venue

**Room Filter**  
All

Date	Time	Resource	User
Wed 20 July 2016	18:30 - 20:00	Meeting Room - 4D	You
Wed 27 July 2016	18:30 - 21:00	Meeting Room - 4C	You
Fri 29 July 2016	18:30 - 22:00	Meeting Room - 4C	You
Fri 29 July 2016	18:30 - 22:00	Meeting Room - 4D	You

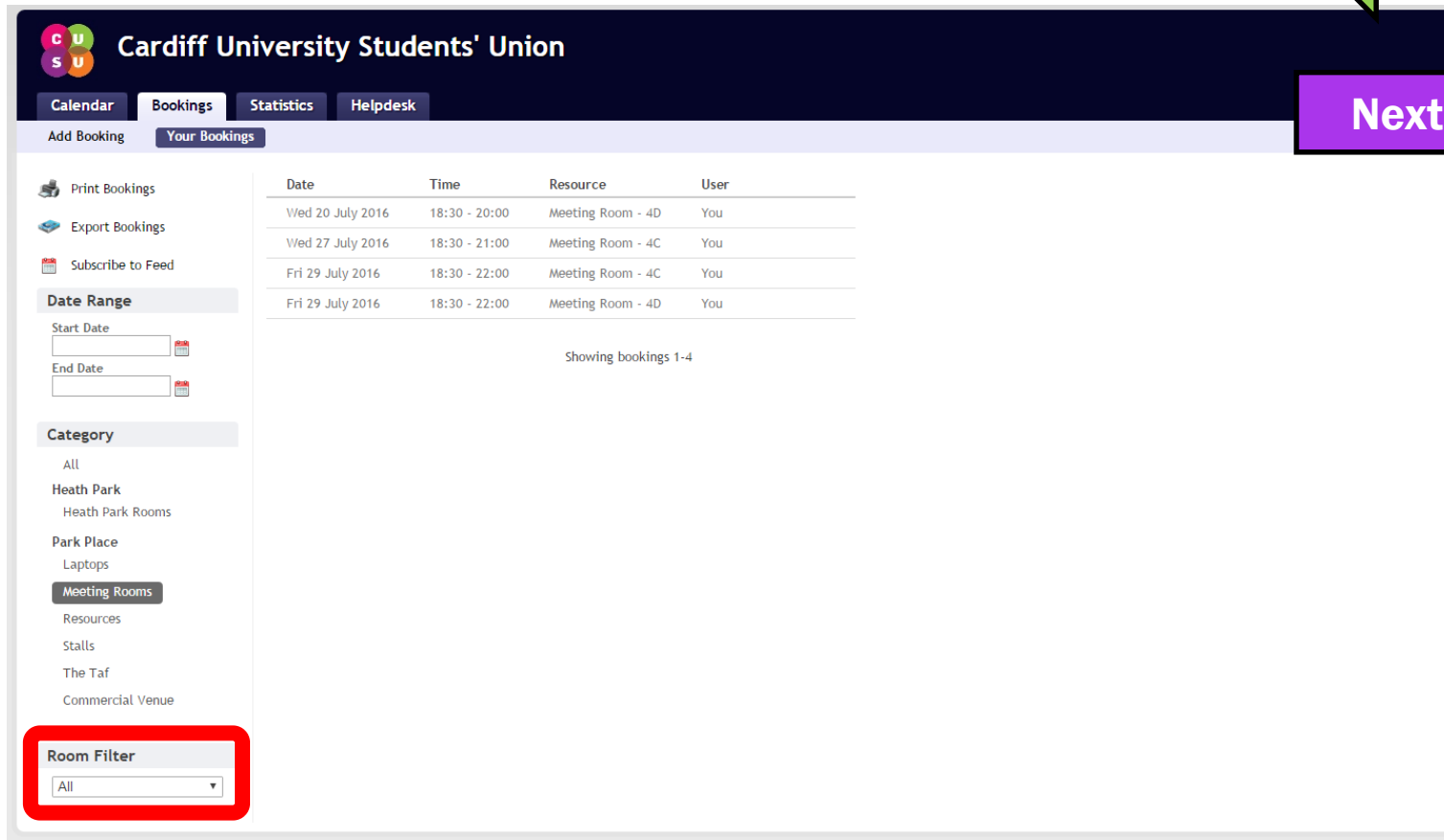
Showing bookings 1-4

Use the Category tabs to view your bookings in a certain category.

# Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Return to Menu

Next Section



Cardiff University Students' Union

Calendar Bookings Statistics Helpdesk

Add Booking Your Bookings

Print Bookings  
Export Bookings  
Subscribe to Feed

**Date Range**  
Start Date  
End Date

**Category**  
All  
Heath Park  
Heath Park Rooms  
Park Place  
Laptops  
Meeting Rooms  
Resources  
Stalls  
The Taf  
Commercial Venue

Date	Time	Resource	User
Wed 20 July 2016	18:30 - 20:00	Meeting Room - 4D	You
Wed 27 July 2016	18:30 - 21:00	Meeting Room - 4C	You
Fri 29 July 2016	18:30 - 22:00	Meeting Room - 4C	You
Fri 29 July 2016	18:30 - 22:00	Meeting Room - 4D	You

Showing bookings 1-4

**Room Filter**  
All

Use the Room Filter to view your bookings in a certain room.



## **3. UNIVERSITY ROOM BOOKINGS**



# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

The screenshot shows the Cardiff University Students' Union website. The header includes the name in English and Welsh, and a navigation bar with links like 'What's On', 'Activities', 'Shops & Services', 'Your Voice', 'Love Cardiff', 'Jobs & Skills', 'Venues', 'Help & Advice', and 'About CUSU'. The breadcrumb trail is 'Venues > Room Booking > University Room Booking'. A sidebar on the left lists 'More From This Section' with links to 'Christmas Bookings', 'Food at Y Plas', 'The Great Hall', 'The Lounge', 'The Taf', 'Y Plas', 'Y Stiwdio', 'Room Booking', 'Book the IV Lounge', 'University Room Booking', and 'Venue Hire'. The main content area is titled 'Book A University Room' and contains a form with two sections: 'Society/Club Details' and 'Booking Details'.

**Cardiff University Students' Union**  
Undeb Myfyrwyr Prifysgol Caerdydd

What's On Activities Shops & Services Your Voice Love Cardiff Jobs & Skills Venues Help & Advice About CUSU

Venues > Room Booking > University Room Booking

**More From This Section**

- Christmas Bookings
- Food at Y Plas
- The Great Hall
- The Lounge
- The Taf
- Y Plas
- Y Stiwdio
- Room Booking
- Book the IV Lounge
- University Room Booking
- Venue Hire

**Book A University Room**

This form is used for **University rooms only** (anything outside of the Students' Union building). Information about rooms available can be found here: [Cathays / Heath](#).

University rooms cannot be booked past 21:00 on weekdays. For any bookings outside of usual operating hours, there will be a security charge of £20.50 per hour if suitable staffing can be found.

Forms must be submitted a minimum of 24 hours before the event. Any events with a guest speaker must be submitted a minimum of 21 days in advance. Any missing information will delay confirmation of the booking.

**Society/Club Details**

Society/Club

Booking organiser

Telephone

Email Address

**Booking Details**

Title of the booking

Proposed date

Recurring event?

Start time

You can only book SU rooms via the Room Booking System. Submit a University Room Booking form to book a room in the University.

# Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

The screenshot shows the Cardiff University Students' Union website. The header includes the organization's name in English and Welsh, along with navigation icons. A colorful menu bar contains links to various sections. The main content area is titled 'Venues > Room Booking > University Room Booking'. On the left, a yellow sidebar lists 'More From This Section' with links to Christmas Bookings, Food at Y Plas, The Great Hall, The Lounge, The Taf, Y Plas, Y Stiwdio, Room Booking, Book the IV Lounge, University Room Booking, and Venue Hire. The main content area features a red-bordered box with the title 'Book A University Room' and a note: 'This form is used for **University rooms only** (anything outside of the Students' Union building). Information about rooms available can be found here: [Cathays](#) / [Heath](#).' Below this, there is a paragraph about booking rules and a form titled 'Society/Club Details' and 'Booking Details'. The form includes fields for Society/Club (a dropdown menu), Booking organiser, Telephone, Email Address, Title of the booking, Proposed date, Recurring event? (a dropdown menu), and Start time.

Cardiff University Students' Union  
Undeb Myfyrwyr Prifysgol Caerdydd

What's On Activities Shops & Services Your Voice Love Cardiff Jobs & Skills Venues Help & Advice About CUSU

Venues > Room Booking > University Room Booking

**More From This Section**

- Christmas Bookings
- Food at Y Plas
- The Great Hall
- The Lounge
- The Taf
- Y Plas
- Y Stiwdio
- Room Booking
- Book the IV Lounge
- University Room Booking
- Venue Hire

**Book A University Room**

This form is used for **University rooms only** (anything outside of the Students' Union building). Information about rooms available can be found here: [Cathays](#) / [Heath](#).

University rooms cannot be booked past 21:00 on weekdays. For any bookings outside of usual operating hours, there will be a security charge of £20.50 per hour if suitable staffing can be found.

Forms must be submitted a minimum of 24 hours before the event. Any events with a guest speaker must be submitted a minimum of 21 days in advance. Any missing information will delay confirmation of the booking.

**Society/Club Details**

Society/Club

Booking organiser

Telephone

Email Address

**Booking Details**

Title of the booking

Proposed date

Recurring event?

Start time

Only Pool Rooms can be booked by Groups through University Room Bookings. Find lists of Cathays and Heath Pools Rooms online.

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

What's On

Activities

Shops & Services

Your Voice

Love Cardiff

Jobs & Skills

Venues

Help & Advice

About CUSU

Venues > Room Booking > University Room Booking

More From This Section

Christmas Bookings

Food at Y Plas

The Great Hall

The Lounge

The Taf

Y Plas

Y Stiwdio

Room Booking

Book the IV Lounge

University Room Booking

Venue Hire

Book A University Room

This form is used for **University rooms only** (anything outside of the Students' Union building). Information about rooms available can be found here: [Cathays / Heath](#).

University rooms cannot be booked past 21:00 on weekdays. For any bookings outside of usual operating hours, there will be a security charge of £20.50 per hour if suitable staffing can be found.

Forms must be submitted a minimum of 24 hours before the event. Any events with a guest speaker must be submitted a minimum of 21 days in advance. Any missing information will delay confirmation of the booking.

Society/Club Details

Society/Club

None

Booking organiser

Telephone

Email Address

Booking Details

Title of the booking

Proposed date

Recurring event?

No

Start time

Each Building has slightly different rules, but most rooms can only be booked before 9pm on weekdays.

# Cardiff University Students' Union

## Undeb Myfyrwyr Prifysgol Caerdydd

Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

What's On

Activities

Shops & Services

Your Voice

Love Cardiff

Jobs & Skills

Venues

Help & Advice

About CUSU

Venues > Room Booking > University Room Booking

More From This Section

Christmas Bookings

Food at Y Plas

The Great Hall

The Lounge

The Taf

Y Plas

Y Stiwdio

Room Booking

Book the IV Lounge

University Room Booking

Venue Hire

Book A University Room

This form is used for **University rooms only** (anything outside of the Students' Union building). Information about rooms available can be found here: [Cathays / Heath](#).

University rooms cannot be booked past 21:00 on weekdays. For any bookings outside of usual operating hours, there will be a security charge of £20.50 per hour if suitable staffing can be found.

Forms must be submitted a minimum of 24 hours before the event. Any events with a guest speaker must be submitted a minimum of 21 days in advance. Any missing information will delay confirmation of the booking.

Society/Club Details

Society/Club

None

Booking organiser

Telephone

Email Address

Booking Details

Title of the booking

Proposed date

A dedicated member of staff must be in the Building for bookings to take place. Out of usual operating hours, it costs £20.50 per hour if suitable staffing can be found.



**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

**Guest Speakers**

Guest speaker(s)

No ▼

**Finances**

Will attendees be charged for admittance?

No ▼

There is space to submit Guest Speaker information on the University Room Booking form for University-based events.

# Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

**Guest Speakers**

Guest speaker(s)

The information required in this section should be completed by the organiser in consultation with any potential speaker.

Proposed speaker

Internal or external speaker?

Speaker telephone

Speaker email

Speaker organisation

Is the speaker affiliated to any other organisation?




Subject of talk

Speaker biography

There is space to submit Guest Speaker information on the University Room Booking form for University-based events.



**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

 Reply  Reply All  Forward



Wed 21/10/2015 15:44

Roombooking

FW: University Room Booking

To

Cc Societies




Hi

This has been successfully booked for you into the Michael Griffith LT.  
Your booking reference is 1516/02128cp.

Regards,  
Claudia.

You will receive an email from Roombooking to confirm your booking or to get more information.  
**You cannot book directly with Roombooking.**



 Reply  Reply All  Forward



Wed 21/10/2015 15:44

Roombooking

FW: University Room Booking

To

Cc Societies

Hi

This has been successfully booked for you into the Michael Griffith LT.  
Your booking reference is 1516/02128cp.

Regards,  
Claudia.

Bookings usually take 1-3 days to be confirmed, depending on staff availability and the volume of requests.