

Community Room Booking Scheme: The Open Doors Project

FAQs

Who can book a room?

This scheme is for voluntary and charity organisations, CICs and social enterprises, community groups, and residents' groups. We cannot accept bookings for other companies, University staff and students, or individuals not affiliated with the above types of groups.

How far in advance can I book/do I need to book?

You can submit a booking request as far in advance as you would like to. Please submit any booking requests *at least a week* before the event date.

What kind of events can I host?

Meetings, seminars and workshops. We cannot support ticketed/private events.

Can I bring my own food to a meeting?

You *cannot* bring your own food to a meeting. Please bring bottled water only and clear away any rubbish at the end of the meeting. Some catering options are available in rooms at Manchester Museum, and this catering will be provided free-of-charge if available. However, catering options cannot be guaranteed. Please do not bring any food if your booking is in the Alliance Manchester Business School building.

What if I can't make my booking and need to cancel?

Please contact us via communityrooms@manchester.ac.uk as soon as possible if you cannot attend a booking. We will try our best to rearrange bookings but cannot guarantee that an alternative date/time is available.

What if I want to make a complaint?

Please direct any complaints to communityrooms@manchester.ac.uk

All groups who attend a booking will also receive a feedback form after any event hosted through the scheme – please add any positive feedback or information about issues here.