Building Access Request Form **(**Outside of Standard Teaching Hours)

*Please complete the form below and submit to* [BuildingsMaintenance@ul.ie](mailto:BuildingsMaintenance@ul.ie)

**N.B. Please note, as per UL’s Insurance guidelines, only a *UL Responsible Person* is permitted to make a *Request Outside of Standard Teaching Hours* i.e. UL Staff member, or the UL Club & Societies Coordinator / Head (on behalf of a student request)**

Your Details

|  |  |
| --- | --- |
| Requestor Name: |  |
| Requestor Email: |  |
| Requestor Telephone No: |  |
| School / Department / Division: |  |
| Today’s date: |  |

Event Details

|  |  |
| --- | --- |
| Proposed Event Date(s): |  |
| Event Times: |  |
| Proposed Room Location(s): |  |
| Brief Event Description:  1. Brief background/ context on the event  2. What activities will take place during event  3. Who will be attending |  |
| Number of people attending:  Please include total approximate figure for any  potential additional guests/ spectators etc. |  |
| Is cleaning required?  Please note that cleaning is required for events  of 40 people or greater |  |
| Is there a requirement for  Audio & Visual assistance?  This includes the facility of being able to log on to  the PC in the space to present slides.  You need AV assistance if you are an ext. person /  group to log into a UL build PC. |  |
| Is heating required?  Please note that heating is not required during  the summer conferencing season |  |
| Is this booking internal?  i.e. a University of Limerick activity (As opposed  to a booking for an external third party) | Yes No |
| Does the room furniture require to  be relocated in the space? If yes  please provide details: |  |
| Please note any other requirements: |  |
| Has a **UL Event Mgmt Plan** and **Risk**  **Assessment** been completed?  Links to Templates for both can be found [***here***](https://www.ul.ie/hr/current-staff/hr-procedures-processes-forms-z)  For any guidance, please contact the ***UL H&S Office***:  [healthandsafetyquery@ul.ie](mailto:healthandsafetyquery@ul.ie) | Yes No |
| **N.B.** Please note the Responsibility of the  Event lies with the organisers of the event  including compliance with all local, national  and international laws and regulations. | Yes I Accept |

Please note External Bookings will be subject to a charge to cover any security, heating and cleaning requirements