



Security Charging Policy for Internal Room Bookings in Central Pool Teaching spaces.

This policy explains when additional security is needed for booking Central Pool Teaching (CPT) spaces. It only applies to CPT room bookings and not to building access managed by Security Services.

Booking Requirements

When you book a room that requires security, your department needs to provide a valid budget code. If additional security is needed, all internal users will be charged, even if others are also using the building.

Security Coverage Schedule

No additional security required for Learning and Teaching Building; the following applies to other buildings.

| Time | Building Access | Security Requirement |
|----------------------------|--|--|
| Monday–Friday, 08:00–17:00 | All buildings open | No additional security required |
| Monday–Friday, 17:00–22:00 | Selected buildings open (see list below) | Security may be required for bookings with over 150 attendees (subject to risk assessment). Bookings in closed buildings will incur a security charge. |
| Monday–Friday, 22:00–08:00 | All buildings closed | Security charge applies |
| Weekends | Buildings closed (except Learning and Teaching Building) | Security charge applies (except Learning and Teaching Building) |

Building Access Details

Learning and Teaching building:

- Mary Dunn Wing – Open 09:00 -21:00 7 days a week
- Jocelyn Bell Wing – Open 07:00 – 22:00 7 days a week

Open on Weekday Evenings (until 22:00):

- Graham Hills
- Livingstone Tower
- Royal College (James Weir Entrance)
- Lord Hope
- McCance
- Learning and Teaching Building (Mary Dunn Open 08:00–21:00 on weekends)

Closed on Weekday Evenings (Security charge applies 18:00–22:00):

- Collins
- John Anderson
- SBS Business School (Stenhouse and Cathedral Wings)
- Robertson Wing

For further information, please contact the Room Bookings Section.

Security Services Provided

When additional security is needed or requested, security staff will be assigned to the event. Each staff member costs £117 per 4-hour block.

Security staff responsibilities include:

- Unlocking and locking CPT rooms before and after the event.
- Being available at the building reception throughout the booking.
- Helping attendees with directions to rooms, toilets, emergency exits, and fire evacuation points.

Departmental Responsibilities

Regardless of whether security is present, departments are responsible for the safety and welfare of attendees. For housekeeping procedures (e.g., evacuation plans, emergency contacts), contact the Campus Support Supervisors @Richard Forsyth or @Gordon Christie.

Security Staffing Requirements for Out-of-Hours Bookings

| Number of Attendees | Mon–Fri 17:00–22:00 | Mon–Fri 22:00–08:00 | Weekends & Public Holidays |
|---------------------|--|---------------------|----------------------------|
| 1–149 | 0 | 1 | 1 |
| 150–199 | 2 | 2 | 2 |
| 200+ | Determined by risk assessment (consult Campus Support Supervisors) | | |

Security Charges

- £117 per 4 hours per security staff member
- £234 per 8 hours per security staff member
- Minimum charge: 4 hours
- No charge for weekday bookings ending by 18:00, provided the space is vacated by that time
- Double charges apply on Bank Holidays