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| **Academic Registry****Timetabling Team****ATRIUM BOOKING QUESTIONNAIRE** |
| The Atrium is a flexible space proving very popular with users for a variety of events. This area is also in close proximity to teaching rooms and administration offices, and we therefore need to be sure that any activities booked into this area will not have an adverse impact on the teaching and learning experience in nearby classrooms. Please answer the following questions which will help us to evaluate whether we will be able to approve your booking for the time requested. If this is not possible, we will contact you and try to resolve the issue.  |
| Please provide details of the type of event you are booking and how the area will be used. | Date: | 10th January 2018 |
| Time of Event: | Start: | 08:30 | End: | 16:30 |
| Event Title: | ToWe Project Local Training Event |
| Event Details: | ToWe Project Training Event – with Achieving for Children and early years practitioners dissemination of the ToWe Project |
| Will you be using amplification, musical instruments, whistles or other loud instruments during your event, or will the event be particularly noisy? Please mark appropriate box and provide any further details if your answer is yes.  | Yes: | No:x |
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| Please provide details of a contact that will be available for the duration of your event. | Name: Helen Sutherland |
| Department: HSCE |
| Ext: 65394 |
| Mobile Number: 07799577990 |
| Please send this completed form to timetabling@kingston.ac.uk. We will respond to your request as soon as possible. If your booking is approved and you need the furniture in the Atrium to be arranged in a different way, then please provide details as soon as possible, if you have not done soAlready and at least by the Thursday preceding the event. Please also arrange for someone to meet the participants of your event at the entrance to the Atrium and have adequate signage advertising the event. |