



BOOKABLE OUTDOOR SPACE



You can now book outdoor space on the University campus to support you with social distancing.



INTRODUCTION

The University has released bookable outdoor space to assist with social distancing measures.

There are a number of spaces across the campus that you can book for free as long as the booking is for student related activities or student recruitment or there is a commercial benefit to the University.

The Venue Reading team are looking after bookings and will be able to advise on the most appropriate spaces for your planned activities.

The sports grounds are not bookable via Venue Reading. These areas need to be booked via the Sports Park.



BOOKING PROCESS

If you would like to book one of the bookable outdoor spaces, you will need to email info@venuereading.com to request usage.

As the organiser, you will need to demonstrate that the event is either a student engagement, student recruitment or commercial activity, with 30 people or less.

If the space is available Venue Reading will provisionally hold the outdoor space with a condition that to have a confirmed booking the organiser will need to submit an event notification for approval.

Once the event notification has been granted approval, the Event Notification team will then copy Venue Reading into the final approval email to confirm that official approval has been granted.

At this point the outdoor booking will then be finalised and Venue Reading will confirm your booking.



CREATE AN EVENT NOTIFICATION

reading.ac.uk/internal/events-guide/evtg-event-approval.aspx

A screenshot of a web browser displaying the 'Event approval form' on the University of Reading website. The browser address bar shows 'reading.ac.uk/internal/events-guide/evtg-event-approval.aspx'. The page has a navigation menu on the left with items like 'UoR Home', 'Events guide Home', 'Getting started', 'Making the most of your event', 'Attracting the right audience', 'Planning your event', and 'Templates and examples'. The main content area is titled 'Event approval form' and includes a sub-heading 'Event notification form' with a note '* Indicates required information'. There is a text input field for 'Event name*' and a larger text area for 'Please provide a brief description of your event*'. At the bottom of the form, there is a label: 'Location including room number(s), building name(s) and external spaces (if applicable)*'. The background of the image shows a desk with a lamp, keyboard, and books.

BOOKABLE SPACES

WHITEKNIGHTS CAMPUS

- A Palmer Quad with (O04)
- B Edith Morley Quad (O04A)
- C The Meadow (O12)
- D Whiteknights House -Front (O06)
- E Whiteknights House - Quad (O05)
- F Earley Gate **North** (O14)
- G Earley Gate **East** (O15)
- H Earley Gate **South** (O13)
- I Wilderness (O11)
- J Foxhill House Lawn (O16)
- K Harris Garden (O10)
- L Henley Business School - Front patio (O09)

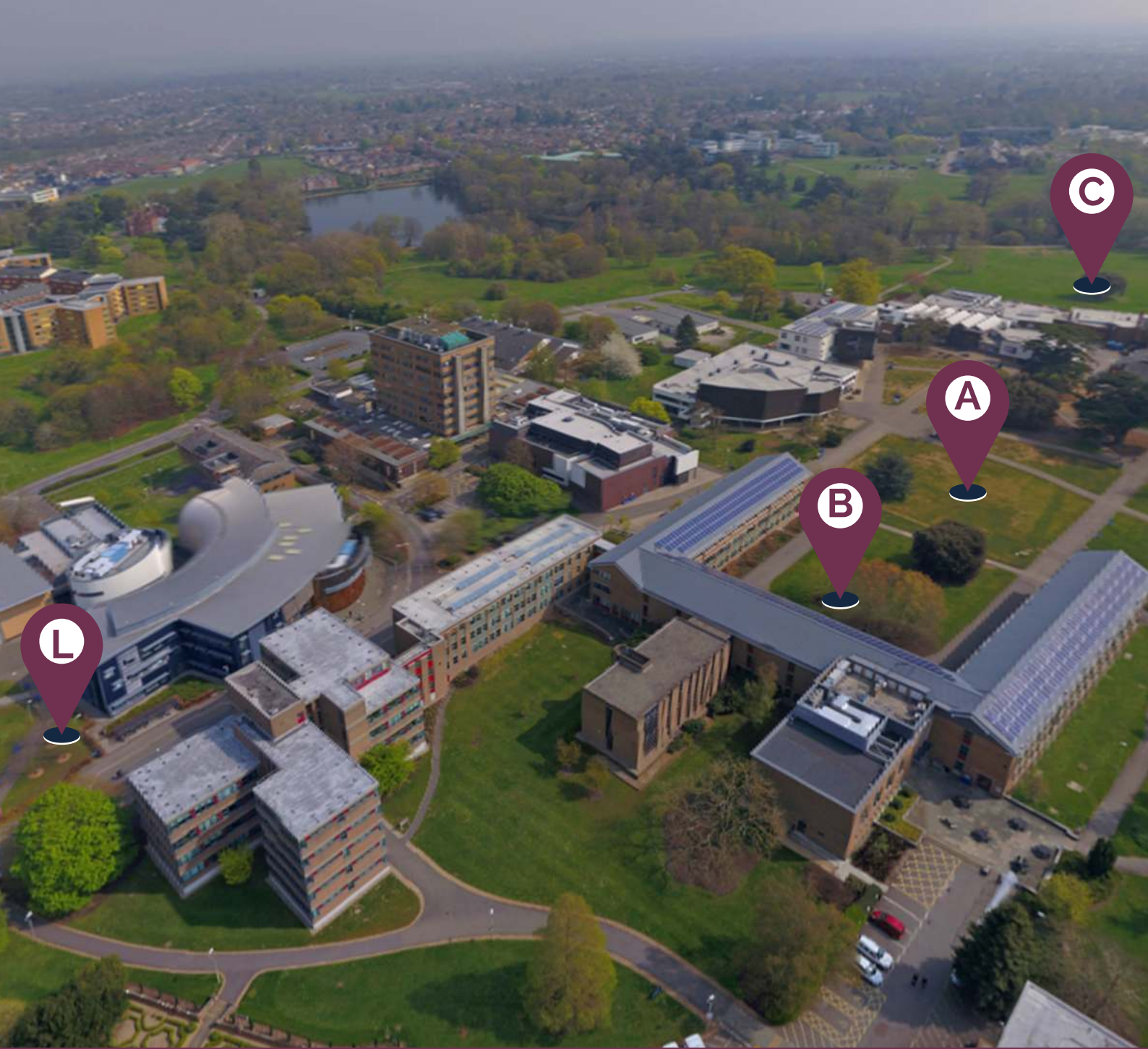
LONDON ROAD CAMPUS

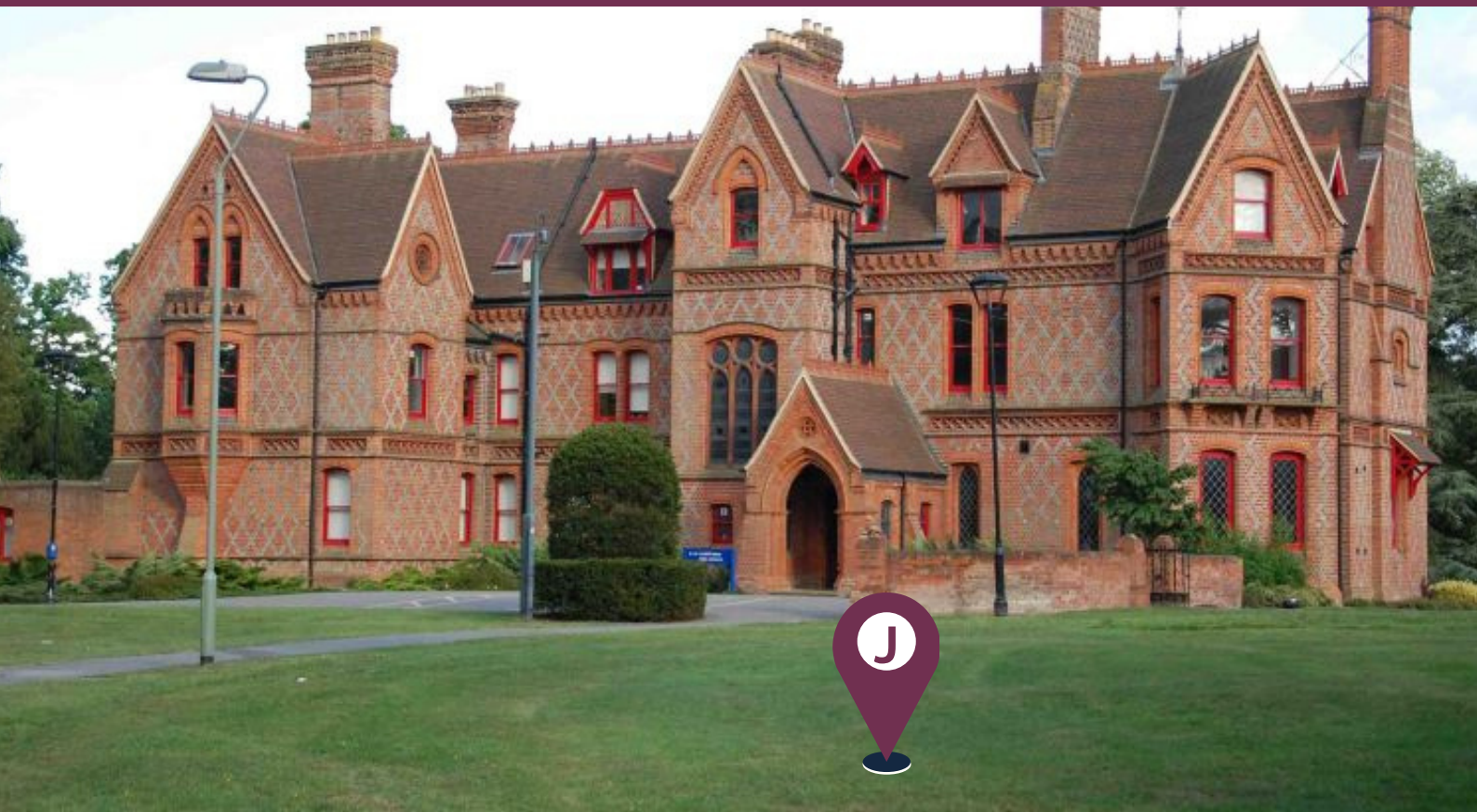
- M Clock Tower Garden (O52)
- N Acacias Lawn (O53)
- O London Road Quad (O51)



Refer to the aerial views on the next pages to see the bookable locations.









Venue Reading

HOSPITALITY
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