



# Room Booking

## Function room use

The Auditorium reservation is destined for actions, events and other activities, as long as they are allowed by the TTC regulations, its purpose is to allow collaboration in the organisation of activities promoted by the University of Lisbon Thematic Networks.

## Bookings

All requests for bookings **can only be made** by filling our [form](#), this must be done at least 24h prior to the event.

When filling the [form](#) you will have to mention the **date, time and type of event**.

Your booking will only be valid upon confirmation by e-mail from the TTC.

## Organiser responsibilities

It is the organiser's responsibility to ensure that the space is used solely for the purpose declared on the booking form.

To ensure the preservation of the room or any items within from misuse.

To keep the organisation and cleanliness of the space.

Upon leaving all tables and chairs should be returned to their initial location.

To remove any posters or other materials used during the event.

To turn off the lights, electric equipment, air conditioning and erase the whiteboard before leaving the room.

To ensure that all users will comply with the rules above.

To inform in advance of any alteration or cancellation regarding the event.

## Restrictions

It is not allowed to eat or drink inside the room

Animals are not allowed except assistance animals.

## Available resources

Chairs with writing tablets, a projector with remote, a projection screen, and a movable whiteboard.

If you need any of the above items you will have to make a request prior to the event to the TTC

The TTC does not provide immediate IT support, however if you have any technical difficulties please let us know and we will forward your request to the ULisboa IT Central Services support

## Cost

Bookers should contact [ttc@ulisboa.pt](mailto:ttc@ulisboa.pt)