

Room and Facility Booking Sheet

Keep every booking for a shared space in one visible place, which is the only reliable cure for double bookings.

A booking sheet for a hall, room, pitch or piece of shared equipment — who has it, when, and what they need.

ONE SHEET, ONE WALL

Double bookings almost always come from two people holding the booking in two places. One sheet on one wall, filled in at the time of asking, removes the problem.

Room, hall or item					Week or month beginning		Bookings taken by		
Date	From	To	Booked by	Contact	Purpose	Layout or set-up	Fee	Paid	Keys out / back