

# Meeting & Consultation Room Booking Guidelines

In order to be fair to all Language Commons users and to keep track of room usage, we would like to draw your attention to the following:

- For booking and checking-in a room, please present your student ID card at reception;
- Each booking can only be made for a **maximum of 2** consecutive hours;
- To continue working in a room for more than 2 consecutive hours, please make a new booking 15 minutes prior to the end of your original booking time;
- Please arrive on time for your booking; if you are more than **15 minutes late** your booking will be cancelled;
- All bookings can be made **1 week** in advance;
- Please keep the place clean and tidy and take your litter away.

Thank you very much for your kind co-operation.

Center for Language Education