



Central Pool Teaching Space Security Charging – Internal Bookings

The tables below detail when additional security cover is required. Where an additional security requirement is established, all chargeable customers will be billed, irrespective of whether the building is being used by others. This policy does not relate to the SharePoint Access Control Database building entry organised by Security Services. This relates purely to the booking of CPT spaces.

Departments should provide their budget code when requesting a booking.

Central Pool Teaching (CPT) Rooms			
Monday to Friday 08.00 to 17.00	Monday to Friday 17.00 to 22.00	Monday to Friday 22.00 to 08.00	Weekends & Public Holidays
All buildings accessible. No additional security required.	Buildings accessible listed below. Bookings where the number of attendees exceeds 150 may be required to purchase security following security risk assessment. Requests for rooms in closed buildings will incur a security charge.	All buildings closed. Security charge applies.	Buildings closed. Limited Opening Hours in Teaching and Learning Building. Security charge applies. Double security charge on Bank Holidays.

Service Provided

When additional security is required/requested, members of security staff will be designated to cover the specific event. The charge for 1 security staff member will be **£101 per 4-hour block**.

- Security staff will ensure the doors to Central Pool Teaching rooms are unlocked prior to the event and locked afterwards.
- Security staff will be contactable at the building reception by the customer for the duration of the booking,
- Security staff will be available to provide directions to the CPT rooms booked and to advise on the whereabouts of toilets, emergency exits, fire evacuation assembly points etc.

Regardless of whether or not security is required/requested, departments are responsible for the welfare of attendees at their events and should contact **Security Supervisors on 0141 548 4484** for details of housekeeping procedures e.g. evacuation procedures, emergency contact etc.

Number of Additional Security Required for 'Out of Hours' Booking Requests			
Number of attendees	Monday to Friday 17.00 to 22.00	Monday to Friday 22.00 to 08.00	Weekends & Public Holidays*
1-149	0	1	1
150-199	2	2	2
200 & above	As per security risk assessment**		
Charges			
<p>£101 per 4 hours for each additional Security staff member £202 per 8 hours for each additional Security staff member</p> <p>Charge for additional Security staff member are based on 4-hour blocks, 4 hours is the minimum.</p> <p>No security charge will be required for bookings Mon-Fri that end at 18:00, provided spaces are vacated by 18:00.</p> <p>*Public Holidays charged at double rate **Security members to be established in consultation with Security Supervisor.</p>			

Buildings open (Weekday evenings - 22:00)

- Graham Hills
- Livingstone Tower
- Royal College (James Weir Entrance)
- McCance
- Lord Hope
- Teaching and Learning building (Mary Dunn and Jocelyn Bell Wing) (Open 08:00-21:00 at the weekend)

Buildings closed (Security charge for weekday out of hours – 18:00-22:00)

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

Please contact the [Room Bookings Section](#) for further information.