[Company name]

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Meeting Room Booking SOP

Purpose: Avoiding double bookings and unprepared rooms: one booking method, setup checks, and a release rule when rooms are not used. **Who this is for:** Everyone who books, sets up, or uses meeting rooms.

Booking rules Book rooms only through [Booking system / calendar], giving the meeting title, organiser, expected attendee count, and start and end times.

Booking method: _____ **Maximum length:** _____

Gap between bookings: 15 minutes **Approval for longer meetings:** _____

Room setup checklist: [ ] Chairs set for the attendee count.

[ ] Table clear.

[ ] Whiteboard wiped, with at least two working markers available.

[ ] Screen or video-conferencing link switched on and tested five minutes before the start, with the meeting link pasted in the calendar invite.

[ ] Drinking water and glasses provided for meetings over one hour.

Cancellations and no-shows Cancel at least one hour before the start and delete the calendar entry. A room unoccupied 15 minutes after the booked start may be released to another team.

Booking	Organiser	Cancelled at	Released?
Meeting room 1, 10:00–11:00	Team Lead	09:00	Yes

Equipment and catering requests: Projector / video equipment: 24 hours ahead **Catering:** _____

Budget code: _____ **Special setup (boardroom layout, extra chairs, flipcharts):** 48 hours ahead

End-of-meeting reset: [ ] Chairs returned to the standard layout.

[ ] Whiteboard wiped.

[ ] Screen switched off.

[ ] All papers and cups removed.

[ ] Damage, missing markers, or faulty equipment reported to reception before leaving the room.

Completion checklist: [ ] All of today's bookings are on the shared calendar with attendee counts and times.

[ ] Rooms for meetings starting within the hour are set up and tested.

[ ] Rooms used today were reset and any faults reported.

Checked by: [Name] - Date: [DD Month YYYY]

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Owner: _____ **Review date:** _____