

Staff Flats and Studios Booking Policy

PREAMBLE

1. This Policy sets out the booking procedure for staff flats and studios based in France House.
2. This Policy is effective as of 1 January 2023 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.

BOOKING PROCESS

4. Commercial Services, part of Estates and Facilities, are responsible for managing the bookings and for an effective implementation of this Policy. Email: academiclets@qmul.ac.uk
5. All applications to use the accommodation (subject to its availability) must be made on the Booking Form.
6. All requests must have prior authorisation to stay in the accommodation. The individual making the request to book the accommodation is responsible for getting the Booking Form signed and for returning the form to Commercial Services. Email: academiclets@qmul.ac.uk

AUTHORISATION AND LENGTH OF STAY

Priority 1 - Academic Visitors and New Members of Academic Staff

7. **New Members of Academic Staff** have priority for booking and using residential staff accommodation.
8. The department budget holder can authorise their application.
9. The length of stay for this group is a maximum of 3 months.

Priority 2 - Academic Visitors, Guests of Heads of Schools and Existing Queen Mary Staff

10. For **Academic Visitors** and **Guests of Heads of Schools**, the Head of the relevant School can authorise their application.

11. For Existing Queen Mary Staff, application can be made to without the need for authorization.
12. The length of stay for this group is a maximum of 7 nights.
13. This accommodation is not available for PhD students.

PAYMENT

14. Residents will be required to pay in full in advance of arrival, in order to collect the keys.
15. **Department Budget Code:** A valid budget code must be provided at the time of booking. Full commercial rates will be charged when using the department's budget code.
16. **Funded by Individual Guest:** Please update the Commercial Services team when payment has been made to confirm your stay. (We are able to offer Existing Queen Mary Staff a discounted rate subject to the stay being within the same month it has been requested).

Staff/Guest Flats and Studios Booking Form

Guest Details				
Title:		First Name:		
Surname:				
Contact Email Address:				
Contact Tel No:				
Host Details <i>(Must be existing QMUL staff. Not required if guest is a member of staff)</i>				
Title:		First Name:		
Surname:				
Position in the School:				
Department:				
Contact Email Address:				
Contact Tel No:				
Visit Information				
Primary purpose of visit:	<input type="checkbox"/> Teaching	<input type="checkbox"/> Research	<input type="checkbox"/> Event guest speaker	<input type="checkbox"/> Other
Please briefly describe the purpose of the visit:				
Arrival Date:		Departure Date:		
Payment by guest or Department?	Guest:	Budget Code*:		

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

Authorisation for provision of accommodation:

Name:

Signature:

Date:

This form must be returned to the Academic Lets team to check for availability by the person booking the accommodation at academiclets@qmul.ac.uk