FAQ – School/College Managed Space (also known as Local Space)

A room list with all local space and the relevant local space manager can be found on our website under ‘Other Useful Information’:
https://www.gla.ac.uk/myglasgow/estatesandcommercialeservices/timetabling/

Booking Your Own Local Space

If you want to book events (TEACHING OR NON-TEACHING) into your own Local Space this will not be a problem (as long as you have the correct permissions on CMIS to do this).

Booking another School/Colleges Local Space

If you would like to book another Schools/Colleges Local Space for NONTEACHING events, SMTT do not need to be informed; you would contact them directly.

If you would like to book another Schools/Colleges Local Space for a TEACH/TEACHBREAK event then the process is:

1. The STT of the requesting School first contacts the owning Local Space Manager/STT and confirms with them that the room can be used.

2. Next, the requesting STT adds the event to CMIS, populating the day/time, weeks, the requested building, the requested room and the Event Type (as Local Space). If the user does not have permission in CMIS to add the requested room to the event, the room can be described in the Details field.

3. The requesting STT then creates a change request with the event ID and submits to CTT for approval. Paste the text of the confirmation email from the other school into the Supporting documents field. Failure to do so will result in a delay as SMTT will need to put the change request on hold while they request the confirmation details from you.

4. CTT then rooms the event (removing the requested room from the Details) and sends confirmation via the Change Request to the requesting STT.

Please note: the Local Space Manager/STT should not put a hold on the space otherwise it will not allow us to room the event and TEACH events need to show on students timetables.