**Reading Room booking procedure**

1. From the calendar check that the Reading Room is free for the date and period.  
   *(Please note that we try to keep the calendar up to date but availability can change daily and most recent bookings may not have been updated at the time of your enquiry).*
2. Click on the “Booking form” link and complete all the details requested then click on the “Send” button at the bottom of the form. Your request will then be emailed to the bookings manager.
3. Subject to availability of the Reading Room at the time and date requested, and any special requirements in your application addressed the bookings manager will respond (usually within 24 hours accepting your reservation).
4. The acceptance email will include the charge to be made and a request for payment via BACS with full details for making payment. At this stage the booking will be marked provisional on the calendar.
5. Once payment has been received, your booking will be confirmed by email, and the calendar entry will be updated as confirmed. Payment MUST be received at least 14 days prior to the requested – the booking is not confirmed until payment has been received.  
   A reminder will be sent if payment is not received in time. If payment is not received in the following 48 hours the booking will be cancelled.
6. You will receive details on access to the Reading Room – keycode or key – normally 5 days before your event.

If you have any queries at any time after your booking has been confirmed contact the bookings secretary by email at [csgrrbookings@gmail.com](mailto:csgrrbookings@gmail.com)