**Atrium Booking**

- Requests to use the Atrium require the completion of the ‘*Events Form*’

- Use of the Atrium should not prevent access for staff and students during the normal working day

- It is your responsibility to let staff and students know that you will be using the Atrium and/or the kitchen

- Exhibition bookings for suppliers should be made through *Biology Reception*. Charges are £150 invoiced

- Requests to use the Atrium for charity events such as cake stalls are to be made to *Lucy Hudson*

- If you require extra tables or poster boards, please note on the ‘*Events Form*’

- The person booking the Atrium is responsible for ensuring the Atrium is clean and tidy after use