Contents

1. GENERAL INFORMATION

The Khadamat Timetabling Team is authorised to book rooms on the UAEU campus.

- Room Bookings can only be requested in the Room Booking form and can be sent by a staff / faculty of the UAEU.
- Teaching activities will take precedence over non-teaching activities.
- During the designated University Examination periods (Mid Term & Final Exam periods) the Multipurpose Halls would only be booked for examination purposes.
- While booking the Multipurpose Halls for other events, the time for the set up and removal of furniture has to be taken into consideration so the booking will be made in the sytem for the same.
- Bookings for teaching rooms and/or computer rooms will only be accepted after the publication of the Academic calendar.
- Meeting rooms in the campus buildings can be booked though the respective college administrative coordinators.
- Requests for the use of specific rooms should be accompanied by a justification on the grounds of suitability e.g. specific equipment only available in that room.
- Spaces booked by Timetabling Team have been identified as bookable by members of staff and faculty of UAEU.

2. BOOKING NON ACADEMIC SPACES

Non-Academic spaces booked by Timetabling Team are listed below.

BUILDING	ROOM	CAPACITY
D1 - Crescent Buidling	B2001 –Auditorium **	320
	B2009 -Great Hall **	2210
G2 - Village	G2 0025 -Multipurpose Hall	300
B3 - Village	B3 0024 -Multipurpose Hall	300
E1 - IT Building	G020 -Auditorium (Male)	300
	G023 -Exhibit Hall (Male)	20
	G005 -Lounge (Female)	30
	G025C -Study Hall (Female)	75
	G053 -Auditorium (Female)	300
	G056 -Exhibit Hall (Female)	30

Approvals are required for booking the following spaces :

1. Crescent building rooms: The Timetabling team will send the request to the Crescent Building Administrator for approval prior to booking the space.

2. Spaces for events involving mixed genders for one time event: Requestor to seek approval from the Dean of College or Dean of Students.

3. Male side Auditorium in IT Building for events involving females and vice-versa: Requestor to seek approval from Maqam supervisor for access.

3. BOOKING ACADEMIC SPACES

Academic spaces booked by Timetabling Team are listed below.

BUILDING	ROOM
H1- H4 (H-Series)	Classrooms and Labs
F1 & F3	Classrooms and Labs
C1 - C6 (C-Series)	Classrooms and Labs
E1 - IT Building	Classrooms and Labs
E2 - E7 (E-Series)	

In allocating rooms it will be policy to match the number of attendees to room size as far as is practicable. Subsequently, large groups will be given precedence over small groups in the use of the large teaching space.

4. NON BOOKABLE SPACES

The spaces outside the village area, open spaces outside Academic buildings, lobbies in buildings, corridors in buildings, food court and sports hall are non bookable spaces by Khadamat and are hence referred to the Maqam Supervisor for further assistance.

5. ROOM BOOKING PROCESS

Booking an Event:

1. Faculty/Staff has to complete the Room Booking Request Form (available in the Timetable page of Khadamat website / this form can be requested by sending an email to timetable@khadamat.ae).
2. Booking request must be made at least 1 working day in advance.
3. The Timetabling Officer will process the room booking request based on availability and send a confirmation email to the faculty/staff with the Reference Number/ Booking ID along with the details of the room booking.
4. In case the room is occupied on the requested Date and Time, the Timetabling Officer will inform faculty member/staff of the same and request for alternative date and time or suggest alternate facility.

Amendment to an Event:

The requestor has to send an email to timetable@khadamat.ae if an amendment is required for a booked event, so that alternative facilities can be arranged in a timely manner.

The Reference Number/ Booking ID, should be quoted when contacting our office for easy retrieval of the room booking

Cancelling an Event:

In the event where a booked room is no longer required, kindly ensure that a cancellation notice is sent to the Khadamat Timetabling Team by email. This will free the space to be utilized for other University activities.

Note : For any other enquiries regarding the room booking to contact the Timetabling Office at 03-713-8080 or timetable@khadamat.ae quoting your Reference Number/ Booking ID, if any.

6. ADDITIONAL INFORMATION

Room Set-Up

1. Teaching rooms set up/ arrangements should not be changed.
2. FMD will have to be contacted if a specific set up is required in the room (except teaching spaces and furniture setup spaces). Email : FMD@uaeu.ac.ae
3. While specifying the timings for the booking ensure that sufficient time is considered to allow for set-up and clearance.
4. For furniture related needs, please contact Mr. Salah Omar Bin Salim at S.omar@uaeu.ac.ae or call 03 7134488
5. While booking the non-academic space in E1, a gap of 30 minutes will be ensured between two events and the space will be booked based on availability.
6. Khadamat is not responsible for any movement of furniture or layout changes.

Audio Visual, IT Equipment & Network or Internet Access

1. Specific audio visual or IT requirements must be arranged in advance with Division of Information Technology (DoIT) at helpdesk@uaeu.ac.ae or call 03-7136111.

Catering

1. Khadamat is unable to arrange the catering service.
2. If an external catering service is arranged for refreshments, then please ensure that Khadamat Service Desk (servicedesk@khadamat.ae) is informed regarding the same.
3. Khadamat regrets that it is unable to assist with set-up, or post event clean-up this should be arranged with the catering company directly.

Student Room Bookings

1. Khadamat Timetabling Team is unable to offer booking services to students directly. Please contact your Department Advisor or Department Secretary with your booking details as above and they will contact Khadamat on your behalf.

2. If the booking is for a club or society, contact the Student Activities Department who will arrange the booking with Khadamat Timetabling Team on your behalf.