

## BOOKINGS

### WHAT

Bookings can be anything from meeting spaces to training and competing facilities. Sport Brighton book training and match facilities based on a variety of factors including your ratification form (really important this is filled out properly!) and budget. Amendments to your bookings may be possible so if you have any concerns you can contact the Sport Brighton team, just be aware that most of our programming goes on during the Summer so nothing is guaranteed. Claims for more space or space at 'prime times' will be helped if you can demonstrate strong Sports Fed card sales and attendances.

You can also book meeting rooms and lecture spaces, just get in touch with the Sports Club co-Ordinator and tell her when, where and what size you are hoping for and she can contact the university for you!

### WHO

Fill out the club ratification form in the spring with the old and new committee make sure your request is what you actually want! It's your best chance of change if it is possible.

### WHERE

Sport Brighton are also open to requests to swap facilities, but we aren't mind-readers so if your training space isn't ideal then tell us! We won't always be able to switch but we are happy to work with clubs to try and find solutions.

### WHY

Bookings allow you to train and play, it is important that your club uses its booking or cancels (either a one-off or all) session(s) which it isn't going to use. Not turning up is a 'no show' and counts against the club when it comes to Summer Time decision making. **Clubs are also liable to pay for any facilities they don't cancel in time!**

### HOW

Fill out the ratification form sent out by Claire and then check your newsletters over the Summer for confirmation of your bookings for next season. After that keep in touch with the department.

### LINKED SECTIONS

[Handover](#)

[Booking Policies](#)