



Ollscoil  
Teicneolaíochta  
an Atlantaigh

Atlantic  
Technological  
University

### Booking Facilities for a Club or Society.

The purpose of this document is to inform students and staff the process for booking facilities for a Club or Society.

If a club or society requires an area in the Knocknarea arena or the surrounding pitches or track, please follow the link below or this link is also available on SULife under forms.

Also contact Knocknarea Arena for any more information or queries. [knocknareaarena@atu.ie](mailto:knocknareaarena@atu.ie)  
[ATU Sligo Knocknarea Arena \(sportskey.com\)](https://www.sportskey.com/ATU_Sligo_Knocknarea_Arena)

### The current process for booking a Classroom or Hall for a Society Is as follows:

1. Contact the timetabling department, whether it is to book a classroom or Hume hall etc. They can be contacted at: [timetabling@atu.ie](mailto:timetabling@atu.ie)
2. The Timetabling department will then forward a booking/risk assessment form. A Sample copy of this can be found on SULIFE under forms.
3. All sections of the risk assessment (pages 2-4) must be completed and those involved in the approval and management of this activity need to have considered Emergency - Fire & Evac and first aid control measures therefore it is important to pay particular attention to that section on the form.
4. It is advised to speak to the health & safety department regarding this form and booking also. The contact details are: [healthandsafety.sligo@atu.ie](mailto:healthandsafety.sligo@atu.ie)
5. The form must then be returned to the timetabling department for review and sign off.

**Please note it is very important that forms are completed and returned at a minimum of two weeks prior to the booking/event.**