Background
This protocol describes how space in the James McCune Smith Learning Hub (JMS) will be used, activity prioritised and events supported for the 2021-22 academic year. The arrangements will be kept under review and experience of this initial phase used to inform longer-term protocols.

Priorities
1. The JMS is, first and foremost, a student learning facility. Therefore, teaching and learning will be prioritised in all spaces and at all times.
2. Most teaching rooms when not scheduled for teaching will be available for student group study up to 6pm each day.
3. Student-facing non-teaching events organised by the University as complementary or supplementary to the core curriculum will be accommodated where there is availability.
4. To support and enhance the student experience, most rooms within the building will be available on a bookable basis for affiliated Clubs and Societies outwith core teaching hours (i.e. after 6pm Monday to Friday and at weekends).
5. Pop-Up spaces will be provided and available on a bookable basis. One space will be allocated to SRC for their own or affiliated clubs use; two will be available to University Services or Colleges and Schools.
6. Public lectures, conferences and events may use space within the JMS outwith teaching weeks, subject to availability and where this does not conflict with the core purpose of the building.¹

Space Bookings
All bookings, with the exception of student study (see below) are managed through the Space Management and Timetabling Team (SMTT).

For teaching events this will be scheduled as part of the annual timetabling process.

For non-teaching events, conferences or public lectures, requests should be submitted via Ivanti (UofG Helpdesk) and will be processed by the central team in line with the protocol and the standard policy on Non-Teaching Room Bookings.

Student bookings for study space are managed through the UofG Life App with rooms being available to book up to one week in advance.

Event Management
The primary point of contact and liaison for all conferences, public lectures or other external customer events is the Catering & Events Team in Commercial Services. They will co-ordinate all requests, submitting booking forms to SMTT and liaising with the JMS teams on logistics and management arrangements.

¹ No conferences or events will be accommodated during Semester 1 of 2021/22 to allow time for operational management and general use of the building to become established.
Catering for any event will, as far as possible, always be provided from one of the existing catering outlets (i.e. avoiding ‘in room’ delivered catering) and cordon off areas as catering spaces will be avoided. The JMS Catering Manager will advise on specific arrangements.

Deliveries (e.g. Equipment, display or promotional materials) for events must be advised as part of the planning process and where advance delivery is planned this should be to the University Mail Room from where they will be delivered to the JMS on the day of the event.

**Level 7 Terrace**

The Terrace area will remain closed by default during the first year of operation. Opportunities to have regular ‘open’ slots to allow people to access the Terrace will be explored.

Use of the Terrace to support specific activities may be possible and requests will be co-ordinated as per the Event Management arrangements outlined above.