

# Booking rooms at The Hive

## Guidelines for University staff

The Hive is a unique facility, jointly run by Worcestershire County Council and the University. Customers range from babies attending Bounce and Rhyme, learners of all ages, including University of Worcester students, through to independent researchers and users of the County Archives and Archaeology service. As such, it is a wonderful asset for the University's learning and teaching, research, and Public and Community Engagement agendas.

However, we have to manage the use of rooms carefully to ensure fair distribution of use by all our customer groups, and we also seek to minimise disruption to the core services within the building, especially during student assessment periods. To support a consistent response to requests for rooms, the Hive Strategic Board have agreed a set of principles.

As a rule of thumb, rooms are intended for activities related to The Hive and are not available as overspill spaces for general university use. University members wanting an ad hoc meeting which falls outside the accepted use are more than welcome to use quiet corners in the open spaces, for instance on level 0 or 2. Hive staff would be very happy to help them find suitable spaces. In all other instances, rooms should be booked in advance.

## Acceptable use of rooms

As agreed by the Hive Strategic Board this includes:

- events and activities that have been planned in collaboration with external or internal partners; are open to customers and promoted as part of the library, archive or archaeology service offer.
- use by UoW and WCC for events that showcase the partnership between the University and WCC or that support public engagement.
- use by UoW to utilise specific Hive resources, services or space.
- use by UoW students for presentation practice.
- use by UoW students for study for a minimum of 6 weeks each year in key assessment periods.

Examples include:

- Teaching sessions with students which are led by academic staff or taught in collaboration with library staff, which specifically require and use the library space and its resources.
- Modules which make use of the archives or other resources, or which produce a performance or installation within the building.
- Public talks, workshops or courses led by UoW academic staff.
- Exhibitions and displays, for instance the annual Images of Research exhibition.
- Engagement with customers to inform research.
- 'Shut up and write' / writing retreats, including those for students with library input.
- Open Day / Offer Holder Day activities and talks.
- Recruitment or induction activity (subject to size and space requirements).
- School visits / outreach activities which utilise the resources / include library input.
- Professional networking events or conferences which enhance the reputation of the University (subject to size, space and IT requirements)
- Conferences which members of the public are invited to attend (subject to size, space and IT requirements)

Examples of activities which are not supported include:

### Library Services

- General module teaching, not taught in collaboration with library staff, or not specifically requiring and using the library space and its resources.
- Staff meetings.
- Large scale conferences that cannot be accommodated within one of the meeting rooms.
- Events where participants are charged to attend would not normally be accommodated for free.

## How to Book

Information on booking spaces including the booking form can be found at

<http://www.thehiveworcester.org/space-for-hire.html>

For more information including catering orders contact The Hive admin team

[hiveadminteam@worcestershire.gov.uk](mailto:hiveadminteam@worcestershire.gov.uk)

Alternatively, the Hive Library Manager would be happy to discuss suggestions / requirements for room use.

[Stephanie.Jones@worc.ac.uk](mailto:Stephanie.Jones@worc.ac.uk)

To discuss a potential event which could form part of the advertised [‘What’s On’](#) programme, contact

[programming@worcestershire.gov.uk](mailto:programming@worcestershire.gov.uk)

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