

Staff Flats and Studios Booking Policy

Preamble

1. This Policy has been agreed by the College's Senior Executive and sets out the booking procedure for staff flats and studios based in the Christopher France House.
2. This Policy is effective as of June 2011 and will be reviewed and updated on a regular basis.
3. The purpose of the staff flats and studios is to provide temporary residential accommodation to academic visitors (i.e. teaching and research staff who are not employees of Queen Mary but who are visiting on a temporary basis) and to new members of academic staff relocating to the College.
4. Housing Services, part of Residential Services and Support is responsible for managing the bookings and for an effective implementation of this Policy:
Tel: 020 7882 8389, Email: academiclets@qmul.ac.uk

Priority 1 - Academic Visitors and New Members of Academic Staff

5. This group of users (see 3 above) has first priority for booking and using residential staff accommodation.
6. All applications to use the accommodation (subject to its availability) must be made on the relevant Booking Form¹ which has already been signed by the relevant Vice-Principal. Please note the individual making the request to book the accommodation is responsible for getting this signature and for returning the form to Housing Services.
7. A staff flat or studio may be used for up to a maximum of 3 months. In exceptional circumstances, a Vice-Principal may authorise a longer period of stay for new members of staff only.
8. For new members of staff, the duration of stay in the accommodation (including start date and end date) which has been authorised by the relevant Vice-Principal and confirmed by Housing Services, must be clearly stated in the offer of employment letter sent to the new starter by Human Resources.

¹ Appendix A attached

Priority 2 - Guests of Heads of Schools and Existing QM Academic Staff

8. For guests of Heads of Schools, the Head of the relevant School is able to authorise their application to stay in the accommodation (subject to availability) by signing the completed Booking Form². There is no need for this group to seek authorisation by a Vice-Principal. Please note the individual making the request to book the accommodation is responsible for getting this signature and for returning the form to Housing Services.
9. For existing members of QM academic staff, application may be made to stay in the accommodation without the need for authorisation by either their Vice-Principal or Head of School.
10. For all users of the accommodation in this category (i.e. for guests of Heads of School and existing members of QM academic staff) the following conditions will apply:
 - Bookings are subject to availability and can be taken no more than 1 week in advance;
 - The normal length of the stay will be limited to one night. A stay of two nights may be allowed in exceptional circumstances;
 - Occasional use only is allowed. Regular bookings are not permitted. Use of the accommodation by the same guest or member of staff on more than four occasions in a rolling 12 month period will be referred to the relevant Vice-Principal for information.

Priority 3 – QM Professional Services Staff

11. Professional Services staff can use staff accommodation (subject to availability) on an occasional basis as for the Priority 2 group of users.
12. All requests must have the prior authorisation of the Assistant Director, Residential Services and Events, Estates and Facilities. Please note the individual making the request to book the accommodation is responsible for getting this signature and for returning the form to Housing Services.
13. The normal length of the stay will be limited to one night. A stay of two nights may be allowed in exceptional circumstances.

02 October 2014
Estates and Facilities Directorate

² Appendix A attached

Appendix A



**Staff Flats and Studios
Authorisation & Booking Enquiry Form**

Title & Name of Guest:

Date of Arrival:

Date of Departure:

Faculty: H&SS S&E SMD

Department:

Guest Email:

Dept Email:

Telephone Number:

Payment: Guest:

Department: Budget Code*:

** Please provide the department budget code for the booking enquiry to proceed.*

Please provide more information about: 1. the person the request is for, 2. the purpose of their visit, and 3. the reason for requesting the provision of accommodation:

1).....

.....

2).....

.....

3).....

.....

.....

Head of School or Senior Administrator's confirmation of entitlement:

Name:

Signature:

Date:

Authorisation for provision of accommodation:

**Priority 1 – Academic Visitor and New Members of Academic Staff
Vice Principal Authorisation (Maximum stay 3 months):**

Name:

Signature:

Date:

**Priority 2 – Guests of Heads of Schools
Heads of Schools Authorisation (Maximum stay 2 nights):**

Name:

Signature:

Date:

**Priority 3 – QM Professional Services Staff
Assistant Director, Residential Services and Events, Estates and Facilities
Authorisation (Maximum stay 1 night):**

Signature:

Date:

**N.B. This form must be returned to Housing Services to check for
availability by the person booking the accommodation.**