

Resource Booker Guide for Societies

The resource booker is used for making bookings on all union society and commercial spaces. This guide will cover the spaces available, how to make bookings and the access requirements & rules. Please read this whole guide before you make any bookings, even if you have been making them in the past, as there are a few tools and resources that can make your life much easier!

<https://resourcebooker.st-andrews.ac.uk/app/booking-types>

When a non-commercial booking (society spaces like the meeting pods upstairs) is made, it must be made 24 hours in advance and is usually approved by reception.

When a commercial booking (e.g. Sandy's Bar) is made, it **must** be made at least 3 weeks in advance and has to be approved by the Union Operations Committee, who meet every Tuesday.

Subcommittees can ask their Executive Committee overseer to give relevant committee members access to the resource booker. Most will be added via a form during the summer. Societies may ask for 2 members of their committee to be given access to the resource booker. They are added through a survey sent by the President of Student Opportunities during the summer. Any further requests to be added should be made by contacting activities@st-andrews.ac.uk.

Subcommittees and officers do not have any limitation to the number of hours they can book. Affiliated societies get 6 hours per week and can pay for extra hours by getting in touch with sarooms@st-andrews.ac.uk. Unaffiliated student groups will not have access to the resource booker and will need to get in touch with sarooms@st-andrews.ac.uk to make bookings.

Spaces

Society (Soc) Rooms A-D

These rooms are the small rooms on the top floor of the union. They have tables and enough chairs to comfortably host about 10 people. They tend to be good for meetings or small rehearsals with a few people.

Meeting Pod A

This is similar to a society room however isn't entirely closed off from the rest of the top floor so sound travels a little more.

Large and Small Rehearsal Rooms

These are slightly larger spaces than can be used flexibly for a lot of things and have AV capacity as well as a large number of tables and chairs. They are very popular though so bookings tend to need to be made well in advance. Please refrain from booking these spaces unless you absolutely need all the extra space for the activity you are planning

Committee and Meeting Rooms

These are slightly larger rooms on the middle floor of the union set out with tables and chairs for larger committee meetings and can host 24 and 12 people respectively

Piazza Stall

This is the space outside the front of the union. When you make this booking a table and chair will be left by the entrance in front of reception. If you intend on doing a bake sale please make sure you reach out to reception and follow the food safety guidelines.

Field

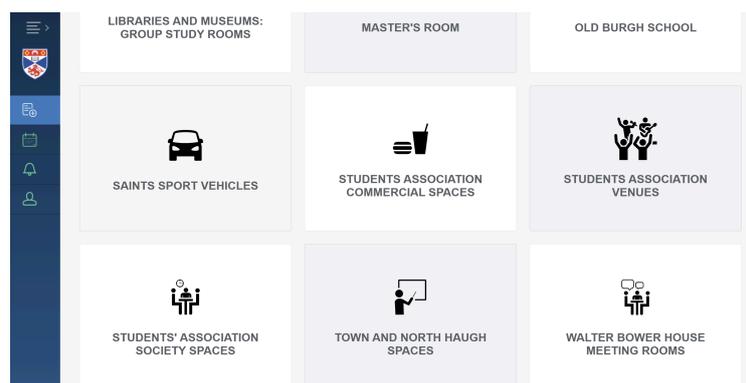
This is the outdoor space out the back of the union

Sandy's/Beacon Bar

You are able to make a commercial booking for either of these spaces through the resource booker. There is a much more substantial form for this so please make sure to follow the guidelines below when making a booking. There is capacity to have a bar or catering for events in these spaces but it is always taken on a case by case basis.



NON COMMERCIAL BOOKINGS - Non regular



1. Click on Student's Association Society Spaces
2. Navigate to the date that you wish to make the booking
3. Click on the open slot at the time you wish to book (unavailable times will be greyed out)
4. Fill out the form that pops up with a relevant title, a brief sentence about the reason for the booking and the name of the student group the booking is being made for
5. Change the times on the form to encompass the duration of how long you want the booking to be - please bear in mind the hours per week your student group is allocated

NON COMMERCIAL BOOKINGS - Regular (Weekly, Bi-weekly, Tri-weekly, Monthly etc.)

1. Click on Student's Association Society Spaces
2. Navigate to the date that you wish to make the booking
3. Click on the open slot at the time you wish to book for your first booking at that time (unavailable times will be greyed out)
4. Fill out the form that pops up with a relevant title, a brief sentence about the reason for the booking and the name of the student group the booking is being made for
5. Change the times on the form to encompass the duration of how long you want the booking to be - please bear in mind the hours per week your student group is allocated
6. Edit the frequency to however regular your meetings are (if bi-weekly for example choose weekly and then every 2 weeks)
7. Choose a final date/how many iterations of the booking you wish to make. Please bear in mind holidays and reading weeks

COMMERCIAL BOOKINGS

1. Click on Student's Association Commercial Spaces or Student's Association Venues
2. Navigate to the date that you wish to make the booking
3. Click on the open slot at the time you wish to book for your first booking at that time (unavailable times will be greyed out)
4. Fill out the form that pops up with a relevant title, a brief sentence about the reason for the booking and the name of the student group the booking is being made for
5. Change the times on the form to encompass the duration of how long you want the booking to be
6. Fill out all the extra information requested in the form as best you can, we understand sometimes there may be slight differences, changes to plans or unexpected attendance levels but giving as much information as you can helps the approval process
7. Technical information - Please make any requests for tech in this part of the form. If you're using a projector you're able to request this through the form but any further or more complicated requests you will need to attend an ENTS meeting
8. If your event has a substantial number of people and a bar you may need to pay for CS, if you're unsure email customersafety@st-andrews.ac.uk
9. If you have requirements for a bar or ordering drinks for your event, fill out the form and/or email sabar@st-andrews.ac.uk to discuss pricing and logistics. Please note if you book a bar there will be a minimum bar spend for however long you request it and you as a student group will be liable to pay any difference
10. If you have requirements for food or catering for your event, fill out the form and/or email sacatering@st-andrews.ac.uk to discuss pricing and logistics

11. You will receive an email confirmation after your request has been to the operations committee

Last Updated 5/05/2025