

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

- Please scan the QR code at reception.

Policies

- Each student can book up to **2 hours** per day.
- If the user is more than **15 minutes late**, the reservation is no longer in force and others can take the room for the rest of that booking.
- Meeting rooms are reserved exclusively for the use of staff and students for work and studies. Personal use of these spaces is not permitted.
- Reservation can only be made on the **same day**.

Cancellation

- Students cannot cancel their own bookings.
- Language Commons reserves the right to cancel any bookings.

Cleanliness Reminders

- 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