



Facilities Booking Procedure for KentCOG 2024

KentCOG is a multiuse accessible site, but it does have limitations in terms of indoor capacity and toilet facilities. If you wish to use the any part of the site including the Potting Shed or Wellbeing shelter it must be booked in advance.

Both the potting shed and wellbeing shelter are owned and managed by the University of Kent, and administration of the usage of these facilities is carried out by the KentCOG Coordinator.

The booking system is as follows.

1. Check the booking calendar and ensure that the time and space you would like is showing as free. The calendar is not linked publicly, so all parties requiring the link will need to request this from the KentCOG coordinator.
2. Once you have identified a clear date, please contact the KentCOG coordinator via email (kentcog@kent.ac.uk) and submit a formal request for the time and space you require, providing details of the event, the number of participants and any equipment you will be using or need on site.
3. The Coordinator will consider your request in light of the priorities of the site (agreed by the KentCOG Management group) and other pending requests, and inform you of the outcome of your request.
4. If your request is accepted, you will be notified by email and the booking calendar will be updated accordingly. If the booking request is not accepted, you will be notified by email.

The KentCOG Coordinator will aim to update the booking calendar as soon as possible as a request is accepted. Please note that the KentCOG coordinator is part time and not desk based.

If you decide you no longer wish to use the booked space, you need to inform the KentCOG Coordinator as soon as you know, to ensure the booked space can be used by another group if needed.