

USING AGORA & BOOKING ROOMS IN THE EDGE (SOCIETIES)

Rooms bookable on Agora (our booking portal)

- All Individual Practice Rooms
- Dance Studio
- Digital Studio
- Art Studio

Rooms bookable by emailing SU Arts

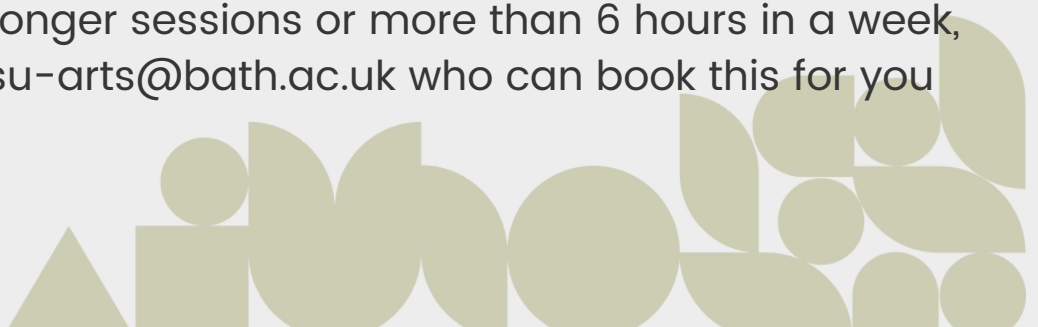
- Music Studio
- Ensemble Room

Room information

You can find information on what the rooms offer [here](#).

Things to know

- All rooms booked by the society will be accessible to all society members automatically on their library cards, so long as they have bought society membership - be aware memberships can take up to 24 hours to process.
- You must book with your Society Agora, not your individual account.
- All committee and members require their library card to access your booked room
- You can only book from 2 hours, up to 2-weeks in advance
- Your access to your booked room begins from the time you booked, not a second earlier
- You can book up to 2 hours a day, and up to 6 hours a week
 - If you require longer sessions or more than 6 hours in a week, please email su-arts@bath.ac.uk who can book this for you



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Checking Availability

We always advise people to check the availability of rooms, prior to attempting a booking, on the Agora 'What's On' page, and advise looking on a day-by-day basis for ease of use.

The site won't let you book a slot during an already booked and confirmed slot, so you just get a big red cross...

How to find a free slot

- Log into your [Society Agora](#)
- Set the 'Date Range' e.g:
 - From: 26/07/2026 – To: 26/07/2026
- You can then filter by room you want to check, e.g if you want to see the Choral Practice Room availability, you would select:
 - Location – The Edge – Choral Practice Room
- All confirmed slots for that room will show in chronological order
 - If the first confirmed booking you see is 10:00–11:00, and the next is 12:00–13:00, this means an 11:00–12:00 slot is free



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Making a booking

Once you have found a free slot that you would like:

- Go to 'New Society / Student Leader Booking'
- Select the form of art that best suits your activity e.g:
 - Arts & Crafts, Dance, Music, Digital Art
- Select the amount of people the booking is for

The system will now bring up rooms that suit your activity and capacity requirements.

PLEASE DO NOT CHOOSE ANOTHER ACTIVITY TO TRICK THE SYSTEM INTO LETTING YOU BOOK ANOTHER ROOM.

Some rooms are not suitable for certain activities, or have specialist equipment reserved for particular activities. Individuals found to be using rooms for unsuitable activities may have their access to this site revoked.

- If you are not presented with the choice to pick, this means there is only one room suitable for your activity, skip to the next step
 - If you are presented with options, please pick one
- Select your date
- Select your pre-checked available booking time
- Set the 'Description' as your Group Name
- Leave 'Customer' as 'Me'
- Double check your booking summary
- Accept 'Terms & Conditions' e.g respect the space and leave the room tidy!
- Submit



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labelling Cancellling a booking

If you know you are no longer able to attend a booking, please cancel it to allow others to use the slot and space.

- Log into [Society Agora](#)
- Go to 'My Bookings'
- Click the red 'Cancel' button to the right of your chosen booking
- Confirm cancellation by clicking 'Yes'

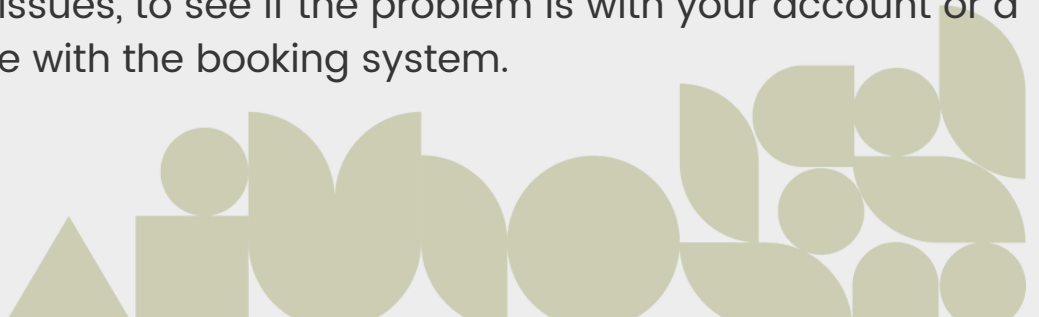
labelling Experiencing access issues?

If you are struggling to access a booked space, check the following:

- Check you're not early. If you've booked 10:00 – 11:00 you will only gain access from 10:00.
- Try tapping library cards twice as this can sometimes refresh the system (waiting for it to return to red between taps).
- Try multiple library cards
- Check you have the right day, time and room (it happens...)

labelling If none of the above resolve an access issue

- If during work hours (Mon–Fri, 09:00–17:00), pop into the Activities Office, on Level 2 of The Edge, and ring the Arts bell for help
- If outside of work hours (Mon–Fri, 17:00–22 & Sat–Sun, 10:00–22:00), contact Security and inform them you are an SU group that is unable to access their booking.
 - Send details of your booking to [SU Arts](#) including your name, Bath email address, date, time, room and inform us that you had to contact Security for access.
 - On the next working day, we will look into your booking, alongside any other reported issues, to see if the problem is with your account or a temporary issue with the booking system.



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SU Arts Team Work Hours

Monday – Friday: 08:00–17:00

Activities Office Opening Hours

Monday – Friday: 10:00–17:00

The Edge Opening Hours

Monday – Friday: 09:00–22:00

Saturday – Sunday: 10:00–22:00

Bank Holidays: CLOSED

All Societies will be informed of holiday & bank holiday building opening hours closer to the occurrence of these

SU Arts Team x

