

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.

Internal departments should provide their internal budget code when requesting a booking. Exceptionally charges for additional security can be met from a central security overtime budget, though this must be agreed by the Security Services Manager and will depend on the nature or target audience of event.

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 as listed below. Bookings where the number of attendees exceeds 150 are required to purchase security. Requests for rooms in closed buildings will incur a security charge (see below).	All buildings closed. Full security charge applies.	All buildings closed. Full security charge applies. Double security charge on Bank Holidays.

Court Senate and Collins Suite Meeting Rooms		
Monday to Friday 09.00 to 17.00*	Monday to Friday 17.00 to 09.00	Weekends & Public Holidays
All Rooms accessible. No additional security required. *no students in Collins	All rooms closed Full security charge applies.	All rooms closed Full security charge applies. Double security charge on Bank Holidays.

NB: Although buildings officially close at 5pm Mon – Fri no security charge will be made for bookings that end at 6pm, provided spaces are vacated by 6pm.

Service Provided

When additional security is required/ requested, a member(s) of security staff will be designated to cover the specific event. The charge for this will be **£95 per 4 hour block**.

- The member(s) of security staff will ensure the doors to Central Pool Teaching rooms are unlocked prior to the event and locked afterwards.
- The member(s) of security staff will be contactable at the building reception by the customer for the duration of the booking,
- The member(s) of 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 make contact with **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**
0 to 149	N/A*	1	1
150 to 199	1	1	1
200 & above	2	2	2
Charges			
£95 per 4 hours for each additional Security staff member £190 per 8 hours for each additional Security staff member			
£95 per 4 hours to open building at the weekend £190 per 8 hours to open building at the weekend			
**Bank Holidays charged at double rate			

Buildings **open** as follows (weekday evenings only – **10pm**):

Graham Hills
Livingstone Tower
Royal College (James Weir entrance)
McCance
Lord Hope

Buildings **closed** as follows (security charge to open in evenings – after **6pm**):

Collins
John Anderson
Thomas Graham (no bookings in the evenings and weekends)
SBS Business School Stenhouse and Cathedral Wing
Robertson Wing

Please contact the [Room Bookings Section](#) or phone 0141 548 2804 for further information.