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- Room bookings must be for internal events only. External sessions must be requested through Venue Reading (info@venueReading.com)
 - All central rooms are available to book Mon - Fri between 8:00 - 18:00 with the exception of Edith Morley & Palmer building available Mon - Fri between 8:00 - 21:45.
 - Other areas can only be booked out of hours with specific permission from Estates.
 - No charges are permitted to be levied by event organisers or attendees

- To qualify as a society booking, the group must be registered with RUSU.
- New non-registered societies are permitted 2 bookings to gain members for the group, but proof must be provided that an application to RUSU has been submitted or that an application is being prepared.
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