

# INDIVIDUAL BOOKING ACCESS ISSUES?

## PLEASE CHECK:

1. YOU HAVE THE CORRECT DATE, TIME & ROOM FOR YOUR BOOKING
2. YOU HAVE AN EDGE MEMBERSHIP
3. YOU DO NOT TRY TO ACCESS THE ROOM TOO EARLY – ACCESS IS ONLY VALID DURING THE PRECISE TIME OF YOUR SLOT

If you have checked all the above and still can't access, **DO NOT contact Security:**

### During Office Hours

- Pop into SU Activities Office, Level 2 & ring Arts bell

### Out of Office Hours:

- Unfortunately you will not be able to access the space at this time
- Please send your username and booking details (date, room & time) to [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk)

The inbox is monitored Mon-Fri.  
Weekend issues will be picked up on Monday.